

CPSY Minutes

Location:	Holiday Inn – Sheffield/Rotherham West Bawtry Road, Rotherham S60 2XL
Date:	Tuesday 19th May 2026
Time:	09.00am - 3.10pm

1.1 Present	Representative	Initials	1.2 Apologies
Chair - Chris Bland	Non-Member (Morning session)	CB	
Vice Chair - Paul Mason	IPA Rep	PM	
Treasurer – Stephen Pollock	Independent Contractor	SP	Apologies
Christopher Alcock	IPA Rep	CA	
Stella Shaw	IPA Rep	SS	
Richard Hackett	IPA Rep	RH	
Richard Dunne	CCA Rep	RD	
Daniel Swift	CCA Rep	DS	
Joseph Bratley	CCA Rep	JB	
Rizwan Ali	Independent Contractor	RA	Apologies
Raj Morjaria	Independent Contractor	RM	

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

2.2 Guests & Observers	Role	Initials
Claire Thomas	Community Pharmacy Clinical Lead, SY ICB	CT
Victoria Lindon	Primary Care Lead, SY ICB	VL
Clare Hughes	Regional Sales Manager, Dermal Laboratories Limited	CH
Shammi Khosla	Neighbourhood Pharmacy Facilitator, CPSY	SK

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MAIN MEETING

1.0	Welcome, Objectives for the Committee CB Welcomed Committee members, staff and guests to the meeting.
2.0	Decisions to be made at this meeting CB summarised the decisions to be made at this meeting
3.0	GOVERNANCE Minutes from March Meeting The minutes of the meeting on 25 th March 2026 were proposed as a true record of the meeting by RH and seconded by DS. Action Log JL reviewed outstanding actions. No queries from Committee Action – JC to update action log Market Entry Summary JL asked Committee for comments on the Summary. General observation that the number of speculative applications has increased. DB commented that the number of speculative applications has increased across other areas and not just South Yorkshire. CPSY KPI's. JL presented the KPIs for CPSY, which had been approved by the Executive prior to the meeting. The approved KPIs, which will now be adopted, were shared with the Committee along with an explanation of how they will be evidenced and monitored. It was noted that a summary update would be provided at each Committee meeting to monitor progress against the KPIs. JL advised that the KPIs had already been shared with both CPE and the CCA. Committee members suggested that they should also be shared with the IPA for completeness. Committee happy with the above and requested that they be sent to the IPA. Action – PM to share contact details for a representative at the IPA Action – JL to send a copy of the KPI's to the representative. Risk Register JL asked Committee for comments on the Risk Register summary. No queries from Committee Annual Signing of Declaration of Interest, Confidentiality Agreement and CPSY Expenses Policy. All Committee members present and CPSY employees submitted updated forms. Action – JC to file updated forms in Sharepoint Action – JC to update copies on CPSY website Action – JC to follow up with SP and RA as absent from the meeting

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4.0	Risk Register Annual Review PM reviewed the risk register with the Committee. Committee agreed by majority that there are no changes required. This will be revisited when CPCF negotiations conclude. Action – JC to update copy on CPSY website.
5.0	Document Annual Review PM requested comments from the Committee on the four documents circulated with the papers and advised them of minor update to reference IPA (formerly (AIMp)) • CPSY Code of Conduct • CPSY Governance Framework • CPSY Privacy Policy • CPSY Constitution Committee agreed by majority to adopt these documents for another year. Action – JC to update copies in Sharepoint Action – JC to update copies on CPSY website
6.0	ICB Update ICB Organisational Change Update –ICB structure has been issued. A second round of voluntary redundancy opened on 18th May. It is planned that the new structure will be in place by beginning of September 2026. The aim is to have one single Primary Care Group for SY, not at place level which is a positive change. Chris Edwards has been appointed permanent CEO (was interim). JL advised the Committee that a question was raised with Anthony Fitzgerald and David Critchton as to where Community Pharmacy will fit into the decision making in the new structure during a recent meeting with them. Future role and function of Primary Care Provider Alliance and Community Pharmacy Forum - ICB will continue to fund and support the Primary Care Provider Alliance and Community Pharmacy Forum and these will evolve over time. Outputs from Primary Care Workforce Workshop – Paper was circulated to the Committee prior to the meeting detailing key issues, findings and actions from the workshop. COVID Medicines Service – Eight submissions were received for this, all good quality applications. The Wicker Pharmacy has been awarded the service, go live 1st June 2026. IP Pathfinder – Funding for IP medicines substitution as a Locally Commissioned Service with service specification has been confirmed until the end of March 2027. Fees: £250pm -7 consultations and £500pm – 14 Consultations. A twelve-month contract for CLEO for each of the seven sites has been secured. Action – CT to provide a list on the 7 pharmacies involved in the IP service to CPSY. Future of IPMO, IMOC and APGs – IPMO future uncertain, June’s meeting will go ahead to discuss the future, the ICB will not be responsible for administering. APGs can go ahead however the ICB will not be responsible for administering. IMOC will continue with a revised scope.

