

**National Review of the Representation and Support of Community Pharmacy
Contractors in England
Review Steering Group
Minutes of the meeting held on 16th December 2021 by
Zoom from 9:30am – 12:30pm**

Members: David Broome (Independent), Mark Burdon (Independent), Peter Cattee (AIMp), Sandeep Dhami (AIMp), Sam Fisher (CCA), Aneet Kapoor (Independent), Tricia Kennerly (CCA) Adrian Price (CCA), Stephen Thomas (CCA).

In attendance: Sue Killen (Convenor/Facilitator) James Wood (Secretary), Zoe Long (PSNC Director of Communications & Public Affairs), Deep SenGupta (Programme Manager) and Jamie Gilliam (Minute Taker), Sarah Shaw (Communications) – part.

Welcome

The convenor welcomed members of the Review Steering Group (RSG) to the meeting and outlined the main themes of the meeting, which included potential roles of CPE Board and Council and agreeing composition.

Apologies

Apologies were received from Mike Hewitson.

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.

Minutes of the last meeting

The minutes of the meeting held on 18th November 2021 were approved and would be published.

Matters arising and actions

The verbal update on actions was given, there were some outstanding actions, due having covid related absences of key individuals within the team previously flagged in the risk register.

Programme Update

RSG discussed reassessing the programme timeline and agreed that to get our proposals right, further time was need to progress conversations, including with the wider sector, with PSNC and

other stakeholders. It was agreed to adjust the programme plan and still target to put proposals to contractors and hold a contractor vote before Easter 2022.

Recent stakeholder communication was reviewed including correspondence from LPCs and feedback from the meeting with PSNC at a full committee in November.

Programme Steer

Board and Council Composition

RSG members reviewed contractor ownership data from quarter 4 2021 and the work to validate the data set supporting analysis of contractor ownership, to support composition decision making. The place of DSPs and analysis of numbers was identified as an area for further consideration.

A discussion was had about the balance of representation between independent, multiples and independent multiples in the new structure. Each segment of the sector must feel that it is being better or at least fairly represented in the new system, whilst balancing overall unity. It was agreed to progress further discussions prior to the next RSG meeting in January 2022.

CPE Board and Council Roles

RSG members reviewed current proposed roles and feedback from the recent PSNC stakeholder meeting. It was agreed that further detail was needed in the underpinning negotiating team and working policy groups. It was agreed to model options for different size board and council for illustration.

LPCs to CPLs

Further work was undertaken to model options for ICS boundaries and contractor size, and how to further engage with LPCs.

Prospectus

RSG members discussed a prospectus approach to presenting proposals to contractors. Broad headings were reviewed and the required level of detail gauged, with a clear desire for a strong articulation of the benefits and case for change. It was agreed to begin drafting parts of the prospectus and to review at the January meeting.

Finance

Management accounts were reviewed to end of November 2021.

AOB

There was no any other business.

Dates of next meetings

Date of the next meeting: **Thursday 20th January 2022 9:00am – 11.00am**