

# CPSY Minutes

<b>Location:</b>	<b>Mercure Hotel, Sheffield Parkway, S60 5BD</b>
<b>Date:</b>	<b>Wednesday 26<sup>th</sup> November 2025</b>
<b>Time:</b>	<b>09.00-14.50</b>

<b>1.1 Present</b>	<b>Representative</b>	<b>Initials</b>	<b>1.2 Apologies</b>
<b>Chair</b> - Chris Bland	Non-Member (Morning session)	CB	
<b>Vice Chair</b> - Paul Mason	IPA Rep	PM	
<b>Treasurer</b> – 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	Apologies
Daniel Swift	CCA Rep	DS	
Joseph Bratley	CCA Rep	JB	
Rizwan Ali	Independent Contractor	RA	
Raj Morjaria	Independent Contractor	RM	

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

<b>2.2 Guests &amp; Observers</b>	<b>Role</b>	<b>Initials</b>
Victoria Lindon	Primary Care Lead, SY ICB	VL
Claire Thomas	Community Pharmacy Clinical Lead, SY ICB	CT
Babir Malik	Observer	BM
Parvinder Dhada	Observer	PD
Claire Holmes	Womens' Health Account Manager: Gynaecology, Theramex HQ UK Ltd	CH
Fran Joel	Chief Executive Officer at Healthwatch Doncaster	FJ
Anna Stobbs	Strategic Commissioning Manager- Sexual Health, Integrated Commissioning & Public Health, Sheffield City Council	AS
Jane Howcroft	SY ICB	JH
Deborah Needham	Regional Tutor Yorkshire & Humber, CPPE	DN

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1.0	<p><b>Welcome, Objectives for the Committee</b> CB Welcomed Committee members, staff and guests to the meeting. Apologies were noted.</p>
2.0	<p><b>Decisions to be made at this meeting</b> CB summarised the decisions to be made at this meeting</p>
3.0	<p><b>GOVERNANCE</b></p> <p><b>Minutes from September Meeting</b> The minutes of the meeting on 24<sup>th</sup> September 2025 were proposed as a true record of the meeting by SS and seconded by JB.</p> <p><b>Action Log</b> JC reviewed outstanding actions. No queries from Committee <b>Action – JC to update action log</b></p> <p><b>Market Entry Summary</b> JL asked Committee for comments on the summary. No comments from Committee</p> <p><b>Risk Register</b> JL asked Committee for comments on the Risk Register summary. Risk 37 to be reviewed in closed session. No queries from Committee</p> <p><b>Ratification of Approvers &amp; Approval Limits and Expenditure Approval &amp; Payment process</b> Majority in favour to approve the above document to be reviewed at the end of the term of the committee <b>Action – JC to update</b></p> <p><b>Ratification of CPSY GDPR and Business Continuity Plan</b> JL recognised the amount of work put into this by JC. Majority in favour to approve the above GDPR Workbook and Business Continuity Plan. <b>Action – JC to complete minor points in both sets of documents</b> <b>Action – LR &amp; JL to go through as a training exercise, JC to arrange</b></p> <p><b>CPSY Feedback &amp; Complaints – Website page</b> LR asked for feedback on the page. No comments from Committee</p> <p><b>Declaration of Interest</b> No updates</p>

