

CPWY Minutes

Location:	Village Hotel, Capitol Boulevard West, Tingley, Leeds, LS27 0TS
Date:	Wednesday 20th July 2022

1.1 Present

Faisal Ali	CCA	FA	Apologies
Mubasher Ali	CCA	MA	
Paul Barry	CCA	PB	Apologies
Abbas Bashir	CCA	AB	
Chris Bland	AIM	CB	Apologies
Treasurer - David Broome	Independent	DB	
William Chapman	AIM	WC	
Vice Chair - Ashley Cohen	Independent	AC	Apologies
Mohammed Hussain	Independent	MH	
Chair - Mohammed Ikhlaq	Independent	MI	
Nasrat Khan	CCA	NK	
Adeel Sarwar	Independent	ASa	Apologies
Sab Shah	CCA	SS	Apologies
Amanda Smith	Independent	ASm	
Vacancy	Independent (Wakefield)		

1.2 Apologies

2.1 In Attendance

Ruth Buchan	Chief Executive Officer	RB
Kathryn Kelly	Head of Operations and Support	KK

3.0	WELCOME TO THE MEETING This meeting was sponsored by Chiesi Limited who had no influence over the meeting agenda or arrangements. <ul style="list-style-type: none">Apologies were noted. MH, MI and NK joined the meeting via Zoom.Mubasher Ali and Nasrat Khan, both representing the CCA, were welcomed to the meeting. New CCA member Paul Barry was unable to attend this meeting.	
4.0	COMMITTEE GOVERNANCE <ul style="list-style-type: none">Members were asked to note the contents of the LPC Code of Conduct and inform the Chair of any changes to their Declaration of Interests.Members were asked to note the Competition Law Compliance Guidelines.Attendance list from previous meetings was shared with members for information.	
5.0	MEETING OBJECTIVES Members considered what the CPWY objectives were for this meeting.	
6.0	MINUTES OF THE LAST MEETING The minutes of the meeting on 18 th May 2022 were proposed as a true record of the meeting by ASm and seconded by WC. These were signed virtually by MI.	
7.0	MATTERS ARISING AND REVIEW OF ACTION POINTS FROM THE MINUTES	
7.1	Clinical Waste Feedback had been sought at the last meeting around a possible move to cardboard boxes by waste contractors. RB reminded members that issues with waste collections should be raised with Aneneta Ltd and if continuing to be unresolved to advise CPWY. Item closed.	

7.2	CPCS Members had requested data around how much winter access funding had been given to the 79 GP practices in the area who had signed up to the CPCS Local Incentive Scheme and the number of referrals from these practices. This information has not yet been received but the agenda item will be closed.	
7.3	Rebates Data requested at the last meeting around the correlation between rebates and prescribing has been received and shows no correlation unless there has been a formulary change. Item closed.	
7.4	Leeds Drug and Alcohol Service Review Members feedback received at the last meeting has been fed back to the commissioner. Item closed.	
7.5	PCN Leads and Deputies Outputs from the discussion at the last meeting have been used to prepare a framework for future work. Item closed.	
7.6	CPWY NHSmail Feedback requested by MH around the value of NHSmail to CPWY has been given. MH has passed this back to the team who requested the information. Item closed.	
7.7	Calls to Patients The importance of GP and PCN pharmacists clearly identifying who they are to patients during telephone calls, raised at the last meeting, has fed into key messages work being done by Phil Wiles. Item closed.	
7.8	HEPA Filters MH to send guidance on the effectiveness of Hepa filters in relation to the coronavirus, when this is available, for inclusion in the News Digest. Item closed.	
7.9	All other items have been completed or are agenda items.	
8.0	HOW WE WORK AS A COMMITTEE This agenda item was an open discussion and focused on the importance of good, honest, respectful debates and how to move forward collectively if the outcomes do not meet expectations. Members discussed these points at length as well as the use of social media platforms. RB highlighted the ICS's wish to work collaboratively with CPWY and a meeting is planned with officers and Medicines Optimisation Leads. This will be an agenda item at the next meeting.	
9.0	RISK REGISTER Members discussed what the content of the risk register should be and whether it should include contractor risks which CPWY are unable to mitigate against. Members decisions for inclusion were: <ul style="list-style-type: none"> • Risks to the organisation and to strategic developments • Acknowledgement that risks to contractors may affect the work of CPWY • CPWY/ICB not absolutely co-terminus and the impact on funding from ICB • RSG changes such as: <ul style="list-style-type: none"> ▪ Change to committee size and impact of any reduction ▪ Mix of members CCA/AIM/Independents ▪ Potential change of levy DB will update the risk register to reflect this discussion and circulate for review prior to the next meeting. Members to review and feedback to DB to enable the updated register to be brought to the next meeting.	DB Members
10.0	REVIEW STEERING GROUP – David Broome The RSG website link was shared with members.	

