

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

Review Steering Group

Agenda for an ad-hoc update meeting to be held on 9th September 2021

by Zoom from 10:00am – 12noon

- Members:** Peter Cattee (AIM), Sandeep Dhama (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)
Deep Sen Gupta (Programme Manager)
Ami Lakhani and Jenny Johnston (Berkeley Partnership)

1. Welcome

The convenor welcomed members of the Review Steering Group (RSG) to the meeting and outlined the main themes of the meeting to update members in between the usual RSG meeting schedule.

Deep Sen Gupta and Sarah Shaw were welcomed to the programme team from Monday 6th September, as Programme Manager and Communications Consultant, respectively.

2. Apologies

No apologies were 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 to put to contractors for decision for a sector wide change process.

4. Minutes of the last meeting

Notes of the RSG workshop meeting held on 19th August were approved and would be published.

5. Matters arising and actions

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

6. Programme Update

An update was work undertaken by the programme team, since the August workshop meeting.

The RSG noted the start of Deep Sen Gupta as programme manager and Sarah Shaw as communications consultant to strength the RSG programme team. In addition, PSNC had recruited a data administrator to help support the work to prepare for a contractor vote. It was proposed these costs were shared on a fair share basis with the RSG.

RSG members reviewed a communications update paper and noted the continued effort to communicate the work of the programme through several different channels and engagement levels were significant.

It was reported that the focus groups held on a variety of dates in July and August had made 500 places available for LPC and PSNC members, as well as contractors and sessions for the trade bodies and other stakeholders. **Action: Write up summary and circulate to have an agreed version of local, national and central roles.**

RSG members discussed feedback from recent stakeholder engagement, including correspondence from the NPA about RSG structure and ways of working. A slide deck would be circulated for use at LPC events and AGMs to RSG members. **Action: Circulate to RSG members.**

7. RSG August Workshop Outputs and Next Steps

RSG reviewed progress made the August face-to-face workshop, which included progress on the contractor voting process, ICS and future NHS landscape – implication for community pharmacy and finally early considerations for options for future structure and governance models.

The outputs were reviewed and subject to final comments it was agreed final versions would be circulated, and preparations made to share with stakeholders in the coming weeks. **Action 1: Update contractor voting paper post discussion and prepare contractor communications and approach. Action 2: ICS and future structure – Circulate to RSG with instructions for final review.**

8. Programme Focus: September/October

An update was provided about the workplan and stakeholder engagement plans, which included preparation for the LPC Conference and next round of stakeholder events.

RSG members began to work through the approach to the overall future structure of representation and support and provided a steer for further work required to move the development of the operating model forward. This would be subject to much wider discussion at the next scheduled meeting in September. **Action: Continue to work through options for structure, composition and governance for further discussion 23rd September 2021**

It was reported that work had begun on the PSNC database to prepare for a contractor vote. This work is being undertaken by a data administrator working in the PSNC team, Chris

Heely. As this work will involve working with LPCs to triangulate the data, requests for further information from LPCs to assist the RSG work will be incorporated into the process.

9. Finance

Management accounts were reviewed month-to-date. The sizeable difference between what is the remaining budgeted funds should be £125k and what the current remaining funds are (£58.5k) is due to the budget having income evenly distributed on expenditure over the 12 month period rather than how PSNC actually receiving invoices.

RSG members reviewed the request letter to LPCs for Match Funding, to accompany the H2 PSNC Levy Invoices in September 2021, including the calculation of the proportions of £90,000 match funding to be charged per LPC. This will be based on the general levy allocation method, which allocates PSNC's total required funding across LPCs according to each LPC's share of total prescription items. The items basis is a proxy for a perfect method of allocation, and was the same methodology used to fund LPCs contribution to the Wright Review process.

Invoices will be generated by PSNC and distributed from around 16 September 2021. The RSG secretariat will draft an accompanying letter, outlining the reasons for the request and the progress made so far and circulated to RSG members and the PSNC RDF secretariat ahead of distribution. **Action: Draft and circulate LPC funding letter.**

10. AOB

It was agreed for the programme team to engage with Community Pharmacy Wales Executive.

An update was provided about engaging with NHS England & Improvement about the programme in relation to the NHS transition to ICS and local representation.

11. Dates of next meetings

Date of the next meeting: **Thursday 23rd September 2021 10:00am – 12noon.**

It was agreed to hold this meeting as a virtual meeting via zoom and provisionally plan for a face-to-face extended meeting in October.

RSG dates for Q1 2022 would be scoped.