

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

Review Steering Group

Notes of the meeting held on Monday 22nd June 2022

by Zoom from 11:00am – 12:00pm

Members: Peter Cattee (AIM), Sandeep Dhami (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)

Jamie Gilliam (Minutes)

1. Welcome

1.1 The Convenor opened the meeting.

Apologies

Zoe Long (PSNC Director of Communications & Public Affairs)

2. Governance

2.1 The convenor reminded the members of the group of the RSG's purpose and its terms of reference.

2.2 With the conclusion of the contractor vote on the RSG proposals, it was noted that the RSG has now achieved the objectives outlined in the group's terms of reference:

The purpose of the RSG was to make proposals for contractors to decide upon (including how that decision-making process itself will work). The RSG is not a decision-making body in itself, and cannot cut across existing governance or decision-making mechanisms currently in place. The RSG's role was to look at the report recommendations from the perspectives of feasibility of delivery, cost, benefits to contractors and timelines and to come up with proposed plans for contractors to decide upon.

3. Results of the ballot

3.1 The final, verified vote result will be available in the next 24 hours. However, the provisional vote estimated result shows that the proposals have been approved and that the relevant voting thresholds for both turnout and approval have been exceeded.

3.2 The election provider, Civica Election Services, are currently verifying the vote result and drafting the independent scrutineers report. Both the vote result and independent scrutineers report will be published to the sector on Wednesday 22nd June.

3.3 Civica Election Services preliminary analysis of the vote has not returned any irregularities with how the vote was conducted or with the result.

3.4 The RSG secretariat will brief LPCs, PSNC, the trade press and DHSC NHSE&I about the vote result from Tuesday 21st June 2022.

3.5 RSG members discussed the release of information on the outcome of the ballot to the sector. It was agreed to publish the results against the agreed voting parameters that were agreed by the RSG after consulting with the sector in September 2021.

4. Result communication and next steps

4.1 James Wood noted the communications materials, including a press release announcing the vote result. RSG members provided a steer on the messaging.

4.2 The vote result will be announced to the contractors and the wider sector on Wednesday 22nd June, with a number of briefings for key stakeholders and the trade press in advance.

ACTION: The programme team will produce a schedule outlining the order of the upcoming RSG communications about the vote result.

5. Voting trends and analysis

5.1 James Wood noted the paper in the agenda.

5.2 The electronic voting process was largely positively received by contractors.

ACTION: The programme team will seek clarity from Civica Election Services on the voter experience data.

6. Finance

6.1 Members were asked to submit any remaining claims for expenses by Friday 24th June 2022.

6.2 The RSG management accounts included in the agenda are for the last financial year and will be published on the RSG website once closed off.

7. AOB

7.1 The convenor thanked the members of the RSG and the programme team for their hard work and contributions throughout the programme of work.

8. Date of next meeting

No further meetings scheduled.