

**National Review of the Representation and Support of Community Pharmacy  
Contractors in England  
Review Steering Group  
Minutes of the meeting held on Wednesday 24<sup>th</sup> February 2021  
by Zoom from 12noon – 2:30pm**

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

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

**Apologies:** Sandeep Dhani (AIMp)

### **1. Welcome**

The convenor welcomed members of the Review Steering Group (RSG) to the meeting and outlined the main themes of the meeting.

### **Apologies**

Apologies were received from Sandeep Dhani. David Broome attended for part of the meeting.

### **2. 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 to put to contractors for decision for a sector wide change process.

### **3. Minutes of the last meeting**

The minutes of the meeting held on the 27<sup>th</sup> January 2021 were approved.

### **4. Matters arising and actions**

The action log was reviewed and there were no outstanding actions not covered by the current agenda.

### **5. Communications and Engagement**

An update was provided to members about the development of an RSG communications and engagement plan, overseen by the RSG communications sub-group. Included in these plans are to establish a contractor forum, to engage and test out the best channels to reach different parts of the sector, and to involve new voices who have an important stake in the sectors future.

The communications sub-group recommended to the group hosting an online contractors engagement event - 'Your Representation, Your Say', to take place on Tuesday 9<sup>th</sup> March, 7.30 – 8.30pm at which contractors will be invited to join a forum to feedback on the work of the RSG and be used as a sounding board for proposals that RSG wish to take forward. It was also recommended for the RSG to hold a dedicated session for LPCs at the PSNC/LPC Conference on 17<sup>th</sup> March. **It was agreed to progress with the contractor an LPC engagement events.**

RSG members discussed the format and content of the events to help shape planning. A wider communications and engagement plan for the RSG will be established following the 9<sup>th</sup> March meeting and PSNC/LPC event on 17<sup>th</sup> March.

## **6. Programme Management Advice**

Since the last meeting, as agreed AK, PC and TK had been overseeing the approach and recommendations of change programme consultants to RSG. A scope of work document was reviewed by members, which had been published on the RSG website.

RSG members discussed the selection process and panel. A range of assessment criteria were discussed, centred around the consultants proposals, including were they sufficiently clear and explicit enough to demonstrate technical and operational aspects of our requirements, as well as assessing cost and value for money.

**It was agreed that final recommendations from the selection panel will be put to the RSG electronically for final decision, aiming to have external support on-board as soon as practicably possible.**

## **7. Finance**

Management accounts were reviewed to date. Expenditure had been minimal and limited to member expenses and communications work to facilitate the set-up of the website and the preparations so far for the two engagement events.

Regarding on-going funding it was noted a letter and more detailed proposals from RSG will need to accompany the H2 2021-22 delineated RSG contribution to levy invoices to LPCs, in September 2021.

## **8. AOB**

Members reviewed outputs of the January RSG workshop and agreed the write-up.

## **9. Dates of next meetings**

Members noted the scheduled dates until the end of the calendar year, if needed.

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  
Thursday 29th July 09:00am – 1:00pm  
Thursday 19th August 09:00am – 1:00pm  
Thursday 23rd September 09:00am – 1:00pm  
Thursday 28th October 09:00am – 1:00pm  
Thursday 18th November 09:00am – 1:00pm  
Thursday 16th December 09:00am – 1:00pm