

CPSY Minutes

Location:	Mercure Hotel, Sheffield Parkway, S60 5BD
Date:	Wednesday 22nd May 2024
Time:	09.00-15.45

1.1 Present

1.2 Apologies

Chair - Chris Bland		CB	
Paul Mason		PM	
Treasurer – Stephen Pollock		SP	
Christopher Alcock		CA	Apologies
Stella Shaw		SS	Apologies
Richard Hackett		RH	
Richard Dune		RD	
Daniel Swift		DS	
Joseph Bratley		JB	
Rizwan Ali		RA	
Raj Morjaria		RM	Apologies

2.1 In Attendance

Vicki Roberts	Chief Executive Officer	VR
Laura Richardson	Service and Engagement Lead	LR
Zoe Richardson	Business Support Officer	ZR
Tom Bisset	Special Advisor	TB

2.2 Guests & Observers

David Broome	CPE Regional Representative for Yorks & Humber	DB
Charlotte McMurray	Medicines Optimisation Programme Director (Pharmacy Integration and Development)	CM
Victoria Lindon	Primary Care Lead, SY ICB	VL
Babir Malik	Imaan Healthcare (Observer)	BM
Rotherham NHSFT	Dr Gupta (NG) Rotherham NHSFT Joanna Gregg (JG) Rotherham NHSFT	NG JG

MAIN MEETING

1.0	<p>Welcome, Objectives for the Committee</p> <ul style="list-style-type: none"> • New Business Support Officer Zoe Richardson was welcomed to the meeting. • Invites to start at 9 am for the subsequent meetings ZR to action. • DS raised continued concern regarding NHS emails/info not being picked up by Pharmacy. VR to pick up in AOB.
2.0	<p>Decisions to be made at this meeting</p> <ul style="list-style-type: none"> • Wednesday 25th September LPC Meeting to proceed with PM to Chair and CB to attend CPE's Meeting or vice versa.
3.0	<p>Rotherham NHSFT – EHC Service</p> <ul style="list-style-type: none"> • Early-stage discussions around exploring the potential to include ellaOne. (ellaOne is included in FSRH guidelines.) • Pricing to be increased if the supply of two tablets is required for a patient with a BMI 26 and over. • Suggested consult increase from £10 to £15 ex VAT plus medication supply to be tariff plus inclusion of 2x supply. Action - NG or JG to provide feedback to CPSY on ongoing discussions • Fees to be reviewed annually during the 3-year contract. • No VAT included on PGDs until 2027. Action - NG/JG to liaise with their Finance Team • Agreed to include an annual review of service in January CPSY meeting to discuss the contract for April-March. Action - ZR to organise • Potential alignment of EHC contracts across SY. Action - JG to pick up with contacts in other council areas and provide feedback to CPSY • Action - TB to liaise with Trust regarding the SY PharmOutcomes license to include Rotherham EHC.
4.0	<p>GOVERNANCE</p> <ul style="list-style-type: none"> • March Minutes Proposed PM - Seconded RD. <p><u>Action log</u></p> <ul style="list-style-type: none"> • Spectrum (EHC Barnsley) – VR LR attending meeting on 13th June Action - members to provide feedback on current contract before meeting. • James Wood is to attend the November meeting. • TB noted Barnsley Place LCS payment issue. Assurance from MO Team this will be dealt with by the end of next week. • Members agreed to accept the template Code of Conduct. Action - LR to update the template with CPSY info and update website. • Governance Framework – Clarification from DB that clause 8 is intended more for CPE than LPC's. The Committee unanimously

CPSY Minutes

	<p>agreed to leave this clause in but formally note that there will be occasions where it does not apply to CPSY.</p> <p><u>Job Roles</u></p> <ul style="list-style-type: none"> • Chair job description – CPSY members unanimously agreed that the non-member Chair should have the casting vote where there is a split committee vote. Job description to be reviewed every two years by the Governance and regulatory sub-committee. Action - VR to add the second term in office to the clause. • Vice Chair – Additional duties and term of office added. CPSY members unanimously voted to accept the job description. • Treasurer – No amendments. CPSY members unanimously voted to accept the job description. • Special Advisor – All agreed does not require a Job Description. <p><u>Member & exec reimbursement</u></p> <ul style="list-style-type: none"> • Office holders – advice and recommendations discussed including ‘Office Holder’ definition on Gov.uk Website. No HR liabilities for CPSY for members / exec choosing to be reimbursed via CPSY payroll. Action - VR to write to affected members / exec to confirm this position. • New DOI, expense and confidentiality forms shared with CPSY members & employees. Action - LR to send copies to non-present members and add signed copies to website.
5.0	<p>INTERNAL MATTERS - CLOSED SECTION</p> <ul style="list-style-type: none"> • Confidential Minutes
	Break
6.0	<p>CPE Update - CLOSED SECTION</p> <ul style="list-style-type: none"> • Confidential Minutes
7.0	<p>ICB Update</p> <ul style="list-style-type: none"> • Introduction to VL & CM • Update on CM new role and responsibilities within the ICB. • VL gave an update on CPAF process and ongoing virtual visits. • VR & VL gave an update on the proposed Pharmacy First Contractor Meeting likely to take place in July. Committee members RD & RH volunteered to take part in Agenda planning. Action - VR to arrange Agenda Planning Meeting. • VR gave an update on recruitment for two fixed term new support roles paid for via NHS monies to support Pharmacy First. • Locally Commissioned Services Review – Update on specialist stock service negotiations. Minor ailments service is likely to be the next service to be reviewed but requires Pharmacy First data to inform discussion.