	<p>Following the outcome of voting in favour of the RSG proposals work will now begin to take forward these proposals for change. PSNC is developing a toolkit to support LPCs in this process, but levy figures will be needed before action can be taken.</p> <p>MI thanked DB for the work he has done as a member of the RSG. DB advised members that he has been appointed the chair of the PSNC Resource, Development and Finance subcommittee.</p>	
11.0	<p>PSNC UPDATE – David Broome</p> <p>Update links to the PSNC/LPC meetings were shared with members.</p> <ul style="list-style-type: none"> • CPAF has been released to contractors with 10 questions to be answered. • DB reminded members of the importance of feedback to PSNC around over tariff pricing and advised that Drug Tariff work is still ongoing. • CPCF negotiations are awaiting ministerial sign off but this is delayed due to changes in the ministerial teams at DHSC and HM Treasury. • Members asked about PQS and PCN Leads. DB advised that there is nothing he can update on around these as national negotiations cannot be divulged. • Workforce challenges and VAT issues around only pharmacist delivered service being VAT exempt are being discussed. 	
12.0	<p>INCLUSIVE PHARMACY PRACTICE INITIATIVE</p> <p>This item follows a query at the last meeting by MH around CPWY's engagement with the initiative. RB asked MH to outline what the expectation from CPWY is. Points included:</p> <ul style="list-style-type: none"> • Understanding the groups CPWY represents and whether CPWY reflects contractors. RB noted that HEE has data in the community pharmacy workforce survey on the diversity of contractor teams, however, members of the committee are either elected or appointed by CCA/AIM. • Equality impact assessment for new proposals • Climate change agenda around office, hybrid, or homeworking • Work around diversity <ul style="list-style-type: none"> ▪ Events in Ramadan ▪ Promotion of Pride and disability months • MH highlighted the option of bi-lingual labels noting the adherence variation between white and BAME communities. RB noted that bi-lingual labels had previously been discussed and CPWY endorsement rejected by the committee due to risk. <p>It was agreed that bi-lingual labelling would be added to the next agenda for discussion. MH to liaise with Written Medicine to present for this agenda item.</p>	MH
13.0	<p>LPN UPDATE – Mohammed Hussain</p> <p>MH gave a verbal update to members. Key points included:</p> <ul style="list-style-type: none"> • The Core20PLUS5 approach to support the reduction of health inequalities at national and local levels. • The Marie Curie REACT project which looks to reduce admissions for palliative care where this could be done in virtual wards. Access to palliative care drugs through community pharmacy was discussed. RB noted that information of contractors providing this service can be found on Service Finder and contractors providing the services are considered by NHSE when reviewing bank holiday openings. • Smartcard certificate expiry and the impact of the June expiry date. Lloyds were impacted for a number of hours. NK noted that issues are still being experienced. MH suggested raising this with Lloyds or with him directly. Work is being done to randomise smartcard certificate expiry dates to smooth future impact. 	

