

**UNADOPTED MINUTES OF THE  
COMMUNITY PHARMACY SHEFFIELD MEETING  
TUESDAY 7 FEBRUARY 2017**

Jordanthorpe Health Centre, Dyche Lane, S8 8DJ  
9.30 am – 5.00 pm

<b>MEMBER</b>	<b>22/09/15 Day/Eve</b>	<b>25/11/15 Day</b>	<b>09/02/16 Day</b>	<b>26/4/16 Day</b>	<b>21/06/16 Day</b>	<b>13/09/16 Day</b>	<b>29/11/16 Day</b>	<b>07/02/17 Day</b>
<b><i>Nominated/ Appointed Contractors</i></b>								
David Russell (Well) (Chair)	+	+	+	+	+	+	+	+
Crispin Bliss (Vice Chair)	+	+	+ (am)	+	A	+	+	+
Claire Thomas (Chief Officer)	+	+	+	+	+	+	Maternity Leave	Maternity Leave
Greg Campbell (Treasurer) (Apt 4/16)	N/A	N/A	N/A	+	+	+	A	+
Stewart Kelly (Appointed 04/14)	A	+	A	A	+	+	+	+
Andrew Hartley (Appointed 10/16)	N/A	N/A	N/A	N/A	N/A	N/A	+	A
<b><i>Company Chemist Reps</i></b>								
Emilia Stelmach (Boots)	+	A	A	+	+	A	+	+
Shammi Khosla (Boots) (Apt 4/14)	A	A	+	A	A	+	+	R
Matt Webster (Well) (Apt 06/2012) (Resigned 09/16)	A	A	A	+	A	R	R	R
Luke Downs (Lloyds)	A	+	A	+	+	+	A	+
Terry Relf (Lloyds)	A	+	+	A	+	+	+	+
Adam Yates (Weldricks) (Appointed 12/2013) (Resigned 10/16)	+	+	+	+	+	+	R	R
Rachel Crookes (Lo's) (appointed 10/16)	N/A	N/A	N/A	N/A	N/A	N/A	+	+
Nima Raei (Rowlands) (Appointed 03/16)	N/A	N/A	N/A	+	+	+	+	+
Garry Myers (PSNC Rep)	A	+	A	+	+	+	+	+
Susie Coates (LPC Support Manager) Appointed November 2012	+	A	+	+	+	+	+	+
Tom Bisset (Adviser)	N/A	N/A	N/A	N/A	N/A	N/A	+	+
<b><i>Observers</i></b>								
Jo Tsoneva (NHSSCCG)	+	N/A	N/A	N/A	+	N/A	N/A	+
Steve Freedman (NHSSCCG)	N/A	+	N/A	N/A	N/A	N/A	N/A	N/A
Peter Magirr (NHSSCCG)	A	+	N/A	+	A	+	+	A
Jon Whitlam (Boots)	N/A	N/A	N/A	+	A	A	A	+
Martin Bennett (Wicker Pharmacy)	N/A	N/A	N/A	N/A	N/A	N/A	+	+
Matt Watters (Boots)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	+
Julie Grigg (Woodhouse Pharmacy)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	+

