

Community Pharmacy South Yorkshire (CPSY) – Meeting 24/09/2025

Agenda (Guests and Observers)

Mercure Hotel, Sheffield Parkway, S60 5BD

09.00am – 15.00pm

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), Christopher Alcock (CA)
IN ATTENDANCE	Jo Lane (JL), Chief Executive Officer Laura Richardson (LR), Services and Engagement Lead Jane Charlesworth (JC), Business Support Officer
MEMBER APOLOGIES	David Broome (DB), CPE Regional Rep
Guests & Observers	Victoria Lindon (VL), Primary Care Lead, SY ICB Becca Robinson (RR), Primary Care Manager, SY ICB Jennifer Brewster (JBr) Tillotts Pharma (Sponsor) Anthony Fitzgerald (AF), Executive Place Director, SY ICB
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	We welcome Contractors and Observers to the open sessions of our meetings. 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. 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. 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
Observers	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.

Guests & Observers	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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to confidential session minutes.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.
Declarations of Interest	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.
Confidentiality	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.
Minutes	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		8.30am			
MAIN MEETING					
1. Welcome, Objectives for the Committee,	CB	9.00am			
2. Decisions to be made at this meeting	CB		1. MDS and 7 Day Prescriptions 2. Discussion topic for CPE conference 3. Cyber security / IT support 4. Patient facing comms		
3. Sponsor Session	JBr	9.10am	Tillotts Pharma Ltd		
4. GOVERNANCE Minutes from July meeting Action Log Risk Register Market Entry Declarations of Interest	CB/JL	9.25am	Review score risk 21 Any Updates?		
5. ICB Updates	AF/DC VL CT (JL)	9.35am	Neighbourhoods and Community Pharmacy ICB transformation EPS nominations Tymphahealth one-stop ear multi-examination model Innovate weight management opportunity – potential models Promotion of pharmacy advanced services to GP practices		
6.MDS and 7 Day Prescriptions	JL	10.35am	SLMC draft guidance CPWY adapted guidance for contractors		
		10.50am	BREAK		
7a. INTERNAL MATTERS Chair Update CO Update Advanced services data	CB JL JL	11.05am	New MOT website launched: SY ICB Medicines Optimisation		
8. Communications	LR	11.25am	Communications Update		

	JL		Communications Insights Report Comms Plan – Updated for 25/26 Options for driving public awareness		
AGM	CB	11.45am			
		12 noon	LUNCH		
			CLOSED SESSION		
7b. INTERNAL MATTERS Confidential Minutes from May meeting Finance Update Cyber Security Data Security Audit Provider Company EPS nominations / Business Back to basics event?	CB SP JL/JC PM/JC JL/CB JL	12.45pm		Confidential	
9. Services / Commissioning Update	JL/LR	13.45pm		Confidential	
10. CPE Matters - conference discussion topic - new non-executive Chair - NHSE pregnancy safety incident data	JL	14.05pm		Confidential	
11. Skills & Capacity Audit	JL	14.35pm		Confidential	
12. Review decisions; AOB CCA questions and meeting close	CB	14.50pm			
MEETING CLOSE 15.00					

Next LPC Meeting

2025 Meeting Dates	Location
Wednesday November 26 th	Mercure, Catcliffe