

**ADOPTED MINUTES OF THE
COMMUNITY PHARMACY SHEFFIELD MEETING
11 FEBRUARY 2020**

Yorkshire Suite 2, Copthorne Hotel, Bramall Lane, S2 4SU

9.30 pm to 5.00 pm

MEMBER	25.09.18 Day	20.11.18 Day	12.02.19 Day	09.04.19 Day	11.06.19 Day	24.09.19 Day	19.11.19 Day	11.2.2020 Day
<i>Nominated/ Appointed Contractors</i>								
David Russell (Well) (Chair)	+	+	+	+	+	+	+ (part)	+
Crispin Bliss (Vice Chair)	+	+ (Chair)	+	+	+	+	+	+
Claire Thomas (Chief Officer)	+	+	+	+	+	+	+	Mat leave
Greg Campbell (Treasurer) (Apt 4/16)	+	+ (part)	+ (part)	+ (part)	+	+	+ (part)	+ (part)
Andrew Hartley (Appointed 10/16)	+	+	+	+	A	+	+	+
Simon Hay (Appointed 4/18)	+	+	+	+	+	A	+	+
<i>Company Chemist Reps</i>								
Emilia Stelmach (Boots)	+	A	+	+	+	+	A	A
Matthew Watters (Boots) (Apt 11/17)	+	+	+	A	+	+	+	A
Jamil Ahmad (Well) (Apt 01/2017)	+	A	A	+	+	+	+	+
Luke Downs (Lloyds)	+	+	+	+	+	+	+	+
Rachel Crookes (Lo's) (Apt 10/16)	+	+ (part)	+	+	+	+	A	+
Dougie Mistry (Day Lewis) (Apt 4/18)	+	+	+	+	A	+	+	A
Louise Gurney (Boots) (Apt 5/19)	N/A	N/A	N/A	+	+	+	A	A
Garry Myers (PSNC Rep)	+	A	+	+	A	N/A	N/A	A
Susie Coates (LPC Support Manager) Apt November 2012	+	+	+	+	+	+	+	+
<i>Observers</i>								
Jo Tsoneva (NHSSCCG)	N/A	N/A	+	+	+	N/A	N/A	+
Steve Freedman (NHSSCCG)	N/A							
Peter Magirr (NHSSCCG)	N/A	+	N/A	N/A	N/A	N/A	N/A	N/A
Steven Haigh / Neil Heslop / Yvonne Elliott / Andy Hilton (PCS)	N/A	+	+	N/A	N/A	N/A	N/A	A

