

CPSY Minutes

Location:	Mercure Hotel, Sheffield Parkway, S60 5BD
Date:	Wednesday 23rd July 2025
Time:	09.00-15.00

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	

2.1 In Attendance	Role	Initials
Jo Lane	Chief Executive Officer	JL
Laura Richardson	Service and Engagement Lead	LR
Jane Charlesworth	Business Support Officer	JC
David Broome	CPE Regional Rep	DB

2.2 Guests & Observers	Role	Initials
Victoria Lindon	Primary Care Lead, SY ICB	VL
Clare Thomas	Community Pharmacy Clinical Lead, SY ICB	CT
Helen Cunningham	Medicines Optimisation Team Lead Technician (Integration and Development; Strategy and Delivery Doncaster), SYICB	HC
Frances Clymer	Senior University Teacher, Head of Placements (Pharmacy) University of Sheffield	FC
Tom Bisset	Chair Of Pharmacy Forum	TB
Babir Malik	Observer	BM
Parvinder Dhadha	Observer	PD
Tina Allen	Regional Sales Manager, Dermal Laboratories Ltd	TA

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MAIN MEETING

1.0	Welcome, Objectives for the Committee CB Welcomed Members to the meeting. Apologies were noted.
2.0	Decisions to be made at this meeting CB summarised the decisions to be made at this meeting
3.0	GOVERNANCE Minutes from May Meeting The minutes of the meeting on 21 st May 2025 were proposed as a true record of the meeting by RA and seconded by SS. Action Log JL reviewed outstanding actions. It was noted that the Skills and Capacity Audit will be on September's agenda. No queries from members Action – JC to update action log Action – JC to add Skills and Capacity Audit to meeting planner Action – JL to issue blanket letter to MPs at the end of the summer Market Entry Summary JL asked members for comments on the summary. Question as to if volume of applications has increased, JC confirmed 3 or 4 DSP applications. Risk Register JL asked members for comments on the Risk Register summary. No queries from members Declaration of Interest PM now sits on CPWY as a member, DOI form completed and filed
4.0	Communications Update LR asked members for comments relating to the bulletin tracker. No comments from members.
5.0	Pharmacy Placements Francis Clymer gave presentation to the Committee giving an overview of the MPharm staff, course, and curriculum. Feedback was sought from the committee on the Workbook and Year 2 & 3 tasks. Members gave written suggestions on forms which FC then took away. Action – Members to send any other feedback to FC Action – JC to circulate slides and contact details
6.0	ICB Update VL provided update. Key points included: <ul style="list-style-type: none"> ICB restructure SYICB will not be merging / clustering and will remain as South Yorkshire Other ICBs will be merging, numbers from 42 to 27 VL explained issues with Consultation process

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- **SDF Funding**

Funds secured for Pharmacy Forum to continue to the end of the fiscal year.
Other 'New' fund request is working through the internal governance process

Action – VL to update when further information available

CT provided update. Key points included

- **Advanced Services Steering Group Workshop**

Positive feedback received for the workshop held on 10th July and the ICB are keen for these to continue.

Members were asked to feedback on mechanisms to increase public awareness on PCS and Pharmacy first as key populations and stakeholder are unaware of the changes. CT asked if it was feasible for Community Pharmacy locally to facilitate integration with community groups via meetings, face to face or virtually.

The general view was that it would be difficult to commit due to the varying operations of local pharmacies. It was suggested that the mapping exercise should include prescription flow and referral data as a tool for contractors to use when selecting which practice to focus their engagement on. Mapping including neighbourhoods etc. this could be offered to Contractors as a tool for them to use.

Action – CT to arrange for the mapping exercise and bring back to the Committee

- **Tirzepatide Delivery Models**

12 year funding variation for delivery

ICB has received funding to support delivery of first cohort from the 12 year delivery plan (approx. 2500 people)

- SY delivery model needed, JL/CT have provided comment to options paper which is being finalised and presented to ICB operational exec in next 2 week

- **IP Pathfinder**

National update due 30th July

The SY Programme ends December 2025.

Discussion about national plans to support prescribing services, such as IT platforms . CT is exploring local business case model so prepared for local commissioning route if it becomes available.

Action – CT & JL to formulate a joint letter to Waz Baqir to seek clarity on national plans

- **Self-Care Campaign for GP practices**

HC gave a presentation on the SYICB's self-care campaign.