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		Action
1.	<p><b>Apologies:</b></p> <p>Apologies for absence are as noted on the attendance sheet.</p>	
2.	<p><b>Committee Corporate Governance:</b></p> <p>Members were asked to note the contents of the corporate governance principles and inform the Chair of any changes to their declarations of interest.</p>	
3.	<p><b>Welcome and Introductions:</b></p> <p>Observers Martin Bennett from Wicker Pharmacy, Jon Whitelam and Matt Watters from Boots and Julie Grigg from Woodhouse Pharmacy, were welcomed to the meeting with around the table introductions.</p>	
4.	<p><b>Minutes:</b></p> <p>The Minutes of the meetings held on 29 November 2016 were reviewed and accepted as an accurate record of proceedings and signed by the Chair.</p>	
5.	<p><b>Matters Arising:</b></p> <p>The Chair ran through the action points from the last meeting minutes and it was confirmed that most items were already included on the Agenda.</p> <p>Martin was thanked for the forms he had shared as used at Wicker Pharmacy and it was agreed if anonymised these could be used as templates to share with contractors via Susie's bulletin. Regarding the Prescription Order Line (POL), Luke emphasised that if electronic repeat dispensing was used effectively in GP practices, this would not be necessary. David agreed to raise this with the LMC at their next meeting. Martin suggested that the POL was proving useful in saving staff time at the moment in his pharmacy.</p> <p>The Terms of Reference for the Sub-Groups were reconsidered and adjusted taking account of new membership. Susie would update.</p>	<p>SC</p> <p>DR</p> <p>SC</p>
6.	<p><b>CCA Reporting:</b></p> <p>Emily kindly offered to submit the CCA report for the current quarter (January - March).</p>	ES
7.	<p><b>Officer Reports:</b></p> <p><b>Chair</b> – David gave a verbal report explaining that he had spent time updating the CPS website with information about commissioned services and quality payments etc. He had also been involved in meetings regarding the future of MAR charts and the South Yorkshire LPC joint meeting with NHSE, on which he asked Tom to report.</p> <p><b>CPS Adviser</b> – Tom corrected Susie's inadvertent indication on the Agenda under 'Officer Reports' that he was 'covering Claire' and qualified that he had been engaged in an advisory capacity during Claire's maternity leave by CPS. He outlined the main topics which were covered at the joint LPC meeting, particularly the LPC overview of the quality payments etc for NHSE. They had discussed contractor events and HLPs and the potential Health Education England funding for training events either across the LPC Yorkshire and the Humber or the LPN patch. Successful applications had already been made in other areas, which it was thought could be replicated. This was being taken forward by Jack Davies, Nick Hunter and Steve Mosley in other local LPCs. Crispin mentioned that PSNC were still pushing for the Grand-Parenting Clause for Pharmacies who had been accredited as HLPs in the last two years but before that it is suggested self-assessment takes place with relevant evidence. Jon W and David indicated that Boots and Well respectively, would support local training. Apparently Weldricks are initiating their own training and members wondered if it would be possible to utilise this training locally.</p> <p><b>Vice Chair</b> – Crispin reported on the Formulary Sub-Group he attends. David is to attend a meeting with Peter Magirr regarding cost savings before the Area Prescribing Group meeting the next week and will feedback on their discussions. It was apparent that the CCG are trying to encourage patients to buy paracetamol rather than seek on prescription. Apparently, the pilot of script switching in community pharmacy had zero activity yet and David was to look into this.</p>	<p>DR</p> <p>DR</p>