+ = PRESENT A = APOLOGIES FOR ABSENCE R = RESIGNED N/A = NOT APPLICABLE

		Action
1.	<p>Apologies:</p> <p>Apologies as noted as on the attendance sheet.</p>	
2.	<p>Committee Corporate Governance:</p> <p>Members were asked to note the contents of the Corporate Governance Principles and advise of any changes to their Declarations of Interest and Confidentiality Agreements.</p>	ALL
3.	<p>CCA Reporting:</p> <p>Luke kindly offered to cover CCA reporting for the current quarter.</p>	LD
	<p>Claire's News:</p> <p>Susie advised members that Chief Officer – Claire Thomas – had recently given birth to a baby girl called Rosie and that both Mum and daughter were doing really well. Members were pleased to hear of the safe arrival and noted the thanks from Claire for the flowers which had been sent in congratulations.</p>	
4.	<p>Minutes:</p> <p>The Minutes of the meeting held on 19 November 2019, were reviewed and accepted as an accurate record of proceedings and signed by the Chair. It was noted that the main matters arising from the minutes were covered under the items already listed on the Agenda.</p>	
5.	<p>Matters Arising:</p> <p>Sexual Health Services - Update on EHC / Comms - It was acknowledged that information had been sent out from Primary Care Sheffield direct to Contractors about the new arrangements for EHC provision in Sheffield. The Committee remained concerned that this was a reduction in service to clients.</p> <p>Who's Who at the CCG / Healthcare Landscape Update – David, Susie and Crispin were still in the process of updating the document which had been shared at the last meeting. It was agreed much could now be removed and/or condensed.</p> <p>Sheffield City Council New Home Care Model Update – David is in liaison with Chris Boyle at the Council regarding this and would report on future developments.</p> <p>Urgent Care Review – Andrew advised that the Group were really winding down proceedings. They are to produce improved comms for patients and staff. There had been success with a trial social media marketing campaign over Christmas which they were to build on to help educate the public about their urgent care options. The Walk in Centre is to remain open, which had previously been under threat of closure.</p> <p>CPCS – Simon fed back on the data he had been reviewing on the new CPCS service for Sheffield and other parts of the country and he would share an overview. It had been suggested that the scheme was further ahead than PSNC had envisaged it would be and that the NHS likes the scheme. Andrew suggested it was important for pharmacies to build checking for referrals into their start to the day routine.</p> <p>Supervised Administration / Needle Exchange Update / PharmOutcomes Reporting – Andrew explained that concerns had been raised by an Independent Contractor about the level of reporting requirements needed on PharmOutcomes which duplicated efforts. A member of staff at the DACT had suggested arranging the recording form to mirror the ordering form that the client completes to save time searching for items. This would be adopted from April 2020. It was noted that Helen Philips-Jackson had left the DACT and her role was being taken over by Amy Buddery who had been the responsible lead for Sexual Health Services.</p>	<p>DR/SC/ CB</p> <p>DR</p> <p>SH</p>

<p>6.</p>	<p>SYB LPCs / NHSE&I Meeting: Luke had kindly attended the meeting on 22 January which David, Cripsin and Susie had been unable to make (due to unforeseen circumstances) and his report had been circulated with the papers for the meeting. Luke highlighted that one of the main discussions had been around the collection of patient sharps waste as regulations were changing which would no longer permit GP practices to collect these. Luke had taken this matter up with Andrew France at Sheffield City Council, with whom Susie had already been liaising; he had indicated the Council did not have a budget to fund sharps waste collection. Paul Barringer from NHSE&I had written to Andrew France setting out their position that when the clinical waste contracts held by NHS England move to the new contract framework, this waste will not be included in the service specification and their view that it is the Council's responsibility to arrange collection as is the case in other Cities. There was concern patients would be coming to community pharmacy again with this waste if the GPs refused to take them. It was agreed Susie place an item in the bulletin drawing contractors' attention to the change likely to be effective from 1 April 2020 and that it would be useful to write to Andrew France to suggesting contractors will be advised to suggest to patients that they contact the Council regarding Sharps Waste Collection.</p>	<p>SC</p>
<p>7.</p>	<p>SYB LPCs Collaborative Working – Training Academy Proposal: Andrew referred to the LPCs Training Academy proposal submitted by Liam Stapleton (Metaphor) for the transformation of Community Pharmacy, covering national and local training issues for the coming year. It was agreed that sponsorship should be sought to lessen the costs involved as per the AGM last year (co-ordinated by Jack Davies). It was agreed that until it was identified what topics would be useful, it was difficult to commit to a set number of training events. If these events were to be joint SYB then the venues should be rotated, held quarterly avoiding AGMs etc and costs split pro-rata. It was agreed the established Workforce Sub-Committee Group, with delegated power, could make decisions on content/theme and instruct Liam, as the most practical way forward. Andrew would feed back to Tom and Nick from Barnsley and Doncaster / Notts LPCs. It was agreed that increased use of video calls to coordinate matters, should be used rather than face to face meetings to save time.</p>	
<p>8.</p>	<p>Finance</p> <p>Greg tabled the latest versions of the finance spreadsheets showing the cash flow projection and ran through relevant issues. He highlighted the IP training fund currently held, which would be distributed following claims as identified IP training costs continued throughout the year. It looked like there might be a surplus as some of the pharmacists who had intended to undertake the IP course had not been able to, for various reasons. It may therefore be possible to fund backfill costs for those attending (inc David's IP course). The main aim was to secure as many trained Independent Prescribers as possible; it was agreed that this should be offered to pharmacists in Sheffield, Barnsley, Doncaster and Rotherham, who might be interested in undertaking the IP course before the end of the academic year (September / November 2020 Intake), by completing an expression of interest identifying how these skills would be used to benefit NHS patients; this would be in line with HEE funding requirements.</p> <p>The Finance Sub-Committee arranged to meet on 20 February to set the budget for the next year and for Greg and Susie to sign off the bank statements etc, so this can be reported to the April CPS meeting. Greg advised that CPS funds are in good shape to allow for future required spending. Greg has recharged to neighbouring LPCs for costs incurred for the Metaphor Training by Liam Stapleton as joint events.</p> <p>Greg referred to the invoice from Clyde & Co being due for renewal shortly for personnel advice which had proved quite expensive on the one occasion they had been used. Simon was aware of another company recommended by the NPA, the details of which he agreed to find and share. However, it was agreed the current contract be extended for the further 12 months.</p> <p>It was noted that Susie was accruing a lot of time owed due to the amount of work generated by the introduction of PCNs etc and supporting Claire's absence on maternity leave and it was agreed to pay her for these hours and for her to make more regular claims in future as it would not be feasible for her to take time in lieu; Andrew referred to the on-going support he would require from Susie in his new Acting CO role.</p>	<p>AH/SC</p> <p>GC</p> <p>SH GC</p> <p>GC/SC</p>

