

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

Review Steering Group

Agenda for the meeting to be held on Wednesday 27th January 2021

by Zoom from 10:00am – 4:00pm

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

Others: Sue Killen (Convenor/Facilitator) James Wood (Secretary)
Zoe Long (PSNC Director of Communications & Public Affairs)

Morning session 10:00am – 1:00pm

1. Welcome
2. Apologies for absence
3. Governance (**Appendix RSG 01/01/2021**)
4. Workshop session (**Appendix RSG 02/01/2021**)

Lunch break 1:00 pm – 2:00 pm

Afternoon session 2:00pm – 4:00pm

5. Minutes of the last meeting (**Appendix RSG 03/01/2021**)
6. Matters arising and actions (**Appendix RSG 04/01/2021**)
7. Finance update (**Appendix RSG 05/01/2021**)
8. Communications and engagement (**Appendix RSG 06/01/2021**)
9. Any other business
10. Dates of next RSG meetings – to note

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

RSG Workshop Summary

Facilitator: Michael Twigg, Associate Professor in Pharmacy, UEA

Objectives for the work

1. Identify areas of agreement and difference in each of the six domains (see separate document)
2. Set priorities for exploring differences and generating solutions
3. Determine what is required to generate solutions
4. Explore principles on which to assess proposed solutions

Workshop guidance

- This workshop session is **not** about developing solutions, it is about generating a path towards solutions and subsequent implementation.
- Please have a copy of the six domains with you (we would suggest printing this so you do not have to swap screens regularly).
- The workshop will be **very** interactive. Your group will be asked to complete a 'live' document as we move through the sessions.
- You will each be in small groups (3-4 people) for the three main discussions. This is to make sure that everyone's voice is heard. If you see someone who is not speaking, please stop and ask if they have a view.

Workshop plan

Time	Subject
10:00-10:20am Plenary	Reflections and comments from survey and interviews
10:20-11:00am Breakout groups	Where do you agree/differ within each domain? <ul style="list-style-type: none">• Where does the additional work need to be undertaken?• What are the priorities?/What needs to happen first? Feedback
11:00-11:30am Breakout groups	How do you steer to workable solutions? <ul style="list-style-type: none">• Who will do the detailed work for you?• What expertise is required?• What does a good engagement plan involve? Feedback
11:30-11:40am	Break
11:40am-12:00pm Breakout groups	What are your principles for assessing proposals that are brought to you? Feedback
12:00 – 12:30pm Plenary	What do you need to bring it all together? <ul style="list-style-type: none">• How long should this process take?<ul style="list-style-type: none">• To get meaningful work under way• To propose solutions• To deliver the programme• What's next?
12:30 – 12:45pm Plenary	Closing comments

End of the session

At the end of the session the notes from each group will be combined to generate action points to progress the RSG's work.