CPSY Minutes

	<ul style="list-style-type: none"> • Ongoing discussions regarding one License for Pharm Outcomes for SY. • CM update on Doncaster Pharmacy First engagement event in collaboration with LMC/CPSY/ICB. The first event is to be in June. The first three months are planned, sponsored by Eli Lilly as a pilot. • CM provided an update on the workforce strategy approved by IPMO Board.
8.0	<p>Pharmacy Forum</p> <ul style="list-style-type: none"> • Rotherham out of stock Accurx pilot feedback – Data received up to mid-April identified low activity with 125 uses across all pharmacies. • TB noted an Issue with the current template requiring the prescription to be returned to the spine if an item is out of stock. TB has feedback to Accurx and MO Team to advise another option is required to enable the pharmacy team to endorse 'ND'. • Challenge discussed whereby GP and pharmacy Systems not matching up meaning GPs are unable to see if an item has been marked as 'ND'. Noted GP comms explaining the ND claim issue would be beneficial. Action - TB to draft on behalf of Pharmacy Forum. CPSY to adopt.
9.0	<p>Services/Commissioning Update</p> <ul style="list-style-type: none"> • CB gave an MDS T+F group update which is currently focused on reviewing patients already on MDS. • Noted that CB will be taking over TB at future IMOC meetings as CPSY representative.
10.0	<p>Place Updates</p> <ul style="list-style-type: none"> • VR provided a summary of Place updates. No questions raised
11.0	<p>Communications Update</p> <ul style="list-style-type: none"> • Website and Newsletter update provided. Noted ZR to take responsibility moving forward.
12.0	<p>CPSY Development & Strategy Discussion</p> <ul style="list-style-type: none"> • Members discussed the feedback from Lynette Roberts Development session and agreed CPSY top 5 priorities. Positive feedback was received. • The committee split into three groups to discuss CPSY strategic plan on a page plan which included Represent, Support, and Lead. Action - VR to update the plan and recirculate feedback. Action - VR and team to use the plan to inform the granular workplan.
13.0	<p>Review Objectives & Decisions; AOB and meeting close</p> <ul style="list-style-type: none"> • ICB Colleagues are exploring options to target outreach events for BP services directed at hard-to-reach communities. Outreach programs

CPSY Minutes

	<p>from 2nd September – 6th September to tie into Know Your Numbers Week which will include two four-hour sessions during this week. Pharmacy will be recompensed with funding to be spent on an ABPM Machine. Action - VR to get more details about operating off-site and what support would be available from the ICB.</p> <ul style="list-style-type: none"> • Accurx offered training evenings with contractors. Members supported arranging an evening session. Action - LR to pick up with AccuRx and arrange • Doncaster Ear Care Service PGDs expiring at the end of May (some have already expired). It is recommended this service be allowed to lapse and reconsidered as part of the LCS review of minor ailments. Action ICB to issue comms to participating service providers. Action ZR to recirculate comms across Doncaster. Action LR to update website. • PM highlighted organisation name change from Aim to IPA. • DS flagged ongoing patient safety concerns with GP Practice email addresses within pharmacy IT systems. Action - TB to pick up with Katy Dowson. • TB noted KD keen to get a baseline of IT systems in Community Pharmacy and proposed contractor survey. Committee supported this. Action - TB to develop a questionnaire and share it with the committee for comments. • DB noted that NHS service finder includes pharmacy but not GP email addresses. Action - TB to give feedback to KD. • Oliver McGowen Training was discussed. In the absence of any national steer, committee members agreed no action required at this time.
	MEETING CLOSE 15.45

Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 22nd May 2024

Signed:



Date:

Chris Bland, Chair, Community Pharmacy South Yorkshire