

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

Review Steering Group

Minutes of the meeting held on Wednesday 27th January 2021

by Zoom from 10:00am – 4:00pm

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), Zoe Long (PSNC Director of Communications & Public Affairs), Michael Twigg (External Facilitator) and James Wood (Secretary)

1. Welcome

The convenor welcomed members of the Review Steering Group (RSG) to the meeting. They were thanked for their contributions to the pre-workshop survey and interviews, which had helped to shape the format and content of the meeting.

The aims of the day were introduced as refining the scope and definition of the programme; looking in detail at the recommendations; all with a clear focus on achieving clear practical outcomes to move the programme of work forward.

2. Apologies

No apologies received.

3. Governance

Members noted the background governance papers including the Terms of Reference and the RSG member personal specification and values. The convenor reflected on the role of RSG in prioritising and commissioning work; steering a programme to end up with proposals put to contractors for decision for a sector wide change process.

4. Workshop

A workshop was held and externally facilitated by Associate Professor Michael Twigg. RSG members worked in groups and plenary sessions to:

- Identify areas of agreement and difference in the review recommendations by domain;
- Set priorities for exploring differences and generating solutions;
- Determine what is required to generate solutions to move areas forward; and
- Explore principles on which to assess proposed solutions.

It was agreed that a write-up of the workshop would take place and circulated to RSG members. This would be used as a basis to summarise the outputs to contractors.

5. Minutes of the last meeting

The minutes of the meeting held on the 17th December 2020 were approved.

6. Matters arising and actions

The convenor noted the action log as a useful discipline and reviewed progress to date. There were no outstanding actions not covered by the current agenda.

7. Finance update

Expenses policy

JW introduced a paper containing a draft RSG expenses policy, which had been developed from the high-level finance section of the Terms of References. It was based on the principles of the PSNC expenses policy, however with a narrower scope and tighter controls. It was expected all RSG business will be conducted remotely, due to ongoing pandemic restrictions and to maximise resources.

Subject to minor drafting related feedback, **RSG signed off the expenses policy backdated to the first meeting in December 2020. It was agreed to publish the policy on the RSG website.**

Accounts

Members reviewed forecast steering group costs to end of January 2021, which related to the RSG members meeting claims, workshop facilitation and instruction of communications resource. **It was agreed to ensure finance and resourcing was a standing item at each RSG meeting.**

Clarification on RSG funding

The initial sum of £90,000 had been allocated to RSG by PSNC in 2020-21 financial year, from an amount identified by PSNC through pandemic related savings. It was reported that PSNC had confirmed that the balance of this amount was available to be carried forward to 2021-22.

It was recognised that PSNC had identified this initial funding to start the next phase of moving forward post the Independent Review. The document proposing the RSG, which had been agreed by PSNC and LPCs highlighted that the initial funds available were limited. It also made permissible that the RSG may wish to investigate other sources of funding to resource its work.

RSG members had a wider discussion about resourcing and what might be realistically required to support the programme of work ahead. It was agreed this was likely to exceed the initial allocation, and whilst detailed work to plot a pathway of work was needed, now would be a convenient time to secure further funds, which could be returned, if unspent at the end of the programme.

It was noted that LPCs had previously co-funded the Independent Review in 2019-20 and could be asked under similar arrangements, to make sure the next phase was sufficiently resourced. Many LPCs are about to undertake business planning and budget setting for the year ahead and

it was thought helpful to make an early request to avoid an in-year request falling outside the budget setting process.

It was agreed to:

- **Prepare for dialog with the network of 69 LPCs about the requirement for a one-off match funding of the £90,000 to sustain RSG work throughout 2021-22.**
- **Underpin the funding requirement with a robust plan of engagement with LPCs to hear from them at an early stage in the RSG process.**
- **Consult with PSNC as they will also be considering the ask of LPCs for the year ahead.**

Resourcing for the programme ahead

It was reflected that a clear theme from the workshop was a focus on next steps and the need for programme management and project management expertise to define a programme of work. **It was agreed that a sub-group, of up to three be established to oversee the approaching and recommendation of individuals or consultants, keeping the RSG informed.** Peter Cattee and Tricia Kennerley put themselves forward.

8. Communications and engagement

ZS updated the group about communications actions since the last meeting and reported on the website set up, press release and awareness raising through existing communication channels.

Picking up themes and outputs from the workshop, **it was agreed to continue to instruct Mel Woodnick, to develop a RSG communications and engagement plan, overseen by the RSG communications sub-group.** This would incorporate plans for a contractor forum as an early way to engage and test out channels to reach different parts of the sector and new voices who have an important stake in the sectors future. A further update would be provided to the full RSG.

9. AOB

Peter Cattee – asked for clarity on what information would be released after the meeting, suggesting for a summary of the workshop working on the principles of maximum transparency.

Mike Hewitson - raised how we make decisions as a group and it was suggested we should further examine governance around this at the next meeting. It was acknowledged that so far, the group had strived for unanimity in decision making. It was agreed to consider if further governance was required around this at the next meeting.

10. Dates of next meetings

Members noted the scheduled dates until June 2021. **It was agreed to further plan monthly meetings for the rest of the calendar year.**

Wednesday 24th February 12:00pm – 2:30pm

Wednesday 31st March 12:00pm – 2:30pm

Tuesday 27th April 3:00pm – 5:30pm

Tuesday 25th May 3:00pm – 5:30pm

Thursday 24th June 10:30am – 1:00pm