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	Oral Contraception Prescribing Formularies –CT informed the Committee that work is underway to replace the current four place-based contraception formularies with a single formulary covering the whole of SY. The Committee highlighted that pharmacies are not mandated to use the formulary, but rather that it should be used as guidance. CT agreed to feed this back, as it was acknowledged that this may not be widely understood. Members also raised that the formulary would need to align with the options available for selection on the PharmOutcomes platform, to avoid situations where pharmacies supply an item listed on the formulary but are subsequently unable to claim for it through the national platform. It was noted that this issue would need to be raised with the national team, and that clarification would also be required from Optum regarding how the list is applied within the claims platform. LR – asked on behalf of CT asked for a volunteer to support the development of the SY oral contraception Formulary by checking if items listed were available on Pharmoutcomes platform. RH volunteered. Action – CT to raise at the next IMOC 3rd June that pharmacies are not mandated to use the formulary. Stock Shortage Communication – CT asked if the Committee would support adapting the advice developed by CPN for a SY version. Committee responded that at this time they would not support adapting the CPN comms due to inaccuracies. Any messaging around Stock Shortages must have consistent messages for pharmacies and GP's. Action – JL to work on an education piece with PCPA and LMC's
7.0	Services / Commissioning Update JL referred to paper distributed. LR gave verbal update as below Smoking cessation services ○ Maternity NRT (Barnsley) - communication to pharmacy contractors due to be issued 20th / 21st May 2026 ○ SY QUIT service review JL gave an update on recent discussions around the review of the current service spec. Committee decision to move to closed section of the meeting to discuss next steps. ○ Cytisinicline PGD (SWYFT) – communication due to be issued 20th May 2026. DB commented to be aware that North Yorkshire Council have requested Cyber Security insurance. ○ Quit manager service claiming issues (SWYFT) – Pharmacies not completing full claim, SWFYT have been paying fees to the incomplete claims however they will not continue. LR issued comms to pharmacies and has offered to follow up with individuals who have not submitted claims correctly Action – LR to follow up with the pharmacies on the list supplied by SWYFT Substance Misuse Services – No update Sexual Health Services – Market Engagement Events attended by JL in Doncaster and LR in Sheffield Rotherham OTC labelling and Palliative care drugs – extended for 26/27, transition to PharmOutcomes platform as part of the LES payment process. National vaccination programmes Following previous concerns raised regarding DSPs offering vaccinations onsite, SVOC

