

Community Pharmacy South Yorkshire (CPSY) – Meeting 25/03/2026

Agenda (Guests and Observers)

Holiday Inn – Sheffield/Rotherham West Bawtry Road, Rotherham S60 2XL

09.00am – 3.15pm

CHAIR	Paul Mason (PM)
MEMBERS	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	Chris Bland (CB) David Broome (DB)
Guests & Observers	Victoria Lindon (VL), Primary Care Lead, SY ICB Claire Thomas (CT), Community Pharmacy Clinical Lead, SY ICB Joanne Hill (JH), Chief Technician, SY ICB Claire Holmes (CH), Womens' Health Account Manager: Gynaecology, Theramex HQ UK Ltd
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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to confidential session minutes.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,	PM	9.00am	Reminder: Input car registration		
2. Decisions to be made at this meeting	PM		<ol style="list-style-type: none"> 1. Health & Safety Policy 2. Ratify Budget 2026/2027 3. Constitution Correction 4. Provider Company 		
3. GOVERNANCE Minutes from January meeting Action Log Risk Register Market Entry Draft CPSY Health & Safety Policy Declarations of Interest	PM/JL PM	9.10am	To ratify Updates?		
4. Controlled Drugs Incidents	JH	9.20am			
5. ICB Updates	VL CT JL	9.35am	Future ICB Structure and Target Operating Model <ul style="list-style-type: none"> - Primary care provider alliance (future) Covid meds Triage and Prescribing service SY Prescribing Incentive Scheme 26/27 Pharmacy Locally Commissioned Service review (update) DMS – strategic priority / feedback from acute federation and bid for funding		
6. Services / Commissioning Update	JL/LR	10.05am	Services and commissioning report Advanced services data <ul style="list-style-type: none"> - NNHIP demand study 		

7. NHSE workforce and training matters	JL	10.15am	Community Pharmacy Technician apprenticeship programme 26/27 NEY Teach & Treat Pharmacist enhanced practice pathway		
		10.35am	BREAK		
8a. INTERNAL MATTERS Chair Update CO Update	JL	10.50am			
9. Communications & Engagement	LR JL	11.00am	Communications Insights Report Communications Update & Contractor Survey Stakeholder Mapping - Tiers allocated		
10. CPSY Workplan 2026 / 2027	JL LR	11.30am	Ops Plan Communication Plan		
11. Pharmacy Forum	JL	11.45pm			
Sponsor Session	CH	12.00pm	Theramex		
		12.15pm	LUNCH		
			CLOSED SESSION		
12. CPE Update - Presentation CPE Roadshows Other CPE Updates: RSG/TAPR Effectiveness Review and survey Constitution Correction Chairs Forum (11 March 2026)		1.00pm		Confidential	

8b. INTERNAL MATTERS Confidential Minutes from January meeting Finance Update		1.40pm		Confidential	
13.Provider Company Update		1.55pm		Confidential	
14. Time Limited Workforce Investment		2.10pm		Confidential	
15. Sharepoint		2.25pm		Confidential	
16. IPA Statement		2.55pm		Confidential	
17. Review decisions; AOB: CCA questions and meeting close	PM	3.05pm			
MEETING CLOSE 3.15pm		3.15pm			

Next LPC Meetings

2026 Meeting Dates	Location
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