

CPSY Minutes

Location:	Mercure Hotel, Sheffield Parkway, S60 5BD
Date:	Wednesday 29th January 2025
Time:	09.00-15.15

1.1 Present	Representative	Initials	1.2 Apologies
Chair - Chris Bland	Non-Member (Morning session)	CB	
Vice Chair - Paul Mason	IPA Rep	PM	
Treasurer – Stephen Pollock	Independent Contractor	SP	
Christopher Alcock	IPA Rep	CA	Apologies
Stella Shaw	IPA Rep	SS	
Richard Hackett	IPA Rep	RH	
Richard Dunne	CCA Rep	RD	
Daniel Swift	CCA Rep	DS	
Joseph Bratley	CCA Rep	JB	
Rizwan Ali	Independent Contractor	RA	
Raj Morjaria	Independent Contractor	RM	Apologies

2.1 In Attendance	Role	Initials
Vicki Roberts	Chief Executive Officer	VR
Laura Richardson	Service and Engagement Lead	LR
Jane Charlesworth	Business Support Officer	JC

2.2 Guests & Observers	Role	Initials
David Broome	CPE Regional Representative for Yorks & Humber	DB
Claire Thomas	Community Pharmacy Clinical Lead, SY ICB	CT
Victoria Lindon	Primary Care Lead, SY ICB	VL

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MAIN MEETING

1.0	<p>Welcome, Objectives for the Committee CB Welcomed Members, Guests and Observers to the meeting. CB Gave an update regarding the recruitment of the new Chief Executive Officer (CEO). Joanne Lane has accepted the position and is due to start in post on 22nd April 2025. As there will be a four week period where there is no CEO in place the March LPC meeting is cancelled. If there are any significant announcements on CPCF an emergency meeting may be called. Also, for this reason the 2025 / 2026 budget will be ratified today. Apologies were noted.</p>
2.0	<p>Decisions to be made at this meeting Ratification of: Funding Arrangements Guidance – item 03 on the agenda: doc 03d Approvers and Authorisation Levels – item 03 on the agenda: doc 03e Budget 2025 / 2026 – item 04b on the agenda: doc 04b4</p>
3.0	<p>GOVERNANCE</p> <p>Minutes from November Meeting The minutes of the meeting on 27th November 2024 were proposed as a true record of the meeting by DS and seconded by RA.</p> <p>Declarations of Interest Members were asked to inform the Chair of any changes to their Declaration of Interests. No changes declared.</p> <p>Action Log VR reviewed outstanding actions. A number of items placed On Hold until new CEO in post. Action – JC to update action log</p> <p>Approvers and Authorisation Levels VR introduced document and asked members for comments. Noted that the Treasurer and Paul Mason have approved. Ratified by members with two minor updates. Members approved and agreed this can be uploaded to CPSY website. Action – JC to update document - complete Action – Once updated JC to add to website and policy schedule updates - Complete</p> <p>Funding Arrangements Guidance VR introduced document and asked members for comments. Noted that the Finance Sub Committee and Paul Mason have approved. Ratified by members. Members approved and agreed this can be uploaded to CPSY website Action – JC to add to website and policy schedule updates- Complete</p> <p>Market Entry Summary VR asked members for comments on the summary. One error to be rectified Action – JC to rectify error on spreadsheet – Complete</p>

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	<p>CPSY members noted the sale of a significant number of contracts within SY and suggested we should seek to understand the consequence of this on CPSY proportionality, noting that unless a CPSY member resigns this would be for information purposes only.</p> <p>Action – JL/LR/JC Review CPSY proportionality make up when new CEO in post</p> <p>Risk Register VR asked members for comments on the Risk Register and confirmed it is now on the CPSY website. No comments.</p> <p>Changes to Declaration of Interest None</p>
4.a	<p>INTERNAL MATTERS</p> <p>CO & Chair Update</p> <p>Chair update Key points covered:</p> <ul style="list-style-type: none"> Prevention of Future Deaths Report The coroner's report was discussed relating to the Tegretol case, and members were asked for views on whether the LPC should comment and what the response should be if CPSY is approached by Contractors / media Members felt the LPC should not comment if approached by the media and if approached by Contractors refer them to their Indemnity Insurance provider. Action - CB to raise at next South Yorkshire Medicines Safety Group meeting <p>Members were invited to ask questions or seek clarifications.</p> <p>CO Update</p> <p>The written CO update was shared with members for information in the meeting papers. Key points discussed:</p> <ul style="list-style-type: none"> Support Team CEO resignation LR and JC have had their contracted hours increased by one day per week Finance 2025 /2026 Draft budget ratified by Finance Sub Committee – agenda item ICB Updates AccuRx Out Of Stocks Process: project now being rolled out across South Yorkshire with varying levels of appetite amongst Places / GPs making pharmacy implementation challenging and erratic across the four places Primary Care Provider Alliance: Forward plan to be developed. LCS Review: Paper to be submitted to ICB Exec for a decision regarding the budgets for the Specialist Stock Service Advanced Services Workshop: So far c20 registrations, low numbers of Independents registered. Independent members of committee asked to highlight amongst their networks