<p>9.</p>	<p>PCN Engagement / Support Plans – David and Andrew reported that the appointed Pharmacy PCN Leads had various experience and confidence in the new role and would need support. They had all been issued with contact details for the Clinical Directors in the PCNs so they could make contact to fulfil the criteria of the PQS, which it was agreed should be followed up. Post Meeting Note: PCS had emailed providing a new, single email address for all communications intended for Clinical Directors / PCN Lead Managers, which could then be appropriately directed. It was agreed that a networking / training event should be offered ASAP so that an overview could be given; lessons could be learned from those further down the line and plans for the future outlined. Jack Davies, Chair from Community Pharmacy West Yorkshire had offered to help support this with securing a Speaker and Sponsorship. It was agreed an evening event would be the most beneficial for Pharmacy PCN Leads. Post Meeting Note: This has been booked for 10 March 2020 and details issued direct to Pharmacy PCN Leads.</p>	<p>AH/SC</p>
<p>10.</p>	<p>Contractor Support for CPCF – Members discussed the requirements of the CPCF regarding HLP Accreditation which would become an Essential Service from 1 April 2020, requiring a consultation room, a self-declaration and folder of evidence. A reminder had been put in the bulletin but Susie was asked to add another.</p> <p>Hypertension Service – Andrew fed back on activity to date which was less than had been hoped / expected. There seemed to be some resistance from GP practices to refer. The funding window would need to be checked with Jo from the CCG – <i>confirmed the funding was secure</i>. More time was needed to build on relationships and encourage referrals. Andrew had been liaising with Tania Cork (CO at North Staffs) regarding the project evaluation; date of meeting to be confirmed but would be useful to include a few people from the DIO pairings.</p> <p>GP-CPCS Update – David was monitoring activity but again this was low and was due to be discussed at a meeting with NHSE&I on 19 February. Generally, GP Practice reception staff were finding it at additional step using the PharmRef system which they were not prioritising. The benefits of reducing staff time overall needed to be better sold but this barrier needed to be fed back nationally. Simon suggested there is a way of generating a message from SystmOne which had been used in Stoke for a Level 2 Minor Ailments Service (which required a days training programme and takeaway pack) – he would share details.</p>	<p>SC</p> <p>AH</p> <p>DR</p> <p>SH</p>
<p>11.</p>	<p>Market Entry:</p> <p>Susie had circulated the latest update received from NHSE&I and advised of a notification of withdrawal which had been received for Abbeydale Pharmacy with an effective closing date at the end of July 2020. Support had been offered to the pharmacy. There was also a combined relocation and change of ownership and a separate change of ownership and listed on the CPS website. It was also noted that London Road Pharmacy was reducing it's supplementary hours from an 8 pm to a 6 pm finish Monday to Friday and 5.30 pm Saturday. It was noted that this pharmacy when owned by Lloydspharmacy provided an extended hours service to 10 pm. However, over subsequent years various 100 hour pharmacies had offered new hours of opening across the City. These matters would be considered by the Sheffield Health and Wellbeing Board in relation to the Pharmaceutical Needs Assessment (PNA).</p>	
<p>12.</p>	<p>Officer / Members Reports :</p> <p>David referred to his written report of the work he had been involved in since the last meeting and other Officers/Members referred to their reports and/or any particular items of note arising therefrom. Andrew highlighted an issue over early ordering of flu vaccines QIV(C) and agreed to draft an item for the bulletin to raise awareness for Contractors. Crispin had urged the APG to reconsider some switches they were reviewing.</p>	<p>AH</p>
<p>13.</p>	<p>PSNC / LPC Review: A considerable part of the overall meeting was dedicated to completing the survey which had been circulated for LPCs to complete. All members present participated fully in each question, determining an agreed response which incorporated independent pharmacy, CCA and AIM views. This would be entered onto the on-line reporting system by Susie, supported by Andrew.</p>	