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	<p>Jo also reported Peter Magirr's two-hour attendance at an All-Party Group in London (which Crispin had also attended) to report on the PMCF initiative in Sheffield and workforce planning. <b>Post Meeting Note:</b> <i>Crispin had drawn up an outline service which he had shared with the Executive for submission to the CCG/PCS)</i></p> <p>Jo updated on the Prescription Order Line (POL) which is running in 9 practices and advised that they are currently exploring what they will do next – stop it, expand it in current format, change it, or carry on as at present. There would be a recommendation by the end of February. There had been over 4,000 interventions. Present data appears to indicate where pharmacy ordering is minimised, there are savings made as opposed to ordering taken through pharmacy, but there is no absolute cause and effect yet. If all patients were involved the service could be cost neutral. Tom suggested it would be helpful to involve community pharmacy in any evaluation undertaken and Jo agreed to implement this.</p> <p>Garry expressed some concern about the spend of tax payers' money on the POL and that it was subsidising GP practices. Jo advised that practices were considering contributing towards the POL as part of the review.</p> <p>Jo confirmed that there had been zero activity in the pharmacies involved in the script switch initiative and suggested it could be targeted elsewhere. David was to look into this.</p> <p>Tom asked if the CCG had any plans to introduce branded paracetamol but Jo said she was not aware and perhaps to speak to Peter the following week when David attends the APG.</p>	<p style="text-align: center;">JT</p> <p style="text-align: center;">DR</p> <p style="text-align: center;">DR</p>
<p>12.</p>	<p><b>Community Pharmacy 2016-17 and Beyond</b> – Tom, acting in an advisory capacity during Claire's maternity leave, fed back on the Update Event held on 18 January which had been very well attended by over 60 people. He had some concern that the preliminary presentations by various people associated with the 'Move More' concept, hence free provision of the venue, had meant his presentation had been rather rushed at the end. However, all presentations stimulated lively debate and the feedback was excellent.</p> <p>Another Update Event has been booked for 15 March at the Quaker Meeting House to again emphasised the two days of the year (28 April and 24 November) that have been set for measuring whether the quality criteria had been met which would activate the additional payments and to help identify where contractors are and any guidance required. It did not help that some questions currently remained unanswered, regarding HLP status and NHS Choices entries. However, it was hoped that by 15 March answers would be available and attendees at the event would have opportunity to share experiences of their journey to meeting the quality payment criteria and that all would leave with a clear idea of what they still need to do with time remaining in which to do it. Tom kindly agreed to lead on this. Members were asked to support these Update Events to both help facilitate on the night and be a visible presence to contractors of who formed CPS. Nima, Rachel and Terry submitted their apologies due to annual leave. Luke confirmed he would attend, despite being on leave.</p>	<p style="text-align: center;">TB</p>
<p>13.</p>	<p><b>Flu Vaccination Service</b> – Greg had not seen any recent data although Tom said he had received some for Barnsley. Greg agreed to check. Greg emphasised that the main concern from meetings he had previously attended was the pharmacy / GP relationship which had caused some aggravation over competition. A query was raised over local training availability and David suggested this could be put to the next joint LPC meeting to perhaps consider seeking HEE funding with the training being made available in June if possible. It was evident from the data available for the Yorkshire Ambulance Staff Vaccination Programme that activity had remained very disappointing with activity limited to specific pharmacies.</p>	<p style="text-align: center;">GC</p> <p style="text-align: center;">DR/TB</p>
<p>14.</p>	<p><b>Sheffield Young Carers and Prescriptions</b> – Tom outlined a meeting he had attended with representatives of Sheffield Young Carers. This followed on from a concern raised with Susie via Paul Blomfield, MP's office that young carers were having trouble in obtaining medicines for their parents when they were in the position of carer, presenting prescriptions on their behalf. Tom advised that there are an estimated 2.5k young carers but that it had been established that there is a wealth of resources available to support pharmacies via a Toolkit identifying supplies should be made where the carer is deemed to be competent (non-aged related). However, this requires a PharmOutcomes licence and Tom agreed to liaise with Steve Freedman at the CCG to see if this was possible as part of linking with safeguarding. There had been a pilot in Salford.</p>	<p style="text-align: center;">TB</p>
<p>15.</p>	<p><b>Work Plan / Self-Evaluation</b> – David referred to a template he had accessed via PharmOutcomes but needed to use more of the background for an updated evaluation and suggested this should be added to the Agenda for the next meeting and considered by the relevant Sub-Group.</p>	<p style="text-align: center;">DR/SC</p>

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16.	<p><b>Market Entry</b> – Members had been provided with the latest version of market entry applications. Susie mentioned a further application for a Distance Selling Pharmacy was shown on the listing at 446a London Road noted as received 26 August 2016 by PCSE but not forwarded to NHSE until 16 January 2017. The application had yet to be distributed to interested parties as part of a consultation, including CPS. Susie had referred to NHSE in this regard and had been advised they have provided PCSE with the list of parties to be notified of the application, however they do not appear to have actioned this yet. They have therefore contacted the Market Entry Team again to request urgent clarification on the status of the application.</p>	
17.	<p><b>NMS / MUR Q3 Submissions</b> – Tom raised this under AOB explaining that Victoria Lindon had raised problems which had arisen with a large percentage of pharmacies across South Yorkshire and Bassetlaw not complying with the new reporting mechanism via the BSA, brought into place from quarter October to December 2016 and requiring input by 10 January 2017. Tom had obtained a list of the pharmacies involved and David and Susie agreed to contact individuals to support the required submissions. <b>Post Meeting Note</b> – <i>Susie had followed up with 20 pharmacies and David the relevant Well branches. Susie has also highlighted in her weekly bulletin to raise awareness for the next quarter's submission.</i></p>	DR/SC
18.	<p><b>Meeting Dates for 2017:</b>  <b>25 April            12 September (inc AGM)</b>  <b>20 June            21 November</b>  <i>All meetings excepting the AGM to be held at Jordanthorpe Health Centre, 1 Dyche Close.</i></p>	ALL

NB THESE MINUTES REMAIN IN DRAFT FORMAT UNTIL APPROVED  
BY THE FOLLOWING MEETING OF THE COMMITTEE