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	<p>SDF funding: Proposal has been written and shared with VL to try and ensure Pharmacy First and PCN Lead projects can continue into 2025/26</p> <ul style="list-style-type: none"> Wider Engagement PNA's: Sheffield will be extremely light touch Note: These meetings need to be attended in the interim period between VR leaving and JL being in post Action: CB to attend <p>NEY Region (Community Pharmacy Transformation Group): Post Event Messages (PEMs) were stuck in pharmacy IT systems when GP practices have not got a verified email address within PharmOutcomes / EMIS. There are still GPs with unverified e-mail addresses. VL to update later on agenda. Area Manager Meetings: VR to Recommend to JL to continue quarterly Area Manager meetings Action – VR to add to handover list</p>
4.b	<p>INTERNAL MATTERS – Closed Section</p> <ul style="list-style-type: none"> Confidential Minutes
5.0	<p>CPE Update – Closed Section</p> <ul style="list-style-type: none"> Confidential Minutes
6.0	<p>Community Pharmacy Collective Action VR shared the presentation slides from the meeting VR and CB had with David Crichton and Antony Fitzgerald – Director of Primary Care and Medical Director SYICB. The discussion with these senior ICB leaders was very well received and has been referred to on multiple occasions in other meetings. VR and CB have been invited back for a follow up meeting. VR asked members for feedback as to what else we should talk to the ICB about, what can Community Pharmacy support? What are the key messages we need to get across? Action – Members to feedback to JC by end of February</p>
BREAK & PHOTOS	
7.0	<p>IPMO CB updated, key points included:</p> <ul style="list-style-type: none"> GP action may ramp up around 19th March Issue with obtaining Salamol stock as a result of being in the QIPP plans MDS: now in phase 2 of the programme. The template developed in phase 1 is now in use and may start dripping into pharmacies
8.0	<p>Communications Update VR requested feedback from members on CPSY Communications strategy. VR suggested if a Communications Sub Committee is needed, this would be picked up by the new CEO. Members actions to continue to share and like social media posts, share good news stories, submit quick wins / short cuts for support team to communicate via the newsletter and social media. Action – RH to send article on IP Pathfinder site Action – VR to add Communication Sub Committee to list for new CEO VR updated members on the work done to date on the website including the new Wellbeing section</p>

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9.0	Mission Statement Committee agreed to carry forward to next LPC meeting
10.0	Skills & Capacity Audit VR summarised responses from the Skills & Capacity Audit recently completed by 9 out of 10 members. <p style="color: red;">Action – VR to pass to new CEO for comparison to 2024 submissions and if a follow up session with Lynette would be beneficial</p> <p style="color: red;">Action – LR to reword the question around GP / PCN influencing for future audit</p>
11.0	Sponsor Session This meeting was sponsored by Nestle and was attended by Cathy O'Neill who presented to members and took questions.
	LUNCH
12.0	Pharmacy Forum VR advised lack of funding to support community pharmacy, there is appetite to do projects but budgets and capacity are lacking. VR has advised VL of funding required for FY2025/26 Chris Lawson expressed that legacy funds held by CPSY originally for communication (the mobile phone project), could be used for the calibration of the 12 ABPM given by Barnsley Council / CCG however VR keen to see this used for a Walk in my Shoes pilot.
13.0	Services & Commissioning Update VR Updated members. Key points included: <ul style="list-style-type: none"> • Barnsley ICB Commissioned Services – delays to payments despite previous assurances from ICB had been brought to VR attention by Chris Lawson. ICB have remedial plan to resolve Waythrough (was Humankind) – Supervised Consumption and Needle Exchange – all outstanding payment have now been paid across all places affected. Waythrough are keen to roll out Take Home Naloxone and Emergency Naloxone Administration in Barnsley following the success of these services in Sheffield. • Doncaster Aspire – Supervised Consumption & NEX – increased fees and new contracts agreed to backdate to 1st April 2024 • Rotherham We are with you – planned annual refresher training 25th January and 3rd Feb • Sheffield / Barnsley / Doncaster Following some positive meetings with SWYPT and discussion about the re-launch of the Varenicline service with a standardised fee structure we were informed that they are unable to align the fees across the three Local Authority areas. VR has responded and shared her disappointment and utter frustration, advising that she will no longer be able to support their implementation of this service.

