

**National Review of the Representation and Support of Community Pharmacy
Contractors in England
Review Steering Group
Minutes of the meeting held on Tuesday 24th June 2021
by Zoom from 3:00pm – 5:30pm**

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

In attendance: Sue Killen (Convenor/Facilitator) James Wood (Secretary), Zoe Long (PSNC Director of Communications & Public Affairs), Ami Lakhani and Jenny Johnston (Berkeley Partnership LLP). Part of the meeting - Mel Woodnick (Communications Consultant)

1. Welcome

The convenor welcomed members of the Review Steering Group (RSG) to the meeting and outlined the main themes of the meeting, which would be shorter than usual due to the programme focus being on sharing the draft programme materials with key stakeholders.

2. Apologies

Apologies were received from Tricia Kennerley.

3. 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.

It was agreed to update the governance papers with the programme principles, to help decision making through the change process. They will ensure that everyone is working towards the same desired outcomes, understands their role and that the governance around decision making is clear. **Action: Update Governance Papers.**

4. Minutes of the last meeting

The minutes of the meeting held on Tuesday 25th May 2021 were approved and would be published.

5. Matters arising and actions

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

6. Programme Resourcing

An update was provided to members about the recruitment to the Programme Manager role to join the PSNC secretariat supporting RSG. Interviews had been held a preferred candidate has

been identified. Pre-employment processes are underway and a further update will be provided when concluded.

In the interim, RSG approved continuing to engage management consultants, on a flexible arrangement to reflect if a Programme Manager is recruited, a handover of work may be achieved earlier. **Action: Sign statement of work.**

It was reported that a funding request had been made to PSNC Resource Development & Finance (RDF) subcommittee. At the last RSG meeting members forecast costs to deliver the rest of the RSG work in 2021/22, were expected to be beyond the initial allocation anticipated at the start of 2021/22. As part of the request it was flagged to RDF that further work should be explored by RSG and RDF to scope implementation costs likely to fall in 2022/23 post any contractor vote. **Action: Subject to PSNC decision, revise RSG budget for review in July 2021.**

7. Programme Update

An update was provided on work undertaken by the programme team, since the last checkpoint and immediate next steps over the next 6 weeks.

Communications

Since the May engagement events with LPCs and the Contractor Forum, it was reported that the programme team have significantly ramped up RSG communications, including the launch of the new RSG Emails. RSG communications channels were reviewed including the engagement levels that they have achieved. Overall trend shows a steady increase in unique visitors to the website, with emails reaching thousands of people.

Approach to design options work

RSG members discussed the approach to the design options work, including current approach to representation and how this would impact potential new structures. It was agreed to refocus on first design what the functions and roles of the national and local representative bodies should be. Once there was agreement on these areas, further work can be progressed on organisational design and governance structures, to address the issues set out in the Wright Review.

Action: Develop local, national and central roles and functions for further discussion and consultation.

Development of the voting process and parameters

RSG agreed based on feedback from the stakeholder events, that the contractor vote will not take place near the busy periods of December. Contractors, LPCs and the trade bodies had provided some early thoughts on the contractor vote, including a thought piece from the National Pharmacy Association.

RSG reviewed working assumptions about a contractor vote. There was alignment on number of voting occasions, revised timings, format and weighting. A discussion was had to explore voting parameters and provide a steer on turnout, majority and definitions to help shape options for further consideration. **Action: To further build-up to clarify voting options and areas of consensus for the July meeting, and subject to RSG views, to consult upon with stakeholders.**

Stakeholder event planning

RSG members agreed the approach to seeking stakeholder input to development of draft options until September and a draft calendar of provisional events would now be confirmed and organised.

Action: Communication event information and scope focus group approach and content to RSG / consider interim meeting to agree.

8. Finance

Management accounts were reviewed month-to-date. It was noted that RSG finance documentation had been published on the website.

9. AOB

There was no any other business.

10. Dates of next meetings

Date of the next meeting: **Thursday 29th July 2021 9:00am – 11.30am**