

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

## **Review Steering Group**

### **Minutes for the RSG workshop held on 18th November 2021**

#### **by Zoom from 10:00am – 2:00pm**

**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) Jamie Gilliam (Programme Team support) (Sarah Shaw) (Communications Consultant)

#### **1. Welcome**

The convenor welcomed members of the Review Steering Group (RSG) to the workshop and outlined the workshop's objectives.

#### **2. Apologies**

Apologies were received from Mike Hewitson and David Broome.

#### **3. Governance**

The Convenor reminded members of the RSG's Terms of Reference. The convenor reflected on the objectives of the workshop on 18th of November and reminded members of the core aims of the RSG.

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

Notes of the RSG workshop meeting held in October were approved and would be published online.

#### **5. Matters arising and actions**

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

## **6. Communications plan update**

The communications paper sent prior to the meeting was acknowledged.

Following the meeting of the Communications sub-group of the RSG on the 11th of November 2021, Zoe Long and Sarah Shaw updated RSG about several changes to the programme's communication plan.

## **7. Composition of the Board and Council**

The RSG considered areas of alignment on the board and those in which there was still difference. RSG debated several options for the composition of the Community Pharmacy England (CPE) board. The key features of each option were carefully considered, and agreement was reached in several key areas.

The RSG also considered areas of alignment and difference on the council. The RSG debated several options for the composition of the council. Considerable progress was made in this area.

Progress in both areas was subject to receipt of pharmacy ownership data, which is being progressed and validated.

As part of the discussions, RSG considered feedback from contractor and LPC focused groups, and comments provided by the National Pharmacy Association, which included a list of concerns..

Throughout their discussions, RSG members were reminded that the new CPE structure should formalize the governance principles already agreed by the RSG, no matter what form that structure is going to take. Measures to enhance and embed governance within the new system were discussed.

## **8. RSG Finances**

The Secretary to the group, James Wood informed RSG that the Berkeley Partnership, who have been providing support to the Programme Team, have now been stood down for now. This was to allow RSG to consolidate and provide steers around key aspects of the programme and as other resources have come on-stream in the form of a programme manager.

A summary of the RSG's expenditure incurred to the end of October 2021 was reviewed as part of the workshop materials for discussion.

## **9. Programme Risks**

The RSG reviewed and discussed the risks associated with the change program, their impact should they happen, and different mitigation strategies to reduce these risks. RSG agreed to review these risks regularly.

## **10. Programme Focus**

Programme Manager, Deep Sen Gupta, presented RSG with a critical path. This includes several key progress milestones that must be met by RSG before the contractor proposal/prospectus is distributed to contractors.

## **11. AOB**

None declared

## **12. Dates of next meetings**

Date of the next meeting:

16th December 2021

20th January 2022