

**UNADOPTED MINUTES OF THE  
COMMUNITY PHARMACY SHEFFIELD MEETING  
30 JUNE 2020**

**VIRTUAL MEETING VIA MS TEAMS SOFTWARE**

**7.00 pm to 9.15 pm**

<b>MEMBER</b>	<b>20.11.18 Day</b>	<b>12.02.19 Day</b>	<b>09.04.19 Day</b>	<b>11.06.19 Day</b>	<b>24.09.19 Day</b>	<b>19.11.19 Day</b>	<b>11.2.2020 Day</b>	<b>30.06.20 Eve</b>
<b><i>Nominated/ Appointed Contractors</i></b>								
David Russell (Well) (Chair)	+	+	+	+	+	+ (part)	+	+
Crispin Bliss (Vice Chair)	+ (Chair)	+	+	+	+	+	+	+
Claire Thomas (Chief Officer)	+	+	+	+	+	+	Mat leave	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	+	+	+
<b><i>Company Chemist Reps</i></b>								
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	A
Louise Gurney (Boots) (Apt 5/19)	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	+	+	+	+	+	+	+	+
<b><i>Observers</i></b>								
Jo Tsoneva (NHSSCCG)	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	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	A	N/A

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

		Action
1.	<p><b>Apologies:</b></p> <p>Apologies as noted as 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 advise of any changes to their Declarations of Interest and Confidentiality Agreements.</p>	ALL
3.	<p><b>CCA Reporting:</b></p> <p>Luke kindly offered to cover CCA reporting for the current quarter.</p>	LD
4.	<p><b>Minutes:</b></p> <p>The Minutes of the meeting held on 11 February 2020, were accepted as an accurate record of proceedings and a hardcopy would be signed by the Chair when available. It was noted that the main matters arising from the minutes had been updated by Andrew's written reporting as Acting Chief Officer and circulated to members virtually as the scheduled CPS meeting of 21 April was cancelled due to COVID-19 circumstances; this action and process had been agreed virtually by all members of the Committee. The Exec had met virtually on 20 April.</p>	
5.	<p><b>Independent Pharmacy Review:</b></p> <p>Some members had taken part in the Contractor Webinar which had been held the previous night (29 June) and various feedback was given on the main elements discussed. Andrew pointed out that the suggestion of LPCs needing to have at least 200 contractors was dispelled by Prof Wright as he acknowledged that local circumstances could affect the size. However, Garry was of the view that the idea was to have LPCs representing at least 200 Contractors where possible. The Committee agreed that this would require considerable thought in the period ahead, once decisions had been made following national meetings.</p> <p>Garry highlighted that there were difficult conversations to be had and that the recommendation for the replacement of the PSNC Committee to be made up of replacement LPC Chairs would prove contentious and difficult to achieve. There was concern about the limitation of the office held period leading to lost valuable experience, with no sign of succession planning, but acceptance that 'new blood' can be advantageous. Garry explained that the membership role of PSNC was already very time consuming and for Chairs of larger LPCs to have to fit this new commitment into their wider roles and to be responsible for negotiating on behalf of Contractors, could be quite a daunting prospect, which held considerable responsibility and would require high calibre appointments. It was acknowledged some current Chairs might not want the new responsibilities associated with the recommendations. There could be a massive exodus of experience in the next few years. It was acknowledged that learning the intricacies of the representative roles took considerable time.</p> <p>Andrew pointed that locally he had found it was easier to get urgent input from Independent Contractors to local issues than representatives of the multiples who had more hoops to jump through due to differences in various LPC areas, so harder for them to respond urgently. It was difficult to see how this could change. There needed to be a corporate pharmacy view with one agreed voice, but there were different interests which made this difficult to secure.</p> <p>Decisions would need to be made with Contractors about pulling away from commissioned services which were not profitable but this needed to be a united decision.</p> <p>The ethos of LPC / CPL work would need to change if it should focus on a more representative than supportive role. Local support had always been appreciated but it was acknowledged this most often related to Independent Contractor support than multiples. There were concerns about how finances would be managed in the future; with certain reserves held needing to be dispersed.</p>	

