

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

Summary Notes of the RSG Workshop held on Thursday 28th October 2021 At PSNC Offices, Hosier Lane, London

Members: David Broome (Independent) Peter Cattee (AIMp), Sandeep Dhama (AIMp), Sam Fisher (CCA), Mike Hewitson (Independent), Aneet Kapoor (Independent) via Zoom, Tricia Kennerly (CCA), Adrian Price (CCA), Stephen Thomas (CCA).

In attendance: James Wood (Secretary), Jamie Gilliam, Deep Sen-Gupta, Ami Lakhani (Berkeley Partnership LLP), Sue Killen (Convenor)

Welcome

Sue Killen welcomed members of the Review Steering Group (RSG) to the meeting – a workshop format and outlined the main aims of the day.

The Secretary outlined the plan for the day and reminded RSG members of the group's key objectives and the progress made by the RSG to date.

The Secretary also gave an update about recent RSG communication, events and level of engagement.

Apologies

Apologies were received from Jenny Johnson, Mark Burdon, Sarah Shaw and Zoe Long.

Governance

Members were asked to respect the usual governance papers including the Terms of Reference and the RSG member personal specification.

Workshop Outputs

RSG members progressed several topics, including the following areas:

- Governance of CPE and LPCs
- The role of the council and board
- Potential composition of the council
- The frequency of council meetings

It was agreed to summarise the different options for how the council could be structured to present back to the RSG at the next meeting for decision. RSG members agreed that it would be helpful to have further clarity from the independent segment of the sector for further discussion at the next meeting.

On the CPE Board, the RSG considered the following:

- The role of the board
- The board's composition and size
- Appointment to the board

It was similarly agreed to design different options for how the board could be structured to present back to the RSG at the next meeting for decision.

The RSG also progressed other areas including:

- Options for the future shape of the LPC network, overlying the Wright Review recommendations with
- Agreeing potential shared services

The outputs and iteration of the workshop will be shared over the coming weeks.

AOB

None recorded.

Next Meeting

It was agreed to:

- Target the next scheduled RSG meeting on 18th November as a further face-to-face meeting, subject to pandemic restrictions.
- Present different options on the composition of the board and council to further narrow down and steer towards a firm proposal.
- Discuss the contractor proposal/prospectus.
- Discuss overall progress with the issues and recommendations in the Wright Review.
- Plan future engagement events and hold a RSG communications and engagement sub-group.

Date of the next scheduled meeting: **Thursday 18th November 2021.**