

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

Review Steering Group

Notes of the meeting held on Thursday 24th March 2022

by Zoom from 10:00am – 12:00pm

Members: Peter Cattee (AIM) – part meeting, Sandeep Dhani (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) James Wood (Secretary)
Zoe Long (PSNC Director of Communications & Public Affairs)
Deep Sen Gupta (Programme Manager)
Jamie Gilliam (Minutes)

1. Welcome

The Convenor opened the meeting and welcomed PSNC's recently appointed CEO, Janet Morrison to the group, who was attending the meeting as an observer.

Apologies

None recorded.

2. Governance

The Convenor reminded members of the RSG of the group's responsibility to work in the interests of the whole sector and of the group's Terms of Reference.

3. Notes of the last meeting and actions

The minutes of the last meeting held on 24th February 2022 will be amended to include the four different structural options that were considered by the RSG. These revised minutes will be reshared with the group.

Actions from the last meeting were reviewed and all had been completed.

4. Review of feedback on the agreed proposals and way forward

The Convenor welcomed the paper from the RSG Programme Team collating the feedback submitted from RSG members on the proposals agreed and the way forward.

The RSG addressed each of these points of feedback in turn. The key discussion points included the following:

- The overall size of the CPE committee – there were differing views on whether the proposals should recommend that the CPE committee be a specific size or simply commit to a reduction of the size of the current PSNC committee. It was recognised that the committee size will be able to further examined and changed, as a successful outcome to the contractor ballot will require changes to PSNC constitution and rules.
- RSG members noted and accepted that there should be a predefined job description and person specification for committee members.
- RSG members agreed on need for a transformation plan to implement the overall governance framework.
- There was agreement on the need to reduce variation between LPCs, increase their efficiency and focus their activities.
- RSG members agreed that there should be a national forum of LPC representatives to ensure contractors are better heard and that places on this forum should depend on an LPCs willingness to commit to the new governance framework.
- RSG members confirmed that CPE, like LPCs, will also have KPIs.
- The need to better communicate how the change of funding flows to the centre will lead to better outcomes for contractors was discussed.
- RSG members debated if there should be a specific working group within the new structure for certain parts of the sector. Members that CPE should engage with DSPs and other relevant stakeholders as a matter of course, rather than specific groups.
- RSG members agreed the current wording in the draft proposals on term limits for the CPE committee.
- RSG members agreed to extend the voting period on the proposals from two to three weeks.
- The objections to the proposals submitted from the Association of Independent Multiples Pharmacies (AIM) were considered. The AIM position on proportional representation was restated, the convenor noted that differing views had been discussed at length over the last few months, and that these remain unable to be reconciled to find consensus across the sector.

5. Programme next steps and sign off of the proposals

RSG members present unanimously confirmed that the proposals agreed at the meeting on 24th February represent the best way forward for the sector that could be agreed at this time.

Action: The RSG Programme Team will

- **Amend the draft proposal to ensure that the change proposed to the national and local funding flows is sufficiently justified to contractors.**
- **Amend the draft proposal to ensure that it better communicates to contractors the extensive changes that are being proposed to the national body.**
- **Amend the draft proposal wording ensure the voices of various interest groups are engaged with and list them – giving examples.**
- **Provide an example of a future KPI for LPCs.**

The Programme Team asked RSG members to submit further reflections on the draft proposals to the Secretariat as soon as possible. **Action: A revised draft of the proposal will be shared with RSG members in due course for final drafting comments (JW/ZL).**

6. Communications and engagement strategy and plans

RSG members noted the document, which had been circulated prior to the meeting. It was agreed that this will now begin to be operationalised in the run-up to the pre-vote period, with updates provided to the RSG communications sub-group.

7. Vote preparation update

RSG members noted the project scope document with Civica (formerly Electoral Reform Services), which had been circulated prior to the meeting.

8. RSG Finance and resourcing update

It was reported that Deep SenGupta will be leaving the programme in mid-April. He was thanked for his contribution as Programme Manager.

RSG members were asked to submit outstanding expenses. It was flagged the programme was on course to overspend by the close of the financial year end and a further update would be provided once the end of year position was known.

9. AOB

None recorded.

10. Date of next meeting

It was agreed to sign off proposals electronically.