

**UNADOPTED MINUTES OF THE  
COMMUNITY PHARMACY SHEFFIELD MEETING  
8 JUNE 2021**

**VIRTUAL MEETING VIA MS TEAMS SOFTWARE**

**7.15 pm to 9.20 pm**

<b>MEMBER</b>	<b>30.06.20 Eve</b>	<b>18.08.20 Eve</b>	<b>15.09.20 Eve</b>	<b>24.11.20 Eve</b>	<b>12.01.21 Eve</b>	<b>09.02.21 Eve</b>	<b>20.04.21 Eve</b>	<b>08.06.21 Eve</b>
<b><i>Nominated/ Appointed Contractors</i></b>								
David Russell (Well) (Chair)	+	+	+	+	+	+	+	+
Crispin Bliss (Vice Chair)	+	A	+	+	+	+	+	+
Claire Thomas (Chief Officer)	Mat leave	Mat leave	+	+	+	+	+	+
Greg Campbell (Treasurer) (Apt 4/16)	+	+	A	+	+	+	+	+
Ellie Bennett (Wicker) (Appointed 03/21)	N/A	N/A	N/A	N/A	N/A	N/A	+	+
Vikas Kumar (G&A) (Appointed 03/21)	N/A	N/A	N/A	N/A	N/A	N/A	+	+
<b><i>Company Chemist Reps</i></b>								
Emilia Stelmach (Boots)	+	+	+	+	+	+	+	+
Matthew Watters (Boots) (Apt 11/17)	+	+	+	+	+	+	+	+
Jamil Ahmad (Well) (Apt 01/2017)	+	A	+	+	A	A	A	R
Luke Downs (Lloyds)	+	+	+	+	+	+	+	+
Joel Blakemore (Weldrick's) (Apt 10/20)	N/A	N/A	N/A	+	+	+	+	+
Dougie Mistry (Day Lewis) (Apt 4/18)	A	+	+	+	+	+	+	+
Louise Gurney (Boots) (Apt 5/19)	+	A	+	+	A	+	+	A
Garry Myers (PSNC Rep)	+	N/A	N/A	N/A	N/A	N/A	N/A	N/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	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
Charlotte Hastie (NHSS CCG)	N/A	N/A	N/A	N/A	N/A	N/A	+	N/A

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

		Action
1.	<p><b>Welcome / Apologies:</b></p> <p>David welcomed everyone to the meeting with apologies noted as shown above. NB Jamil Ahmed has resigned creating a CCA member vacancy; the CCA are processing a replacement.</p>	
2.	<p><b>Committee Corporate Governance</b></p> <p>David referred to the usual Governance requirements and highlighted that although members were not face to face to access the Governance folder, the detail was available if required and members should declare / register any relevant interests as necessary.</p>	
3.	<p><b>CCA Reporting</b></p> <p>Luke kindly agreed to continue to report on the Committee Meetings.</p>	LD
4.	<p><b>Minutes of the Meetings held on 20 April 2021</b></p> <p>Further to circulation of the Minutes with the Agenda papers, it was noted matters arising were already on the Agenda. The minutes were accepted as an accurate record of proceedings.</p>	
5.	<p><b>Matters Arising:</b></p> <p><b>CCG MARRCh Pilot in Care Homes</b> – Susie updated on the progress being made with the current pharmacies who have signed up to this project. The Boots issue was now resolved as the NHS Sheffield CCG contract had been issued, which incorporated this service. Wicker were about to commence and Woodhouse Pharmacy had held a successful meeting regarding initial engagement. Susie was following up with Global Pharmacy who had registered a large number of patients onto PharmOutcomes and had been very keen to engage (<i><b>Post Meeting Note: Global Pharmacy had patients signed up and were about to commence assessments the following week and are to report back</b></i>). Susie would update in due course.</p> <p><b>SYB Collaborative Working</b> – David outlined an issue which had arisen regarding communications between one of the SYB LPCs and NHSE&amp;I; this related to the misdirection of an email and resultant fallout which had led to considerable debate between the LPCs and had undermined some associated trust. There was a plan to resolve the matter, but this had taken up a considerable amount of David's time. No action was required of CPS members and the outline was for information only. All agreed it was important to ensure SYB LPC links with the ICS were of a high standard with shadowing options being an option to consider. David would report further in due course.</p>	SC  DR
6.	<p><b>Chief Officer Report:</b> Claire had circulated her Chief Officer report to members in advance of the meeting and members had been asked to consider this and raise any pertinent questions that might need clarification. However, members were satisfied with the detailed updates provided on current priorities. David confirmed that his work as Chair matched closely with the items detailed in Claire's report with the addition of the SYB LPC issue highlighted above.</p>	
7.	<p><b>Current Priorities:</b></p> <p><b>Review Steering Group (Wright Review)</b> – Claire referred to the national events which had been held recently both for LPCs and for Contractors. Claire advised that slides had been issued a few days in advance of the event which outlined progress to date and a time line. They had been split into working groups and there were concerns raised about transparency and trust. Ellie advised that she had attended the virtual event for contractors and that the format had been similar to that outlined by Claire for LPCs but the concerns raised in her group related to what would happen to staff who worked for LPCs if they were to merge. It had been agreed that the current format did not work for contractors and that funding negotiations had been unsuccessful and that change was necessary.</p>	