CT asked if this could be one of the two ICB mandated campaigns for community pharmacy. Concerns around the campaign previously raised by JL, the Pharmacy Forum, and other members were discussed. It was noted that relevant SY ICB colleagues were not present, to address these concerns. Ideas for other campaigns would be welcomed from the Committee

Action – JL to summarise the discussion and CPSY's position and send to Chris Lawson cc Antony Fitzgerald and David Crichton

Action – LR to circulate the link to 'InSYght' page (required NHS account to access)

Action – CT to check if there are other campaigns in the design process where CPSY need to be involved

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	BREAK
7a	<p>INTERNAL MATTERS</p> <p>CO & Chair Update</p> <p>Chair update A request was raised at the recent Vaccination & Immunisation Meeting to explore interest from community pharmacies in providing routine vaccinations for 2–3 year olds. Members noted that, in order to assess this opportunity and determine interest, further information is required. Specifically, they requested clarification on Fee structures, Training requirements and arrangements for obtaining vaccines Action – Any interested parties to notify CB</p> <p>Flu –Discussed the changes to the 25/26 specification, highlighting anyone planning to do vaccinations offsite now needs NHS approval this includes care homes and hospices CB attended National Forum of LPC Chairs Meeting on 18th June in London – main message was how important it is for community pharmacy to speak with one voice. The event also hosted a drop-in session for MPs, contact with 2 from SY and in liaison to arrange pharmacy visits.</p> <p>CO Update A written CO update and brief video was shared with members for information prior to the meeting.</p> <p>Additional updates included;</p> <ul style="list-style-type: none"> • JC and LR contract variations for increased hours made permanent • PCN Engagement Leads roles ceased at the end of June • Shammi Khosla is working with CPSY on reduced terms to continue supporting engagement with advanced services activity. All other PCN engagement leads finished contracts on 30th June 2025. • Proposal for legacy NHS funds and remainder of 2024/2025 NHS funds to be used to continue supporting promotion of advanced services submitted and approved by SYICB. • LR investigated using social media influencers to increase public awareness of Pharmacy First and PCS Excessive costs prevent this from progressing further. Action – JL/LR to produce paper with options for marketing activities and driving public awareness of pharmacy advanced services for September meeting • JL has made contact with all four LMCs and arrangements forming for regular updates/contact. • In Doncaster: JL invited to participate in United Primary Care arrangement with LMC and other LRCs to influence forming neighbourhood boards. • Low level of foundation trainee pharmacists in SY for 2025/26. Discussion about contributing factors. Action – JL to liaise with RD and capture feedback about challenges faced by community pharmacy FT placements.
8.0	<p>Services & Commissioning Update JL & LR Updated members. Key points included:</p>

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	<ul style="list-style-type: none"> NHS 10 Year plan & Integrated Neighbourhoods Members participated in a discussion regarding the development of neighbourhoods and the opportunities for community pharmacy, Pharmacy is heavily featured in the 10 year plan for the NHS. There is a lot of uncertainty as to what this will look like. General comments from the committee are that it needs to be a South Yorkshire offer. Produce a 'Menu' for neighbourhoods as to what community pharmacy can offer already along with innovative options of what community pharmacy could offer in the future, anything that frees up capacity for GPs. CPSY can influence strategic commissioners top down rather than bottom up. CPE have a role in this. CPE are pushing for 'templates' for national schemes. Action – JL/CT/TB develop a two-pager offering for circulation GP Connect Access Record Expecting TPP to go live imminently with integrated referral to pharmacy solution. Discussion about supporting contractors and teams to appreciate that an NHS mail can be accepted as a Pharmacy First referral. My Local Pharmacy Majority of the Committee agreed to pay £50 for use of the banner and this will be shared across stakeholders in SY to promote pharmacy services. Action – JC to consult with JL to set this up Varenicline Revised model and suggested pricing being considered by SWYFT and meeting 28th July to review. Sexual Health Sheffield verbally confirmed they wish to explore using community pharmacies to provide an STI screening service. Barnsley provider keen to develop a formal referral and escalation/signposting process Meetings with Rotherham and Doncaster providers in next few weeks Advanced Service Workshop 28th September Proposed that the afternoon session will consist of an expert panel for Q&A session Action – Members to feedback if members have anyone within their networks who would be interested
9.0	Sponsor Session This meeting was sponsored by Dermal Laboratories and was attended by Tina Allen who presented to members and took questions. Action – JC to circulate presentation and contact details
	LUNCH
	INTERNAL MATTERS – Closed Section <ul style="list-style-type: none"> Confidential Minutes
	CPE Update – Closed Section <ul style="list-style-type: none"> Confidential Minutes
	Strategy & Ops Plan – Closed Section Confidential Minutes
	LPC Self Evaluation – Closed Section Confidential Minutes
13.0	CPSY Meeting Venue and dates 2026

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	<p>The CPSY Operations Team proposed to use the Holiday Inn M1 Jn 33 for 2026 CPSY meeting and to continue with the 4th Wednesday every two months. Committee agreed by majority.</p> <p>Action – JC to confirm booking and circulate dates.</p>
	<p>Decisions Decisions required are confirmed.</p> <p>AOB</p> <p>Labelling Position Statement – CB summarised the proposed changes. Action – JL /CB to take letter to Community Pharmacy Safety Group for opinion CPPE require a demonstrator for ABPM and Q&A session at the Doncaster training event. SS volunteered. Action – JL to respond to mail and cc SS with event details</p> <p>CCA Questions All CCA questions covered</p>
	MEETING CLOSE 15:00

Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 23rd July 2025

Signed:



Date: 28/07/25

Chris Bland, Chair, Community Pharmacy South Yorkshire