	<p>Much discussion must yet take place before final decisions could be made about whether to accept the recommendations put forward in Prof Wright's Report, but it was accepted that the outcome should be determined by Contractors as this had been undertaken for them.</p> <p>It was also acknowledged that local Commissioners should be involved for their views. In Sheffield there was a history of good working relationships that should be built upon rather than lost.</p> <p>Members were asked to forward any comments they thought of after the meeting, so that they could be incorporated into the meeting scheduled on 8 July with LPCs and Prof Wright.</p> <p>It was agreed that CPS could start to look at the recommendations which could be considered at an early stage, if viewed as useful locally, even before final decisions are made. It was reassuring to note that several of the recommendations in the Report are already reflected in the workings of Community Pharmacy Sheffield, including the corporate name.</p>	
<p><b>6.</b></p>	<p><b>Finances:</b></p> <p>Greg ran through the latest spreadsheet which outlined the various budget elements of the funds currently held and reassured the Committee that the fund was in good order. It was noted that the PCN Lead Fund secured had not yet been claimed against and Andrew agreed to send out a specific claim form to PCN Leads for them to use, albeit that activities had been limited due to COVID-19, but a generalised form for justifiable claims would be useful to get the ball rolling as support to past and future activities. The Independent Prescriber Fund was also on hold as courses had been suspended but available when activities recommenced and required backfill.</p> <p>Greg had forwarded Annual Financial Statements as compiled by the Accountants, which would be incorporated into the Annual Report being compiled. Members were asked to consider and raise any issues with Greg at an early opportunity.</p>	<p>AH/SC</p> <p>ALL</p>
<p><b>7.</b></p>	<p><b>Verbal Briefing / Update on Actions</b></p> <p>Andrew referred to his written report on various actions over the last few months and highlighted particular issues for input from and for the information of members. It was agreed that one item where an Independent Contractor had concerns about prescription direction by a surgery, ought to be handled by NHSE&amp;I. There had been some breakdown in communications which were being followed up. As the matter involved a pharmacy in a neighbouring LPC area it was suggested it might be useful to seek to involve them more productively to seek to resolve more satisfactorily.</p> <p>Andrew had successfully secured funding for the Supervised Administration Service based on previous average earnings which had been gratefully received by the Contractors involved.</p> <p>Andrew highlighted some changes to the HepC Supply Service. Fees had been agreed to allow weekly pickups to support more chaotic patients. Amended paperwork will be circulated in the coming weeks to reflect the amended service which will pay either 3 x £20 for the monthly pickup or 12 x £10 for the weekly service.</p>	<p>AH</p>
<p><b>8.</b></p>	<p><b>AGM 2020 Planning</b></p> <p>It was agreed that due to the on-going COVID-19 restrictions it would be best to plan for a virtual AGM with an option for Contractors to link into a virtual meeting after having been issued with the Annual Financial Statements on which to vote and the Annual Report, which was currently being compiled.</p>	
<p><b>9.</b></p>	<p><b>Market Entry</b></p> <p>Susie ran through the update on Market Entry sent through by NHSE&amp;I which covered two ongoing changes of ownership and location and one additional DSP application on Abbey Lane, which had recently been submitted.</p>	

<p><b>10.</b></p>	<p><b>Officer / Members Reports :</b></p> <p>David offered to send round to members his Report for consideration, which had been delayed due to the demands of the Independent Review Report being published, but there was little of particular significance to note.</p> <p>Crispin had submitted reports from the meetings he had attended virtually which had been included with the Agenda papers for ready reference.</p>	<p><b>DR</b></p>
<p><b>11.</b></p>	<p><b>CPS Meeting Dates for 2020:</b></p> <p><b>22 September (inc AGM) – likely virtual</b>  <b>24 November - TBC</b></p> <p>Both on Tuesdays and to be held as the situation demands depending on the COVID-19 situation.</p> <p>It was agreed that the Exec would report on the outcome of the 8 July virtual meeting which was to consider Prof Wright’s Report of the Independent Review in order to decide whether a further virtual CPS meeting might be useful. In the meantime, members should raise any issues with the Exec which required consideration / action.</p>	<p><b>ALL</b></p>

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