

## Community Pharmacy South Yorkshire (CPSY) – Meeting 19/05/2026

### Agenda (Guests & Observers)

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

**09.00am – 3.10pm**

<b>CHAIR</b>	Chris Bland (CB)
<b>MEMBERS</b>	Richard Dunne (RD), Daniel Swift (DS), Joseph Bratley (JB), Rizwan Ali (RA), Stella Shaw (SS), Raj Morjaria (RM), Richard Hackett (RH), Christopher Alcock (CA), Paul Mason (PM)
<b>IN ATTENDANCE</b>	Jo Lane (JL), Chief Executive Officer Laura Richardson (LR), Services and Engagement Lead Jane Charlesworth (JC), Business Support Officer David Broome (DB), Regional CPE Representative
<b>MEMBER APOLOGIES</b>	Stephen Pollock (SP)
<b>Guests &amp; Observers</b>	Victoria Lindon (VL), Primary Care Lead, SY ICB Claire Thomas (CT), Community Pharmacy Clinical Lead, SY ICB Tina Allen (TA), Regional Sales Manager, Dermal Laboratories Limited Shammi Khosla (SK), Neighbourhood Pharmacy Facilitator, CPSY
<b>Voting</b>	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 <a href="mailto:joanne@cpsy.org.uk">joanne@cpsy.org.uk</a> prior to the meeting starting along with any apologies.
<b>LPC Meetings</b>	<b>We welcome Contractors and Observers to the open sessions of our meetings.</b> 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. <b>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.</b> If you would like to attend one of the meetings or have any questions / comments please contact the LPC Business Support Officer, email: <a href="mailto:info@cpsy.org.uk">info@cpsy.org.uk</a>
<b>Observers</b>	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: <a href="mailto:info@cpsy.org.uk">info@cpsy.org.uk</a> at least two days prior to the meeting to allow time to be incorporated into the agenda.

<p><b>Guests &amp; Observers</b></p>	<p>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.</p>
<p><b>Declarations of Interest</b></p>	<p>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.</p>
<p><b>Confidentiality</b></p>	<p>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.</p>
<p><b>Minutes</b></p>	<p>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.</p>

Item	Lead	Time	Discussion points / Actions / outputs	Confidential where specified	Attachments
Arrival and coffee		8.30am			
<b>MAIN MEETING</b>					
1. Welcome, Objectives for the Committee,	CB	9.00am	Reminder: Input car registration		
2. Decisions to be made at this meeting	CB		Document Reviews 1. CPSY Code of Conduct 2. CPSY Governance Framework 3. CPSY Privacy Policy 4. CPSY Constitution		
3. GOVERNANCE Minutes from March meeting Action Log Market Entry CPSY KPI's  Declarations of Interest Confidentiality Agreement CPSY Expenses policy	CB/JL	9.10am	Completion of new forms Completion of new forms Completion of new forms		
4. Risk Register Full Review	PM	9.20am			
5. Document Reviews	PM	9.30am	These documents are due a formal review, please familiarise yourself with them in advance of the meeting <ul style="list-style-type: none"><li>• CPSY Code of Conduct</li><li>• CPSY Governance Framework</li><li>• CPSY Privacy Policy</li><li>• CPSY Constitution</li></ul>		
6. ICB Updates	VL          CT	9.45am	ICB Organisational Change and Target Operating Model  Future role and function of the Primary Care Provider Alliance and Community Pharmacy Forum  Outputs from Primary Care Workforce Workshop on 10 <sup>th</sup> March  Covid meds service  IP Pathfinder extension		

			Update on future of IPMO, IMOC and APGs Alignment of Oral Contraception Prescribing formularies Stock Shortage Communication – amend for South Yorkshire		
7. Services / Commissioning Update	JL/LR	10.15am	Services and commissioning report		
8a. INTERNAL MATTERS		10.25am			
Chair Update	CB				
CO Update	JL				
		10.45am	<b>BREAK</b>		
9. Communications & Engagement	LR	11.00am	Communications Insights Report Communication Update		09a
10. Community Pharmacy Advanced Services and integration with Neighbourhood Health	JL/SK	11.30am	Feedback on advanced services project continued July 25 to Mar 26 Neighbourhood health and Pharmacy Services facilitation – strategy and outcomes for 26/27		
Sponsor Session	TA	12.00pm	Dermal		
		12.15pm	<b>LUNCH</b>		
			<b>CLOSED SESSION</b>		
11. CPE Update		1.00pm		Confidential	
Other CPE Updates: CPE Regional Roadshow		1.15pm			
Forum of Chairs 15 <sup>th</sup> June					

8b. INTERNAL MATTERS Confidential Minutes from March meeting		1.25pm			
Reported Incidents Finance Update CPSY New Committee Term 2027/31		1.40pm			
12. Provider Company Update	JL	1.55pm		Confidential	
13. CPSY Finance Self Evaluation	JL	2.10pm		Confidential	
14. Review decisions. AOB: Dates for annual report submissions Chair / CEO / Treasurer etc CCA questions and meeting close	CB  JC	2.50pm			
<b>MEETING CLOSE 3.10pm</b>					

#### Next LPC Meetings

2026 Meeting Dates	Location
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