


# Agenda

<b>Location:</b>	<b>Village Hotel, Capitol Boulevard West, Tingley, Leeds, LS27 0TS</b>
<b>Date:</b>	<b>Starting at 9.30am prompt – Wednesday 18<sup>th</sup> May 2022</b>
<p>This meeting is being sponsored by Theramex</p> 	

## Time Specific Agenda Items

Time	Duration	Purpose	Paper Ref	Action	Lead
10am	30 mins	NHSE&I UPDATE –Anna Ladd	T22.05-01 Paper to follow	Standing Item	Chair
10.30am	30 mins	CCG UPDATE – PRIMARY CARE – Lindsey Bell		Update	Chair
11am	30 mins	CCG UPDATE – MEDICINES OPTIMISATION – Claire Kilburn		Update	Chair
12.10pm	15 mins	PRESENTATION FROM SPONSOR <ul style="list-style-type: none"> <li>Theramex – Claire Holmes</li> </ul> <p>Claire will be joining members for lunch.</p>		Update	
1.15pm	2.15pm	PCN LEADS AND DEPUTIES	T22.05-02	Discussion	PW

## Free Time Items

Item	Purpose	Paper Ref	Action	Lead
1.	<b>WELCOME &amp; APOLOGIES</b> <ul style="list-style-type: none"> <li>Apologies have been received from David Broome and Zak Laher.</li> <li>Alison Hemsworth will attend for the morning session. Phil Wiles will be joining members for lunch and agenda item at 1.15pm.</li> </ul>		Standing Item	Chair
2.	<b>CPWY OFFICERS</b> <ul style="list-style-type: none"> <li>Election/re-election of officers</li> </ul>			Chair
3.	<b>COMMITTEE GOVERNANCE</b> <ul style="list-style-type: none"> <li>Members are asked to note the contents of the LPC Code of Conduct and inform the Chair of any changes to their Declarations of Interests</li> <li>Competition Law Compliance Guidelines</li> <li>Attendance list from previous meetings</li> </ul>	F22.05-01  F22.05-02 F22.05-03		Chair
4.	<b>MEETING OBJECTIVES</b> <ul style="list-style-type: none"> <li>What are our objectives for this meeting? <ul style="list-style-type: none"> <li>CPWY</li> <li>Individual</li> </ul> </li> </ul>		Standing Item	Vice Chair
5.	<b>MINUTES OF LAST MEETING</b> Minutes to be checked for accuracy and then approved.	F22.05-04	Standing Item	Chair
6.	<b>MATTERS ARISING AND REVIEW OF ACTION POINTS FROM THE MINUTES</b>	F22.05-04	Standing Item	RB
7.	<b>LPN UPDATE</b> No update has been received.		Standing Item	MH
8.	<b>PSNC UPDATE – RB will update in DB's absence.</b> <ul style="list-style-type: none"> <li>Conference update</li> </ul>		Standing Item	RB

This meeting will be recorded to ensure that the minutes and/or actions are accurate. All recordings will be held securely and will be deleted once the minutes and/or actions have been written. If you have any concerns over the recording of the meeting, please notify the Chair prior to or at the start of the meeting.