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	<p>Action – VR to advise SWYT that Varenicline is not in the Drug Tariff so they will need to determine what / how they will pay drug cost associated with this service</p>
8.0	<p>ICB Update CT provided her ICB Clinical Lead update. Key points included:</p> <ul style="list-style-type: none"> DPP Update Funding to recruit new DPP's across South Yorkshire, 30 recruited. Action – CT to explore with ICB colleagues working on the Operation DPP project the best way to link CPs with DPPs and ask for comms to be produced to share with CPSY, it should include details of scope of practice to match the right skills together Action – CT to clarify funding for DPP teach and treat Independent Prescribing Pathfinder Two sites are active with 8 patients, 5 have had medication changes and 3 lifestyle advice. All have follow up appointments booked. A further 7 sites are scheduled to go live before end of March There are ongoing issues with ICE (related to pathology) that need resolving before hypertension models can be rolled out more widely. Hypertension BP Outreach programme concluded. Highlight report is being drafted and CT will share once complete. CT noted the programme is deemed as a success by the ICB. CT informed that the venue for the BP Check Train the Trainer workshop on 12th Feb has changed to Sheffield ICB offices, 197 Eyre Street, Sheffield, S1 3FG, England Action – JC to include in next weekly bulletin T&D section - Complete Action – LR to draft a new alert - Complete Advanced Services CT asked members if there is any support required for advanced services RH requested support on the contraception service as GPs are more engaged with this than other services Action – LR Next contraception newsletter to include a link to the formularies on the CPSY website Action – CT to ask ICB colleagues if any plans for a SY formulary for contraception <p>Members were invited to ask question or seek clarifications.</p> <p>Members have received reports that patients are being told to go and get their height and weight checked at pharmacies, and pharmacy contractors are not happy that they are having additional pressure to provide unfunded/uncommissioned additional work at a time when they are under so much pressure Action – CT to look into and feedback – Complete. LR mailed members 6/2/25 with CT's response</p>

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	<p>VL provided an update. Key points included:</p> <ul style="list-style-type: none"> • None Compliance – Terms of Service VR has a list of pharmacies who have been sent breach or remedial notices CPAF 2024/2025 – Remedial notice sent, hard copy questionnaire requested to be completed by contractors DSPT 2023/2024 – Breach notice sent Pharmacy First – advice and education letter sent to all contractors signed up by NHSBSA Awaiting final list for compliance for workforce survey • PEM Issues 7 practices with unverified e-mail addresses 86 pharmacies still have a backlog of bounce back notifications to clear, all have been contacted and had two reminders VM to identify multiples within the 86 <p>Members were invited to ask question or seek clarifications.</p>
15.0	<p>Advanced Services Update</p> <p>Pharmacy First one year on VR gave overview of the Steering Group meeting on 27th January Outputs were:</p> <ul style="list-style-type: none"> • Sharing of testimonials from surgeries and patients • Reinforce the communications used for schools on a regular rotating calendar, focused campaign relevant to the time of year • Hospital promotions on website to reach other audiences • GP's Crisis Planning, use Pharmacy first as a tool <p>PCN Leads</p> <ul style="list-style-type: none"> • Three PCN Leads started on 6th January • A fourth is starting in the next couple of weeks
	<p>Review objectives & decisions; AOB. CB Objectives for the meeting reviewed and are met, Decisions required are confirmed.</p> <p>AOB VR Barnsley Best Survey – Barnsley BEST pharmacy events have been declining in popularity over recent months. The BEST co-ordinator has produced a survey to try and understand the reasons for this. LR ran through the questions to ascertain members thoughts and will respond on behalf of members. Action – LR to respond to BEST survey on behalf of CPSY members BBC Radio Sheffield Interview Ravi Mohan Action – VR to pick up, where will questions be directed etc</p>

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	<p>Request for work placement Action – JC to respond, As the person is Leeds based refer to CPWY – Complete HubRx offer to visit facility Action – JC to respond, decline – Complete</p> <p>CCA Questions All CCA questions covered</p>
	MEETING CLOSE 15:15

Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 29th January 2025

Signed:

Date: 29/01/25

Chris Bland, Chair, Community Pharmacy South Yorkshire