

# **National Review of the Representation and Support of Community Pharmacy Contractors in England**

## **Review Steering Group**

**Minutes of the meeting held on Thursday 17th December 2020**

**by Zoom from 9:00am – 11:30am**

**Members:** David Broome (Independent), Mark Burdon (Independent), Peter Cattee (AIMp), Sandeep Dhami (AIMp), Sam Fisher (CCA), Mike Hewitson (Independent), Aneet Kapoor (Independent), Tricia Kennerley (CCA), Adrian Price (CCA), Stephen Thomas (CCA).

**In attendance:** Sue Killen (Convenor), Melinda Mabbutt (Minute Taker), James Wood (Secretary)

### **1. Introductions**

SK welcomed members to the initial meeting of the Review Steering Group (RSG)

### **2. Apologies**

No apologies received.

### **3. Terms of Reference and ways of working**

Members noted the Terms of Reference as set out in the proposal document and the RSG's key role in prioritising and commissioning work and steering a way forward for the benefit of the sector as a whole. It was noted that the group would need to review the feasibility of the outline timetable included in the terms of reference. This may require extension beyond end March 2021 for use of the initial budget allocation of £90k.

The group discussed ways of working and noted the principles set out in the RSG person specification, including being as open and transparent with contractors as possible.

Members were asked to complete the Declaration of Interests form and submit this to the Secretary via the PSNC office as soon as possible.

### **4. Prioritisation of the Wright Review recommendations**

Members had an initial discussion about how to take forward examination of the issues and recommendations, including:

- Agreeing that the recommendations need to be prioritised and pulled together into manageable areas of work.
- Developing a series of principles which recommendations could be assessed against.
- To look at the overall process of change before trying to delve into the detail.
- The possibility of using programme management expertise to put proposals for a work programme together, once the RSG was clearer about a potential brief.

- Potentially utilising LPC expertise through any RSG working groups or forums.

There was much discussion on how to perform a sense check on where things currently stand and to develop the necessary series of principles. Members decided that they wanted the opportunity to do more to refine the scope/definition of the programme and look in detail at the recommendations in more of a workshop format. This should result in a clearer framework for commissioning work and engaging with contractors.

- **It was agreed to hold the next meeting of the RSG as a workshop session, towards the end of January 2021 and resource through a facilitator.**
- **It was agreed to further consider external resource needs to support the RSG ready to discuss in the workshop meeting.**

## **5. Communications and engagement**

Members considered a paper setting out a summary of the likely communications and engagement needs of the RSG. Transparency and engagement across the sector were important aspects of RSG's work.

- **There was in principle agreement on the need to engage a communications professional to support the early communications work of the RSG, subject to further detail being circulated and agreed, and proper monitoring and reporting processes in place.**
- **It was decided to publish agenda, minutes and for these to be hosted on dedicated RSG website and prepare a press-release in the New Year.**
- **It was agreed that a full supporting communications and engagement plan should be prioritised after the January 2021 meeting.**

## **6. Resources**

Members noted the funding available to RSG and agreed that employers of RSG members should receive up to a £250 daily contribution for their employee's time. It was suggested this should be subject to a fuller expenses policy based on the PSNC template.

## **7. Any other business**

None.

## **8. Dates(s) of the next RSG meeting**

Members agreed to meet monthly and dates would be scoped for the end of each month for the first half of 2021.