



Community Pharmacy England Minutes

Date: 13th July 2023

Start time: 9am

Location: Queens Hotel, New Station Street, Leeds, LS1 1PJ

Members present: Sue Killen (Chair), David Broome, Peter Cattee, Ian Cubbin, Marc Donovan, Lindsey Fairbrother, Sami Hanna, Tricia Kennerley, Clare Kerr, Ifti Khan, Fin McCaul, Niamh McMillan, Claire Nevinson, Jay Patel, Prakash Patel, Beran Patel, Olivier Picard, Adrian Price, Sian Retallick, Anil Sharma, Ian Strachan, Stephen Thomas, Faisal Tuddy

In attendance: Shine Brownsell, Alastair Buxton, Jack Cresswell, Mike Dent, Daniel Fladvad, George Foote, Gordon Hockey, Zoe Long, Janet Morrison, David Onuoha, Rosie Taylor, Rob Thomas, Gabriele Vickers, Katrina Worthington, Adeola Wilson, James Wood

Apologies: Apologies for absence were received from Jas Heer and Gary Warner. Ian Cubbin left the meeting at 10.30am.

Conflicts of interest: None.

Minutes of the last meeting: The minutes of the meeting held on 19th and 20th April 2023 were approved by the Committee.

Matters arising: Updates on actions from the last meeting were given as follows:

Action 1: Committee members to provide feedback on having the Committee meetings at Hosier Lane. This action is ongoing.

Action 2: The telephone numbers and email addresses of each Committee member had been circulated.

Welcome from Chair: The Chair announced Adrian Price's nomination as Vice Chair of Community Pharmacy England. No other nominations had been received, so Adrian was duly appointed as Vice Chair. It was noted that following Adrian Price's new appointment, a new Chair for the Review and Audit Panel, will be needed.



The Chair asked the Committee to reflect and provide feedback on the value of meeting outside of London.

The Chair reminded the Committee to submit their profiles for the Community Pharmacy England website, and that the Communications team would provide a template to improve consistency.

The Chair reiterated to the Committee that they are bound by confidentiality requirements and that their role is to represent community pharmacy as a whole.

ACTIONS:

- Committee members to provide feedback on the value of meeting outside of London.
- Committee members to submit profiles for the website.

Item 1: Governance Review

- 1.1 Victoria Finney presented the overall results from the Committee effectiveness survey.
- 1.2 Following the Committee workshop on 23rd June 2023, Victoria drafted the Governance Framework and Values & Behaviours draft documents. The documents were based on the input from the Committee and were reviewed by the Governance Review Steering Group. The Committee discussed and provided their feedback on the draft documents.
- 1.3 Following the Committee meeting, Victoria will be engaging with Local Pharmaceutical Committees on the draft documents. A final report will be prepared from the findings, which will be discussed with the Governance Review Steering Group before presenting the report for formal approval to the Committee in September 2023.

Item 2: Subcommittee reports

- 2.1 Key points of the discussion at the Resource Development and Finance (RDF) Subcommittee were presented by David Broome. He noted draft accounts will be circulated for approval in due course.
- 2.2 The following recommendations were approved by the Committee:
 - An amendment to the expenses policy allowing claims higher than the agreed day

rate, on provision of evidence, to be rolled forward to cover 2023/24.

- That an expedited review of rates paid elsewhere is undertaken by the office.
- That RDF considers a revision of the day rate, and the revised rate is applied to all claims from April 2023.
- That RDF considers setting a maximum claim for a day's attendance.
- Proposed revisions to the CPE budget for 2023/24, which includes increases for the staffing budget and making the basement at Hosier Lane fit for purpose for Committee meetings.

2.3 It was clarified that a Committee Member can claim for costs incurred if the locum bills are higher than the current standard rate. RDF felt that it was important to gather evidence of the costs of locum charges, so that a review could take place and a decision be made on whether the rate in the policy should be increased. If the rate is increased, the Executive Team will back date the payment from 1st April 2023.

2.4 Key points of the discussion at the Funding and Contract Subcommittee were presented by Peter Cattee.

2.5 Key points of the discussion at the Service Development Subcommittee were presented by Fin McCaul.

2.6 Key points of the discussion at the Communications and Public Affairs Subcommittee were presented by Tricia Kennerley.