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	have communicated out to all DSPs reminding them that DSPs can no longer offer this service under the new regulation. It was noted that the e-learning for health is now mandatory to be fully completed annually, circa 6 hours per colleague. Refresher courses are no longer accepted. Action – LR to include into any communications for vaccinations going forward Advanced services data was presented, highlighting the positive uplift in pharmacy first activity for SY, continuing to perform above the other ICBs for volume of clinical pathway consultations per 100k population.
	BREAK
8a	INTERNAL MATTERS Chair Update CB gave a brief update of recent meetings attended. All key points on agenda. CO Update A written CO update and brief video was shared with Committee for information prior to the meeting. Additional updates included; Update on recruitment / short-listing Pharmacy Services Facilitator – 10 applications, shortlist drawn up. Interview invites to be sent for 3rd June. Action – JL to send invites to applicants for interview Action – JL to inform unsuccessful candidates Feedback from the LPC learning events – whilst several of the learning events had been valuable and well received, the frequency of the sessions and the short notice provided had made it difficult to attend all of them. It was also noted that CPSY had contributed to three of the events, which had placed additional pressure on existing capacity. DB suggested that feedback is shared with the chair of CPE LPC support sub-group. Action – JL to feedback to CPE LPC sub-group Letter to ICB leaders and stakeholders –AF/DC acknowledged the letter at the meeting with CB & JL on 15th May, other stakeholders have responded and are supportive of the letter. No acknowledgement from Rotherham and Barnsley LMCs to date. PharmOutcomes claims for payment processing ICB wide change – First payment 1st June for April claims. Action – LR to issue a follow up communication and raise that 2 of the Barnsley services are not on PharmOutcomes Neighbourhoods update – Rotherham roll-out YHSCR – JL shared the YHSCR slides with the Committee as background to the proposed Rotherham roll-out of Shared Care Record access for community pharmacies, which would provide read-only access. It was disclosed during the initial meetings that pharmacies would require Windows 11 in order to gain access to the system. This was noted as a potential risk to the project, and further work is required to clarify whether this requirement could be funded as part of the project or whether pharmacies would need to already meet this requirement in order to participate. It was noted that this information could be gathered through a

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	simple Microsoft Form as part of the Expression of Interest (EOI) process. The Committee was supportive of continuing to explore the project further. Engagement with local authorities / SY Mayor – JL informed the Committee that she had written out to councillors and public health highlighting what community pharmacy does, can do and to use us as a resource. RDaSH opportunities for collaboration – RdaSH have expressed an interest in working with CPSY in several areas. Representative(s) will attend the July CPSY meeting. Workforce & Training Hub (WTH) – foundation trainee placements – JL highlighted discussions with the WTH and positive response about supporting DPP placements and potential cross-sector placements. To take forward through the revised SY workforce group.
9.0	Communications Update Communications Insights Report circulated prior to the meeting LR updated Committee for recent activity on: Social Media Facebook, Instagram, LinkedIn, and Bluesky channels continue to operate as business as usual, with insights and performance data available. Feedback on Instagram and Facebook activity remains positive, with ongoing engagement and comments from stakeholders, other LPCs, and pharmacy teams. SY Pharmacy Connect WhatsApp group WhatsApp group is now live. 76 members (62 excluding committee/staff) Events DMS - Events are currently in the early planning stages, with sessions anticipated for early July and early September. A recording/webinar will also be made available. Contractor Drop In Sessions - Monthly contractor drop-in sessions continue to take place. Attendance remains low, but the sessions provide an ongoing opportunity for engagement, discussion, and support. Action - LR to look at different ways of promoting this. Noted that Independents are typically harder to reach
10	Community Pharmacy Advanced Services and integration with Neighbourhood Health SK and JL presented a summary of the work completed in the last financial year. Including key areas of focus, both service and geography. The roles, work plan and KPIs for 2026 / 2027 for the Community Pharmacy Neighbourhood Facilitator and Pharmacy Services Facilitator were also presented to the Committee. Action – JL to share KPIs with VL
	Sponsor Session This meeting was sponsored by Dermal and was attended by Clare Hughes who presented to members and took questions. Action – JC to circulate contact details to Committee

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	LUNCH
11	CPE Update – Closed Section
8b	Internal Matters – Closed Section
12	Provider Company – Closed Section
13	CPSY Finance Self Evaluation – Closed Section
17	Decisions Decisions required are confirmed. AOB JC - Submissions for annual report required by 1st July to JC JL – Work experience places required for 3 or 4 17 year olds. Action – JL to share details with CA for follow-up JL – Ian Heath, Lilly. Oral weight-loss therapy launching September (tbc) – offering training for pharmacy. Committee supportive. Also noted that Novo Nordisk launches around the same time. CCA Questions All CCA questions covered
	MEETING CLOSE 3.10pm

Minutes agreed as true and accurate record of the LPC meeting held on Tuesday 19th May 2026

Signed:



Date: 22/05/26

Chris Bland, Chair, Community Pharmacy South Yorkshire