

Community Pharmacy South Yorkshire (CPSY) – Meeting 23/07/2025

Agenda (Guests and Observers)

Mercure Hotel, Sheffield Parkway, S60 5BD

09.00am – 15.00pm

| | |
|---|--|
| MS Teams LINK to papers for LPC only | 23rd July Meeting Papers THIS LINK MUST NOT BE SHARED WITH ANYONE OUTSIDE OF THE LPC. |
| CHAIR | Chris Bland (CB) |
| MEMBERS | Paul Mason (PM), Richard Dunne (RD), Daniel Swift (DS), Joseph Bratley (JB), Rizwan Ali (RA), Stella Shaw (SS), Raj Morjaria (RM), Stephen Pollock (SP), Richard Hackett (RH) |
| IN ATTENDANCE | Jo Lane (JL), Chief Executive Officer Laura Richardson (LR), Services and Engagement Lead Jane Charlesworth (JC), Business Support Officer David Broome (DB), CPE Regional Rep |
| MEMBER APOLOGIES | Christopher Alcock (CA) |
| Guests & Observers | Victoria Lindon (VL), Primary Care Lead, SY ICB Claire Thomas (CT), Community Pharmacy Clinical Lead, SY ICB Helen Cunningham (HC), Medicines Optimisation Team Lead Technician (Integration and Development; Strategy and Delivery Doncaster), SYICB Frances Clymer (FC), Senior University Teacher, Head of Placements (Pharmacy) University of Sheffield Tina Allen (TA), Regional Sales Manager, Dermal Laboratories Ltd Babir Malik (Observer) |
| Voting | 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 joanne@cpsy.org.uk prior to the meeting starting along with any apologies. |

| | |
|---------------------------------|--|
| LPC Meetings | <p>We welcome Contractors and Observers to the open sessions of our meetings.</p> <p>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.</p> <p>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.</p> <p>If you would like to attend one of the meetings or have any questions / comments please contact the LPC Business Support Officer, email: info@cpsy.org.uk</p> |
| Observers | <p>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: info@cpsy.org.uk at least two days prior to the meeting to allow time to be incorporated into the agenda.</p> |
| Guests & Observers | <p>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.</p> |
| Declarations of Interest | <p>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.</p> |
| Confidentiality | <p>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.</p> <p>The CPSY exec will determine which items are to be discussed as confidential items on the agenda.</p> |
| Minutes | <p>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.</p> |

| Item | Lead | Time | Discussion points / Actions / outputs | Confidential where specified | Attachments |
|--|-------------------------------------|---------|---|------------------------------|-------------|
| Arrival and coffee | | | | | |
| MAIN MEETING | | | | | |
| 1. Welcome, Objectives for the Committee, | CB | 9.00am | | | |
| 2. Decisions to be made at this meeting | CB | | 2024/2025 Accounts Approval LPC self-evaluation – action plan Agree arrangements for AGM My Local Pharmacy CPSY Meeting Venue and dates 2026 | | |
| 3. GOVERNANCE Minutes from May meeting Action Log Risk Register Market Entry Declarations of Interest | CB/JL | 9.10am | New application route to rearrange core opening hours | | |
| 4. Communications Update | LR | | | | |
| 5. Pharmacy Placements | FC | 9.20am | Fran Clymer - Senior University Teacher, Head of Placements (Pharmacy) University of Sheffield Workbook Review Student tasks for years 2 and 3 for discussion | | |
| 6. ICB Updates / Updates | CT/VL HC | 9.50am | ICB restructure Advanced services workshop SDF funding update Tirzepatide delivery models Integrated Neighbourhood development IP Pathfinder Self-Care Campaign | | |
| | | 10.40am | BREAK | | |

| | | | | | |
|--|--------------|---------|---|--------------|----|
| 7a. INTERNAL MATTERS | | 10.55am | | | |
| Chair Update CO Update | CB JL | | | | |
| 8. Services / Commissioning Update | JL | 11.25am | NHS 10 year plan 'Fit for the future' and Integrated Neighbourhoods GP Connect Access Record: Structured – status update Sexual health Needle exchange My Local Pharmacy ASW 28 th September 2025 | | 08 |
| 9. Sponsor Session | TA | 12.10pm | Dermal Laboratories Ltd | | |
| | | 12.25pm | LUNCH | | |
| CLOSED MEETING | | | | | |
| 7b. INTERNAL MATTERS | | 13.10pm | | Confidential | |
| Finance Update | | | | | |
| 10. CPE Update | DB JL | 13.40pm | | Confidential | |
| 11. Strategy & Ops Plan | JL JL | 13.55pm | | Confidential | |
| 12. LPC Self Evaluation | JL | 14.20pm | | Confidential | |
| 13. CPSY Meeting Venue and dates 2026 | JL | 14.40pm | Holiday Inn Jn 33 M1. 4 th Wednesday, Bi-monthly | | |
| 14. Review decisions; AOB CCA questions and meeting close | CB | 14.45pm | | | |
| MEETING CLOSE 15.00pm | | | | | |

Next LPC Meetings

| 2025 Meeting Dates | Location |
|--------------------------------------|--------------------|
| Wednesday September 24 th | Mercure, Catcliffe |
| Wednesday November 26 th | Mercure, Catcliffe |