2.7 Key points of the discussion at the Legislation and Regulatory Affairs subcommittee meetings previously were presented by Ian Cubbin.

2.8 Key points of the discussion at the Review and Audit Panel meetings previously were presented by Adrian Price.



ACTIONS:

- Information on the attendance payments LPCs are making to members (which will be related to locum costs) will be gathered to support a review of the expenses policy.
- Review Community Pharmacy England's policy on reserves.
- Send the draft accounts to the Committee for approval.

Item 3: Feedback from polls

- 3.1 James Wood and Zoe Long provided a presentation on the results from the first pre-Committee polling survey, asking pharmacy owners questions around key themes. This survey will take place before each Committee meeting and questions and themes will be shaped by the Communications and Public Affairs Subcommittee (CPA).
- 3.2 It was noted that there was consistent feedback on the ongoing impact of the current funding situation, cost increases and workforce challenges. There was also strong appetite for provision of the Common Conditions Service.
- 3.3 CPA will consider the communication of the results in more detail. Zoe Long commented on the plan to change the opinion polling questions to ensure they are different each time the survey takes place.
- 3.4 The Committee discussed the results of the opinion polling and the questions posed in the agenda.

Item 4: Update on the negotiations

- 4.1 Janet Morrison updated the Committee on the negotiations.
- 4.2 Alastair Buxton reminded the Committee of the points agreed on the Common Conditions Service. Alastair also updated the Committee on the development of the necessary digital infrastructure and ongoing discussions on the expansion of services. Mike Dent then took the Committee through the funding for the Common Conditions Service and the service expansion.
- 4.3 Janet Morrison then summarised the key outstanding issues and the positions on these

taken so far.

- 4.4 The Committee then discussed the key outstanding issues and the approach which should be taken to each of them in the ongoing negotiations.

Item 5: Vision and Strategy

- 5.1 The Committee were asked to share their thoughts on the draft Vision document, with particular focus on any important issues that were missing and how the Vision could be realised.
- 5.2 The collated feedback will be shared with Nuffield Trust and The King's Fund.

ACTIONS:

- LT to set up engagement with the sector on the draft report including via a webinar, the Advisory panel and Steering group.
- The Committee are invited to submit views and comments to Alastair Buxton or directly to Helen Buckingham at the Nuffield Trust, by Wednesday 19th July.

Item 6: Risk Register

- 6.1 Gordon Hockey introduced the draft updated risk register and commented that its new style was more related to strategic issues than operational issues, although Community Pharmacy England's risk register contained both aspects. He said that the seven main risks identified should relate to the issues the Committee is facing on behalf of the sector.
- 6.2 Gordon reported that the Review and Audit Panel (RAP) had wanted more emphasis on communications and engagement, and this had been added. The updated risk register included the remaining risks from the Transforming Pharmacy Representation Programme (TAPR) work, recognising that much of the programme had been completed.
- 6.3 Gordon asked for particular attention to be given to the mitigated risk ratings. RAP considered the assessments were appropriate and the Committee was asked to review them.



- 6.4 Gordon noted the Risk Register document is a 'live' document. The risk register is reviewed at each RAP meeting (in detail every 6 months) and the Executive Team aim to review it once a month. The Committee reviews it once a year in July.
- 6.5 The Committee discussed on their tables potential changes to the risk register. Feedback was given and with the proposed changes, the Committee indicated it approved and adopted the updated risk register

ACTION:

- Gordon Hockey to revise the risk register with the agreed changes and to circulate a final version to the Committee.

Item 7: TAPR update

- 7.1 Zoe Long and James Wood presented an update on the progress of the programme, which also included looking at key highlights from the paper and next steps. 60% of the RSG recommendations have now been implemented, with the remaining either in progress or scheduled as future steps.

Item 8: LPC presentation on regional issues

- 8.1 Yorkshire and Humber LPCs presented to the Committee on working with local commissioners and building relationships with Integrated Care Boards. They also discussed local progress and issues, such as workforce challenges and provided feedback they have been receiving from contractors and committees.
- 8.2 The Chair thanked Ashley Cohen, Ian Dean, Paul McGorry and Lynn Murrie for joining the Committee meeting.

Item 9: Any other business

- 9.1 The Chair thanked the team for all their hard work.
- 9.2 The Chair asked the Committee to provide feedback on what they felt what did and did not work with regards to meeting outside of London, and more generally on the format of the meeting.