<p>Claire referred to Simon Dukes' latest blog and the importance to get the new format right rather than rush, when there had been so much change since the completion of the original Wright Review, due to the pandemic and the NHS restructuring process.</p>	
<p>David raised concerns about the engagement of independent pharmacies with the process to ensure they were fully aware of the implications and their right to contribute to the outcome. It was agreed this should be considered after the event on 14 June, to which all Contractors had been invited and as highlighted in the CPS bulletin, when more information should be available via PSNC.</p>	DR/CT
<p><b>LPC Elections:</b> Members had been asked to review the link to the PSNC Guidance on LPC 2022 elections and unanimously agreed that due to the current Wright Review etc, elections should be deferred to 2023 and that a Special General Meeting should be called to coincide with the AGM on 2 October 2021 to seek agreement to the amendment of the CPS Constitution to formally permit this. Further Guidance was expected from PSNC on the formalities. Claire and Susie would take forward necessary actions.</p>	CT/SC
<p><b>Substance Misuse Pharmacy Services - Supervised Consumption</b> – Claire thanked those who had participated in reviewing this service to suggest ideas of how it could be improved and fairly remunerated. She had met with Amy Buddery and others from the DACT and START Teams, who were all supportive of the suggestions made and it had been a positive meeting. Amy had issued a draft revision document which had been circulated to members. The aim was to secure consistency across the City and address the issues which had arisen during the pandemic when supervised consumption and thereby funding, had been reduced but associated costs for the pharmacies remained the same. They were awaiting further data on the number of patients in treatment together with frequency of collections etc in order to better determine an appropriate funding stream. It was agreed a small working group could link up once the awaited data had been secured, to review further.</p>	CT
<p><b>Contractor Events</b> – David suggested a potential listening event for independent pharmacies on the Review Steering Group recommendations and also the suggestion of a joint SYB event on 'Long COVID' which had been put forward. It was agreed to revisit other options later in the year when it was more likely that face to face meetings could take place which allowed better networking for pharmacy staff who had been very isolated during the pandemic.</p>	CT
<p><b>PCN Pharmacy Lead Update</b> – Claire gave a general overview, referring to the monthly meetings of PCN Pharmacy Leads. It was highlighted that there remained vacancies in SAPA5 and Hillsborough (that David was covering) and more recently in the University PCN as Francois had moved Boots branches. Susie agreed to follow up with Welfare Pharmacy in that PCN (<b>Post Meeting Note:</b> <i>The pharmacy felt too busy to take on the role and had the view the PCN was so small it would be better merged with the City Centre PCN</i>). Members were asked to seek to encourage any relevant pharmacies in their respective areas to consider the PCN Lead role.</p>	ALL
<p>Claire confirmed that data was now being received from NHSE&amp;I which could identify activity and where support might be needed.</p>	
<p>Claire also referred to the advert which had been published for the joint SYB LPC post of PCN Lead Support which could help in this respect, part of the NHSE&amp;I funding was being utilised for this and matched with joint SYB LPC funding. Members were encouraged to seek recruits to apply for this new post.</p>	ALL
<p>PCN Leads had been encouraged to complete the new activity data base via the Rotherham LPC website which had been circulated so as to provide accountability for the funding given by NHSE&amp;I to support PCN lead activity. The importance of PCNs was increasing and it was really important to have these posts covered so that pharmacy is included in PCN plans, particularly when it is clear pharmacy can help.</p>	
<p><b>GP-CPCS</b> - Claire referred to her Report and the "Go-Lives" which had taken place with positive feedback to date. The data received from NHSE&amp;I showed that Sheffield demonstrated the largest percentage of activity at the Clover Group and David at Grenoside, which was great news.</p>	

