

**UNADOPTED MINUTES OF THE
COMMUNITY PHARMACY SHEFFIELD MEETING
18 AUGUST 2020**

VIRTUAL MEETING VIA MS TEAMS SOFTWARE

7.00 pm to 8.00 pm

MEMBER	12.02.19 Day	09.04.19 Day	11.06.19 Day	24.09.19 Day	19.11.19 Day	11.2.2020 Day	30.06.20 Eve	18.08.20 Eve
<i>Nominated/ Appointed Contractors</i>								
David Russell (Well) (Chair)	+	+	+	+	+ (part)	+	+	+
Crispin Bliss (Vice Chair)	+	+	+	+	+	+	+	A
Claire Thomas (Chief Officer)	+	+	+	+	+	Mat leave	Mat leave	Mat leave
Greg Campbell (Treasurer) (Apt 4/16)	+ (part)	+ (part)	+	+	+ (part)	+ (part)	+	+
Andrew Hartley (Appointed 10/16)	+	+	A	+	+	+	+	+
Simon Hay (Appointed 4/18)	+	+	+	A	+	+	+	A
<i>Company Chemist Reps</i>								
Emilia Stelmach (Boots)	+	+	+	+	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)	+	+	+	+	A	+	+	R
Dougie Mistry (Day Lewis) (Apt 4/18)	+	+	A	+	+	A	A	+
Louise Gurney (Boots) (Apt 5/19)	N/A	+	+	+	A	A	+	A
Garry Myers (PSNC Rep)	+	+	A	N/A	N/A	A	+	N/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	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	N/A
Steven Haigh / Neil Heslop / Yvonne Elliott / Andy Hilton (PCS)	+	N/A	N/A	N/A	N/A	A	N/A	N/A

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

		Action
1.	<p>Apologies: Apologies as noted as on the attendance sheet.</p>	
2.	<p>The Wright Review – 4 Questions</p> <p>The Committee met virtually to discuss the four questions which had been posed by Simon Dukes, CO of PSNC and agreed a response as follows:</p> <p>Community Pharmacy Sheffield has formally liaised both with its Independent Contractors and the full CPS Committee and sets out below a precis of feedback received, which in general is in agreement with submissions already made by both AIM and the CCA:</p> <ol style="list-style-type: none"> 1. How should we fund the process of change? <p>Agree that funding should come from existing resources or any identified external funding. Future costs should be budgeted within the current funding stream. Perhaps NHSBSA collect Levy and allocate funds to PSNC / CPE. Any decisions about the restructuring and future funding must be made by contractors themselves and not the representative bodies.</p> 2. How should we explore the Independent Review Findings and Recommendations together <i>and consider an alternative proposal</i> (What does the Working Group look like)? <p>Agree that it should be Contractor driven, proportionality maintained and transparent. LPC employee and representative members should only be there to support the process, not direct it or vote. A Working Group of Contractors and their representatives should be established in proportion to the contracts held and should have a clear remit and timelines. All Contractors should be able to freely input into Group discussions remotely and should receive regular transparent updates / feedback. The outcome should reflect the best for all parts of Community Pharmacy.</p> 3. How to manage this from a Governance perspective (transparency & inclusivity)? <p>Focus on governance in the report welcomed, although no added governance beyond that already recommended is really required. Again, Contractors must be at the heart of this and the only ones that vote. Any Body overseeing this must be proportionately constituted of Contractors and their representatives.</p> 4. What should we do to ensure that Contractors have ultimate oversight? (must be a Contractor led process). <p>Again, Contractors and Contractor Bodies are central to this. AIM seek a clear roadmap and milestones/objectives; CCA want to see one Contractor one vote on any final proposal. These objectives were universally agreed. Ongoing Webinars available to all Contractors to enable open communication and individual contributions to be made, would be valuable.</p> 	

<p>3.</p>	<p>AOB</p> <p>AGM / Annual Report – Members noted that as a result of the pandemic the AGM this year would be held virtually and that Susie was in the process of circulating both the Annual Report and the Financial Statements to all Contractors asking them to vote.</p> <p>Ordinarily, the Committee would meet prior to the AGM, but it was agreed a meeting should be scheduled the week before – ie 15 September 2020, 7 pm – 9.00 pm to discuss current business, prior to the AGM the following week. An Agenda would be issued in due course. Members agreed that virtual meetings should continue at present but that consideration be given to meeting face to face perhaps for the 24 November 2020 scheduled meeting. Members were advised to claim for their time in the usual way.</p>	<p>SC/AH/ DR</p> <p>ALL</p>
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NB THESE MINUTES REMAIN IN DRAFT FORMAT UNTIL APPROVED
BY THE FOLLOWING MEETING OF THE COMMITTEE