<p>14.</p>	<p>NHS Sheffield CCG:</p> <p>Jo Tsoneva kindly attended to update on current and new opportunities (eg SMI Physical Health Checks). She referred to the Hypertension Service and DIO pbarmacists looking to offer a service to Seriously Mentally Impaired (SMI) patients which would help demonstrate the clinical role that the wider primary care service, via community pharmacy, can offer. These elements had been slow to mobilise, in part due to technology but also finding the best fit against competing priorities.</p> <p>Jo and members discussed various ideas about how community pharmacy could link into PCN priorities; each acknowledging it was important to build on trust in the working relationships that would lead to more productive developments of mutual interest and increasing benefit to patients.</p> <p>Jo was asked to check what funds might be available to support pharmacy engagement with PCNs which it was understood had been allocated to the CCG. Simon suggested backfill for a 'walk in their shoes' concept would be really useful as a myth buster.</p> <p>Jo referred to pharmacists being involved in different parts of the 12 elements of a health check, where they could build a skill set based around the HLP ethos. She advised that Alistair Burgess now leads the relevant part of PCS and is responsible for recruiting 20 pharmacists to form part of their team. It was noted this could again affect pharmacist retention in community pharmacy.</p> <p>It would be useful to research work being successfully undertaken in Scotland and Wales in order to offer options that could work for PCNs locally.</p>	<p>JT</p>
<p>15.</p>	<p>AOB</p> <p>Future Meetings Format – Andrew explained that the CPS Exec had been considering a different way of using the time dedicated to CPS meetings, whereby members were paid for the full day but that the physical meeting time be shortened, with members dedicating time to reading reports in advance of the formal meeting and being better prepared to contribute most effectively in the time allowed, so that decisions could more easily be reached. This would be discussed further in due course.</p>	
<p>16.</p>	<p>CPS Meeting Dates for 2020:</p> <p>21 April 16 June 22 Septebmer (inc AGM) – venue TBC 24 November</p> <p>All on Tuesdays and excepting the AGM, to be held at the Copthorne Hotel, Bramall Lane. Meetings generally run from 9.30 am to 5.00 pm. The Agenda for the meetings will be issued the week before and linked to the CPS website.</p>	<p>ALL SC</p>

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