

Community Pharmacy South Yorkshire (CPSY) – Meeting 26/11/2025

Agenda (Guests and Observers)

Mercure Hotel, Sheffield Parkway, S60 5BD

09.00am – 14.50pm

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 David Broome (DB), CPE Regional Rep
MEMBER APOLOGIES	
Guests & Observers	Victoria Lindon (VL), Primary Care Lead, SY ICB Claire Thomas (CT), Community Pharmacy Clinical Lead, SY ICB Claire Holmes (CH), Womens' Health Account Manager: Gynaecology, Theramex HQ UK Ltd Fran Joel (FJ), Chief Executive Officer at Healthwatch Doncaster Anna Stobbs (AS), Strategic Commissioning Manager- Sexual Health, Integrated Commissioning & Public Health, Sheffield City Council Jane Howcroft (JH), SY ICB Deborah Needham (DN), Regional Tutor Yorkshire & Humber, CPPE Babir Malik, (observer) Imaan Healthcare, Balby Pharmacy, Doncaster Parvinder Dhadha (Observer), Locum Pharmacist
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. Ratification of CPSY GDPR 2. Ratification of Approvers & Approval Limits and Expenditure Approval & Payment process 3. SDF Funded Activities 2026/2027		
3. GOVERNANCE Minutes from Sept meeting Action Log Risk Register Market Entry Approvers & Approval Limits and Expenditure Approval & Payment process GDPR & Business Continuity Plan CPSY Complaints Declarations of Interest	CB/JL PM	9.10am	Review Risk 37 (on agenda SDF Funding Risk) For ratification For ratification: ratified by G&RSC Giving Feedback or Making a Complaint – South Yorkshire LPC Any Updates?		
4. ICB Updates	VL / CT	9.20am	Medium Term Planning Framework		
5. Services / Commissioning Update	JL/LR	9.50am	Prescription Tracker Sharps Disposal Advanced Services Data		
6. Current and Future Sexual Health Service in Sheffield	AS	10.15am	Procurement Consultation		

7. Healthwatch: Working Collaboratively	FJ	10.45am	Discussion: <ul style="list-style-type: none"> How can Healthwatch support key messages about CP services to the public? How can HW provide feedback and work with CPSY to address any challenges placed by the public. 		
		11.05am	BREAK		
8. CPPE Update	DN	11.20am			
9. Consultation Responses	JL	11.35am	GPhC: Draft Initial Education and Training Standards for Pharmacy Technician DOH: Enabling pharmacist flexibilities when dispensing medicines - GOV.UK		
10a. INTERNAL MATTERS Chair Update CO Update	CB JL	11.55am			
11. Communications & Engagement	LR	12.05pm	Communications Insights Report Communications Update Business Back To Basics Event Drop in sessions		
12. Sponsor Session	CH	12.15pm	Theramex HQ UK Ltd		
		12.30pm	LUNCH		
			CLOSED SESSION		
13. CPE Update				Confidential	
10b. INTERNAL MATTERS				Confidential	
14. Skills & Capacity Audit				Confidential	
15. Review decisions; AOB CCA questions and meeting close	CB	14.30pm			
MEETING CLOSE 14.50pm					

Next LPC Meeting

2026 Meeting Dates	Location
Wednesday 28th January 2026	Face to face – Holiday Inn – Sheffield/Rotherham West Bawtry Road, Rotherham S60 2XL
Wednesday 25th March 2026	Face to face – Holiday Inn – Sheffield/Rotherham West Bawtry Road, Rotherham S60 2XL
Tuesday 19th May 2026	Face to face – Holiday Inn – Sheffield/Rotherham West Bawtry Road, Rotherham S60 2XL
Wednesday 22nd July 2026	Face to face – Holiday Inn – Sheffield/Rotherham West Bawtry Road, Rotherham S60 2XL
Wednesday 23rd September 2026	Face to face – Holiday Inn – Sheffield/Rotherham West Bawtry Road, Rotherham S60 2XL
Wednesday 25th November 2026	Face to face – Holiday Inn – Sheffield/Rotherham West Bawtry Road, Rotherham S60 2XL