<p>4.0</p>	<p><b>ICB Update</b> <b>Medium Term Planning Framework</b></p> <p>VL spoke about the Medium-Term Planning Framework which had been circulated prior to the meeting. Inclusion of CPSY in forums with commissioners will be essential to representing community pharmacy sector voice in future for service delivery across primary care. This included the developing neighbourhood health models; JL advised that CPSY had not been invited to the Doncaster neighbourhood workshops taking place 26/11/25 and 4/12/25 despite previous assurance from Anthony Fitzgerald that we would be. JL acknowledged that there are multiple meetings and forums, so it is challenging to ensure attendance from all stakeholders. VL to feedback to the relevant teams at the ICB.</p> <p>VL explained that all documents released including the Medium-Term Planning Framework are national documents and there are no South Yorkshire versions developed to date, community pharmacy will be included in the strategic planning.</p> <p>A discussion took place surrounding key points from within the planning framework:</p> <ul style="list-style-type: none"> <li>• Left shift of work moving from secondary care to primary care, in very early stages, CPSY are engaged with the interface working groups</li> <li>• There is a general lack of understanding by GP's and other stakeholders of what community pharmacy can do</li> </ul> <p>ICB and CPSY have received several pieces of feedback from general practices that focus on the negative experiences they encounter with a minority of pharmacies, consistency of delivery is perceived to be an issue and can lead to reputational damage. CPSY is working with the ICB team to offer contractor support where appropriate.</p> <p>Other key points:</p> <p><b>EPS Nominations</b></p> <ul style="list-style-type: none"> <li>• ICB investigated recent issues which had been brought to their attention with the Contractors involved reminding them of the contractual requirements and Terms of Service. CPSY have published guidance for contractors on the website. RH thanked VL for dealing with the issues previously raised.</li> </ul> <p><b>Independent Prescribing Pathfinder</b></p> <ul style="list-style-type: none"> <li>• CT advised that the end of the pilot has been moved from December 2025 to March 2026, all nine sites confirmed to be continuing.</li> </ul> <p><b>Clinical Pharmacy Advisor appointed</b></p> <ul style="list-style-type: none"> <li>• VL advised that Lynn Murrie has been appointed for the SY role, one session per week, starts w/c 1<sup>st</sup> December supporting the ICB primary care contracting team.</li> <li>• Matt Auckland now covering HNY area.</li> </ul> <p>Victoria Lindon and Claire Thomas left the meeting</p>
<p>5.0</p>	<p><b>Services / Commissioning Update</b></p> <p>JL referred to paper distributed and that STI (Sheffield) would be discussed in Anna's slot. Key points discussed in the meeting:</p> <ul style="list-style-type: none"> <li>• <b>Doncaster minor ailments: Trimethoprim PGD</b> to expire January 2026; remaining PGDs expire 31st March 2026. Raised with CT, who has escalated to Charlotte McMurray and Jo Hill. CT stated Greg Westley will be picking up this work. <b>Action – JC to update on meeting planner, ensuring the Doncaster PGDs are followed up at Jan LPC meeting.</b></li> <li>• <b>Tympahealth one-stop ear multi-examination model</b> – ICB decision is not to proceed at this time, due to lack of data that is required to support business case. No local funds for a new locally commissioned service. Feedback shared with CPE who are collating examples from other areas.</li> <li>• <b>Prescription Tracker</b> Positive feedback on the pilot received from contractors,</li> </ul>

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	<p>members shared some contractors have found issues logging into the platform</p> <ul style="list-style-type: none"> <li>• <b>Sharps Feedback</b> from pharmacies and GPhC inspectors have raised concerns around the build up of waste. Committee opinion this is an issue across SY.</li> </ul> <p><b>Action – JL/LR to review information on CPSY website and escalate to CPE if local authorities are not fulfilling their responsibilities for safe disposal of sharps.</b></p> <ul style="list-style-type: none"> <li>• Advanced services data was presented, highlighting the positive uplift in pharmacy first activity for SY, continue to perform above the other ICBs for volume of clinical pathway consultations per 100k population. Committee supportive of more data being presented to highlight activity of SY against appropriate benchmarks and national averages.</li> </ul>
<p>6.0</p>	<p><b>Current and Future Sexual Health Service in Sheffield, Procurement Consultation</b> AS gave an update on the 2026 Tender for Sheffield. The Committee were asked for thoughts on the current and future service.</p> <ul style="list-style-type: none"> <li>• AS described a desire for sexual health delivery to be provided at a community level and is keen to understand the potential role for community pharmacy in this.</li> <li>• Previous experience for remuneration was poor for EHC service sub-contracted to community pharmacies in Sheffield</li> <li>• Scope for future services via pharmacy could include; LARC (depot and implants), STI testing and condom distribution. Any member of staff could deliver a condom distribution scheme</li> <li>• Feedback from citizens is that they want services closer to home and pharmacies would help support access</li> <li>• Remuneration for any sexual health services should take into account any facilities upgrade that may be required</li> <li>• Training and clinical support for pharmacy teams should be ongoing Currently a 62 week wait for menopause clinic appointment in some areas, community pharmacy could provide a solution to support left shift into primary care for a range of woman's health issues including HRT.</li> <li>• Importance of pharmacies having a direct referral pathway into specialist services rather than via GP's</li> </ul> <p><b>Action – JC to re-circulate Anna's questions and contact details to the Committee</b></p> <p>Anna Stobbs and Jane Howcroft left the meeting</p>
<p>7</p>	<p><b>Healthwatch: Working Collaboratively</b> FJ summarised feedback that Healthwatch get from patients.</p> <p>Positive</p> <ul style="list-style-type: none"> <li>• Locality and accessibility</li> <li>• Familiarity with the Pharmacy Team</li> </ul> <p>Negative</p> <ul style="list-style-type: none"> <li>• Patient's don't understand pharmacy first <ul style="list-style-type: none"> <li>○ Messages are confusing</li> <li>○ Some say no appointment other pharmacies do</li> <li>○ Cohorts, rules and ages</li> </ul> </li> <li>• View Consultation Rooms as for addicts only and don't want to use them, there is a need to update and educate patient's</li> <li>• Variable costs for OTC medicines</li> <li>• Medicine stock shortages</li> </ul>