	<p>The University Health Service are keen to sign up. The data from NHSE&amp;I will help identify if activity reduces so that support can be offered where required.</p> <p>It was acknowledged that any negative experience of the system causes loss of faith so it was important to explain clearly if a referral back to the practice was necessary so everyone understood that the patient had been professionally assessed and a clinical view formed, demonstrating the value of the interface.</p> <p><b>MP Support</b> - Claire thanked Susie for the comms with Sheffield MPs on her behalf, seeking support following the lobbying being undertaken by PSNC. Olivia Blake for Hallam had been very supportive and had an interest in visiting a pharmacy in her constituency and Susie was looking into this for the next MP summer recess period.</p>	SC
8.	<p><b>Finances:</b> Greg as Treasurer, had shared his updated Financial Spreadsheets. He referred to the various monies being held separately for individual project spends, which are all accounted for individually and monitored. Greg also reported that the accounts are with the Accountant for preparation of the year end Accounts to accompany the Annual Report. The funds held were currently above the PSNC recommended level and it was agreed to consider a levy holiday at the September CPS meeting after reconciling outstanding claims expected.</p> <p>Greg / David emphasised again for all CPS Members to submit their claims promptly, noting that the Expenses Policy stated old claims would not be paid.</p> <p>Greg referred to the service available from Clyde &amp; Co as recommended by PSNC and it was agreed to purchase the smallest package which included an updated staff handbook, contracts and 5 hours 1:1 advice for just over £1k.</p>	GC  ALL  GC
9.	<p><b>Market Entry</b> – Susie referred to the latest schedule from NHSE&amp;I and in particular made reference to the application of the DSP at Gainsford Road, S9 to relocate without significant change, to Wincobank Avenue, S5 which had been approved by NHSE&amp;I but subsequently refused on appeal by NHS Resolution.</p>	
10.	<p><b>Dates of Future Meetings:</b></p> <p><b>21 July – CPS Strategy Day – virtual (9.30 am – 4.00 pm with lunch break)</b>  <b>21 September – Board Room, 722 Prince of Wales Road (booked)</b>  <b>2 October 2021 (Saturday Eve) – AGM and Pharmacy Staff Celebration (Royal Victoria Hotel)</b>  <b>23 November – hopefully face to face returning to previous arrangements</b></p> <p>Susie asked for input from members to the flyer for the AGM in order to demonstrate the importance of pharmacy staff attending the celebration of their achievements.</p> <p>It was agreed to revisit the COVID-19 situation in September, in order to determine the November meeting being face to face, particularly in view of difficulties securing locum cover during the flu season.</p>	ALL
11.	<p><b>AOB:</b></p> <p><b>Complaints</b> – Luke referred to some concerns which had been raised within his PCN and how best to handle them in a supportive way. Ellie referred to the Freedom to Speak policy and Susie referred to the NHS Complaints Procedures. <b>Post Meeting Note:</b> <i>Susie shared relevant information with Luke to help deal appropriately with the issues raised with him.</i></p>	

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