

## Community Pharmacy South Yorkshire (CPSY) Meeting - Wednesday 25<sup>th</sup>

September 2024

Agenda (CPSY committee members)

09.00 – 13.00pm

Followed by Annual General Meeting 13.00 – 13.30

Mercure Hotel, Sheffield Parkway, S60 5BD

<b>MS Teams LINK to papers for LPC only</b>	<b>THIS LINK MUST NOT BE SHARED WITH ANYONE OUTSIDE OF THE LPC.</b>
<b>CHAIR</b>	Chris Bland (CB)
<b>MEMBERS</b>	Stephen Pollock (SP), Christopher Alcock (CA), Richard Hackett (RH), Daniel Swift (DS), Joseph Bratley (JB), Rizwan Ali (RA), Raj Morjaria (RM), Richard Dunne (RD)
<b>IN ATTENDANCE</b>	Vicki Roberts (VR), Chief Executive Officer Laura Richardson (LR), Services and Engagement Lead Jane Charlesworth (JC), Business Support Officer Tom Bisset (TB), Special Advisor
<b>MEMBER APOLOGIES</b>	Paul Mason (PM), Stella Shaw (SS)
<b>Guests &amp; Observers</b>	Claire Thomas (CT), Community Pharmacy Clinical Lead, SY ICB Alex Molyneux (AM) Chief Pharmacy Officer SYICB
<b>Voting</b>	Any voting will be undertaken following discussion during the closed or private sessions of the meeting. Where an agenda item is expected to result in a vote it will be flagged and any Member who is not able to attend the LPC Meeting may ask another Member to act as Proxy. This should be communicated to the Chief Officer through <a href="mailto:vickiroberts@cpsy.org.uk">vickiroberts@cpsy.org.uk</a> prior to the meeting starting along with any apologies.
<b>LPC Meetings</b>	<b>We welcome Contractors and Observers to the open sessions of our meetings.</b> We hold our meetings on alternate months and the dates and agendas are available on our LPC websites. (January, March, May, July, September, November). The public minutes will also be posted on the website following approval. <b>We generally hold the public part of the meeting during the morning session. The exact times will be confirmed 1-2 weeks before the meeting.</b> If you would like to attend one of the meetings or have any questions / comments please contact the LPC Business Support Officer, email: <a href="mailto:admin@cpsy.org.uk">admin@cpsy.org.uk</a>

<b>Observers</b>	Contractors and Observers are welcome to pose questions in advance to the LPC on any non-confidential agenda item or relevant Community Pharmacy topic to be considered in AOB. These should be sent to the admin LPC email account: <a href="mailto:admin@cpsy.org.uk">admin@cpsy.org.uk</a> at least two days prior to the meeting to allow time to be incorporated into the agenda.
<b>Guests &amp; Observers</b>	Guests will be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to confidential session minutes. They may attend the rest of the open meeting if they so wish. The Chair will invite observers / guests to contribute to discussions during agenda items or at the end of the public meeting.
<b>Declarations of Interest</b>	All Members and Support team will complete DOI and confirm any changes at the start of every meeting. Guests, Contractors and Observers will be asked to make any declarations of interest when they join.
<b>Confidentiality</b>	All Members and attendees are reminded that you are bound by confidentiality where any declared sensitive information is shared. A confidentiality declaration is included within the DOI for guests and observers. Members and LPC team are additionally bound under the constitution and separate confidentiality agreements. The CPSY exec will determine which items are to be discussed as confidential items on the agenda.
<b>Minutes</b>	The public minutes will be published on our LPC website after sign off at the next LPC meeting. Where, during the review of Minutes, any points are identified as being sensitive / confidential by the LPC Members they will be excluded from the public minutes and will be added to the confidential minutes. If Observers or Guests wish to share any information during the meeting, which they do not want to appear in public minutes this should be declared prior to sharing and the minute taker will take note that this topic will not be published within the public minutes. This would generally be topics already raised to be considered under AOB in advance to the LPC as set out under Observers above. At the discretion of the Chair additional topics may be raised by Members on the day, where time permits.

Item	Lead	Time	Discussion points / Actions / outputs	Confidential where specified	Attachments
Arrival and coffee		8.30-9.00			
			<b>MAIN MEETING</b>		
1. Welcome, Objectives for the Committee,	CB				
2. Decisions to be made at this meeting	CB		MDS Service Minor Ailments Service 2025 Meeting Venues & Dates		
3. GOVERNANCE Minutes from July Meeting Action Log Declarations of Interest	CB/VR		Acceptance of minutes & any matters arising Review action log Updates to DOI forms		

4a. INTERNAL MATTERS CO & Chair Update	CB/VR				
4b INTERNAL MATTERS Finance Update Markey Entry Update				CONFIDENTIAL	
5. CPE Update				CONFIDENTIAL	
6. Services / Commissioning Update				CONFIDENTIAL	
		10.55-11.10	BREAK		
7. Communications Update	LR				
8. Pharmacy First	VR		Pharmacy First Highlight Report		
9. Advanced Services Workshop Update	VR				
10. ICB Update	CT		Independent Prescribing Pathfinder		
11. Overview of Meds Optimisation Team and ways of working	AM				
12. Pharmacy Forum	VR				
13. Meeting Dates for 2025 and alternative venues	VR				
14. Annual General Meeting					
15. Thank you and farewell to Tom as Special Advisor					
		13.30	LUNCH		
			Meeting close by 13.30		

#### Next LPC Meetings

2024 Meeting Dates	Location
Wednesday November 27th (guest slots usually 11-1)	Mercure, Catcliffe