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	<p>Messaging shouldn't be corporate, avoid abbreviations or pharmacy jargon, and aimed at the audience it's intended for. Discussion about average reading ages and health literacy of the majority of the population.</p> <p><b>Action – JC/LR/JL to share any messaging with FJ</b>  <b>Action – JC/LR to share Healthwatch's advent calendar posts on socials and with Committee</b></p> <p>Fran Joel left the meeting</p>
<b>BREAK</b>	
<b>8</b>	<p><b>CPPE Update</b>  DN gave update 'What's new at CPPE'  <b>Action – JC to circulate presentation to the Committee</b></p> <p>Debbie Needham left the meeting</p>
<b>9</b>	<p><b>Consultation Responses</b>  JL advised of two consultations issued recently</p> <ul style="list-style-type: none"> <li>• GPhC: Draft Initial Education and Training Standards for Pharmacy Technician</li> <li>• DOH: Enabling pharmacist flexibilities when dispensing medicines - GOV.UK</li> </ul> <p><b>Action – JL to circulate draft CPSY responses to the Committee</b></p>
<b>10a</b>	<p><b>INTERNAL MATTERS</b></p> <p><b>CO &amp; Chair Update</b></p> <p><b>Chair update</b>  <b>IMOC / APG</b></p> <ul style="list-style-type: none"> <li>• <b>Minor Ailments (Sheffield)</b> – waiting for feedback from LMC</li> <li>• <b>Forxiga</b> – Supplementary patent protection</li> <li>• <b>Meds Safety Update</b> – Rybelsus, risk of medication error due to introduction of new formulation with increased bioavailability</li> <li>• <b>Fostair</b> – change to Proxar from January 2026</li> </ul> <p><b>Action – DB to confirm if CPE will be issuing any comms</b></p>

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	<p><b>CO Update</b></p> <p>A written CO update and brief video was shared with Committee for information prior to the meeting.</p> <p>Additional updates included;</p> <ul style="list-style-type: none"> <li>• EPS nominations guidance for contractors <a href="#">Reporting Suspicious Patient Nomination Changes – Guidance for Pharmacy Contractors – South Yorkshire LPC</a></li> <li>• ICB PharmOutcomes payments</li> <li>• Advanced services – PF referrals / Sheffield PCS OOH service</li> <li>• Neighbourhoods update</li> <li>• GP connect / Pharmacy services feedback</li> <li>• CD incidents</li> <li>• CPL – GP x Community Pharmacy summit</li> </ul> <p><b>Action – JL to follow up with Joanne Hill re CD incidents</b> <b>Action – DB and JL to explore possibility of a regional GP/Pharmacy summit similar to London event</b></p>
12.0	<p><b>Sponsor Session</b></p> <p>This meeting was sponsored by Theramex and was attended by Claire Holmes who presented to members and took questions.</p> <p><b>Action – JC to circulate contact details</b></p> <p>Babir Malik and Parvinder Dhada left the meeting</p>
<b>LUNCH</b>	
11.0	<p><b>Communications Update</b></p> <p>Communications Insights Report and Update circulated prior to the meeting LR updated Committee for recent activity on:</p> <ul style="list-style-type: none"> <li>• Facebook ‘Boosting’</li> <li>• Tik Tok video content to be developed</li> </ul> <p><b>Action – Committee to like, share etc on posts to extend reach</b> <b>Action – Committee to share any staff details who are interested in appearing in posts with LR</b> <b>Action – LR to share boosting data with RM</b></p>
13	<p><b>CPE Update – Closed Section</b></p> <ul style="list-style-type: none"> <li>• Confidential Minutes</li> </ul>
10b	<p><b>Internal Matters – Closed Section</b></p> <ul style="list-style-type: none"> <li>• Confidential Minutes</li> </ul>
14	<p><b>Skills &amp; Capacity Audit – Closed Section</b></p> <ul style="list-style-type: none"> <li>• Confidential Minutes</li> </ul>
15	<p><b>Decisions</b> Decisions required are confirmed.</p> <p><b>AOB</b> No AOB</p> <p><b>CCA Questions</b> All CCA questions covered</p>
	<b>MEETING CLOSE 14:50</b>



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*Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 26<sup>th</sup> November 2025*

Signed:



Date: 03/12/25

*Chris Bland, Chair, Community Pharmacy South Yorkshire*