Item	Purpose	Paper Ref	Action	Lead
	<ul style="list-style-type: none"> <li>PSNC meeting update <a href="https://psnc.org.uk/psncs-work/the-latest-from-psnc/psnc-meetings/">https://psnc.org.uk/psncs-work/the-latest-from-psnc/psnc-meetings/</a></li> <li>PSNC negotiations update <a href="https://psnc.org.uk/our-news/negotiations-on-cpcf-arrangements-for-2022-23-commence/">https://psnc.org.uk/our-news/negotiations-on-cpcf-arrangements-for-2022-23-commence/</a></li> <li>PSNC blog <a href="https://psnc.org.uk/blog/">https://psnc.org.uk/blog/</a></li> </ul>			
9.	<b>REVIEW STEERING GROUP</b> <ul style="list-style-type: none"> <li>Pharmacy Review - <a href="#">Pharmacy Review Website</a></li> <li>Committee action re RSG vote</li> </ul>		Standing Item	DB
10.	<b>REGIONAL MEDICINES OPTIMISATION COMMITTEE (NORTH)</b> No update has been received.		Standing Item	RB
11.	<b>COMMITTEE MEMBER BLOG</b> <ul style="list-style-type: none"> <li>May 2022 – Chris Bland</li> <li>June 2022 – Thom Sargison</li> <li>July 2022 – Ashley Cohen</li> </ul>		Standing Item	RB
12.	<b>CPWY TEAM UPDATES</b> Agenda item for questions or clarifications <ul style="list-style-type: none"> <li>Services Update</li> <li>Operations Update</li> <li>PCN Update</li> <li>CEO Update</li> </ul>	F22.05-05 F22.05-06 F22.05-07 F22.05-08		
13.	<b>LEEDS DRUG AND ALCOHOL SERVICE REVIEW</b> <ul style="list-style-type: none"> <li>Members' views are being sought on a number of questions. <b>**Please see page 3 for the questions for you to consider.</b></li> </ul>		Discussion	AH
14.	<b>CONTRACT APPLICATIONS &amp; AMENDMENTS UPDATE</b> Update Report	F22.05-09	Standing Item	Chair
15.	<b>TREASURER'S UPDATE - MI will update in DB's absence</b> <ul style="list-style-type: none"> <li>Finance Report – Operational</li> <li>Finance Report – Services</li> </ul>	F22.05-10 F22.05-11	Standing Item	MI
16.	<b>RISK MATRIX</b>	F22.05-12	Standing Item	MI
17.	<b>CONTRACTOR ITEMS</b> <ul style="list-style-type: none"> <li>None received</li> </ul>		Standing Item	RB
18.	<b>MEMBERS ITEMS</b> <ul style="list-style-type: none"> <li>None received</li> </ul>		Standing Item	
19.	<b>ANY OTHER BUSINESS</b>		Standing Item	
20.	<b>CCA REPORTING QUESTIONS</b> <ul style="list-style-type: none"> <li>Responsibility to complete</li> </ul>		Standing Item	Chair
21.	<b>FUTURE MEETING DATES</b> <ul style="list-style-type: none"> <li>Wednesday 20<sup>th</sup> July 2022</li> <li>Wednesday 21<sup>st</sup> September 2022</li> <li>Wednesday 16<sup>th</sup> November 2022</li> <li>Wednesday 18<sup>th</sup> January 2022</li> <li>Wednesday 15<sup>th</sup> March 2023</li> </ul> Meeting will be held at the Village Hotel, Leeds South and will begin at 9.30am prompt.		Information	Chair
22.	<b>MEETING OBJECTIVES</b> <ul style="list-style-type: none"> <li>Review objectives set at beginning of the meeting</li> </ul>		Standing Item	Vice Chair

**Lunch break will be 12.30pm – 1.15pm**

\*\* The existing contract for the Forward Leeds community drug and alcohol treatment service expires on 30 June 2023 and as part of the ongoing review of service provision Leeds Council are undertaking consultation with a range of stakeholders to help inform future commissioning intentions. They have requested CPWY's view on the following:

1. The existing Forward Leeds service – things you may wish to consider include CPWY's experience of working with them, what works well and why, what could be changed or added to improve the service?
2. What do you think are the key priorities for the future re-commissioning of the drug and alcohol service in Leeds? Is there anything missing from drug and alcohol provision in Leeds?
3. In many other local authority areas the responsibility for commissioning Pharmacy Supervised Consumption has been devolved to the provider and this is something we are considering in Leeds (just as we did with the Pharmacy Needle Exchange service a little while ago). CPWY's thoughts on this regarding the pros and cons etc would be welcome.
4. Anything else you wish to tell us that you deem relevant.

## FINANCE & PERFORMANCE SUBCOMMITTEE – CLOSED SESSION

Item	Purpose	Paper Ref	Action	Lead
23.	<b>MINUTES OF THE LAST MEETING</b>	C22.05-01	Standing Item	RB
24.	<b>APPLICATIONS TO CONSIDER</b> <ul style="list-style-type: none"> <li>• HRS Pharma Ltd BD18 3DT – Distance Selling <ul style="list-style-type: none"> <li>▪ Proposed response letter</li> </ul> </li> </ul>	C22.05-02a C22.05-02b	Standing Item	RB
25.	<b>BUNDLE CHECK</b> <ul style="list-style-type: none"> <li>• September 2021 Check – Shared for information</li> </ul>	C22.05-03	Information	RB
26.	<b>RISK MATRIX</b>	C22.05-04		

*Theramex has provided sponsorship to Community Pharmacy West Yorkshire which will cover a 15-minute slot, to discuss their services. Theramex has had no influence over the meeting agenda or arrangements.*