	<ul style="list-style-type: none"> The NHSE announcement that the organisation is expected to be 30/40% smaller than the current combined size of NHSE, HEE and NHS Digital by the end of 2023/24 and likely loss of individuals and the potential impact on the work of CPWY. 	
	WEST YORKSHIRE PRIMARY CARE AND MEDICINES OPTIMISATION UPDATE	
14.0	NHSE UPDATE– Dawn Ginns & Neil Coulter	
14.1	<p>Clinical Waste NC is leading on clinical waste in West Yorkshire working with Gill Sealey. NC updated on:</p> <ul style="list-style-type: none"> National procurement plans Responded to issues raised at the last meeting: <ul style="list-style-type: none"> Anenta will pursue service issues on behalf of contractors. Issues should be logged via the online portal. Members had expressed concerns around increased returns and storage capacity. NC advised that Anenta has produced guidance around segregation. NC to share this guidance with CPWY. Anenta to help cascade a message to GPs around sharps bins and not sending patients to community pharmacies as this is not a pharmacy contractual requirement. They will also help with a message to DSP around their contractual requirement with regards to clinical waste. RB to confirm if the issue reported at the last meeting around the appropriateness of the size of sharps bins is a GP or secondary care issue. Members noted the need for patient education around returns. 	<p>NC</p> <p>RB</p>
14.2	<p>CPAF The CPAF screening survey for 2022 will be open between 18th July and 31st August 2022. NHSBSA will contact contractors via pharmacy NHSmail to inform how to conduct the survey, which is via MYS. Contractors who do not have access will be sent a link to complete the survey. DG to share MYS access issues with CPWY.</p>	DG
14.3	<p>CPCS</p> <ul style="list-style-type: none"> PCC are supporting GP practices to increase referrals and this support has been extended to the end of September 2022. CPWY Support Lead recruitment is in progress. Pontefract UTC referral pilot has been extended to March 2023. Walk-in Consultation service is aiming to launch in September 2022 looking at community pharmacies where GP CPCS referrals are not being received. Data was shared with members. <p>There will be a fuller discussion at the next meeting.</p>	
14.4	<p>Bank Holidays DG updated members on the activity in pharmacies who opened over the early 2022 bank holidays.</p>	
14.5	<p>ICB The ICB became a statutory body from 1st July 2022 and it is expected the community pharmacy delegation will happen from 1st April 2023.</p>	
14.6	<p>Unplanned Closures Information around June 2022 unplanned closures was shared with members. There were 124 closures across 34 contractors. It was noted that a small number of 100-hour pharmacies are struggling and are regularly on the list. CPWY will work with NHSE to support pharmacies.</p> <ul style="list-style-type: none"> Members expressed concerns around the impact on patient care. There was also concern that contractors who follow the rules may be penalised over those who were not reporting and that NHSE should treat such more robustly. It was noted that NHSE needs to be mindful of the pressures on community pharmacy and that there will be closures due to Covid and locum issues. 	

	<ul style="list-style-type: none"> It was highlighted that all areas of primary care should be subject to the same level of scrutiny. There have been messages sent out by GP practices saying not to contact them unless it is a medical emergency and issues with not answering the telephone for lengthy periods. DG to raise this with GP colleagues and feedback at the next meeting. 	DG
14.7	<p>Future Meetings</p> <p>DG asked that members consider topics for future meetings to be added to a forward planner.</p> <p>Suggestions include:</p> <ul style="list-style-type: none"> Phase 5 Covid vaccinations decision process Decisions taken at Place – these need to be fair and equitable to all providers Update and delivery of advanced services – it was noted there needs to be an end-to-end picture. A large number of hospital trusts are not ready to refer into the Advanced Stop Smoking Service. This is not a failure of pharmacy, but a failure of the system. 	
15.0	<p>PRIMARY CARE UPDATE – Parveen Akhtar – Bradford</p> <p>Apologies were received from Parveen Akhtar.</p>	
16.0	<p>MEDICINES OPTIMISATION UPDATE – David Wardman – Leeds</p> <p>DW updated members on the development of the ICB in Leeds. DW noted that there are different prescribing policies across the West Yorkshire area and the decisions will be taken based on what is right for the population served.</p> <p>DW presented slides to members around population health and population health planning. Key points included:</p> <ul style="list-style-type: none"> Moving the focus from activity and efficiency measures to outcome for groups of people considering health inequalities. The biggest improvements in health and wellbeing are gained from collective resources. Recognition that primary care includes community pharmacy. Leeds is the fastest grown urban area with a diversity of needs. The plan is to offer a service that helps to reduce the health gap between Leeds and deprived Leeds by 10%. Requirements across the ICB area will be delivered as such, but local requirements should be available if needed. Members are concerned around how consideration of other providers can be ensured if CPWY is not present at discussions. There needs to be transparency, flexibility, working together and trust for this to move forward as planned. DW expressed the importance of sharing of learnings with an emphasis on working differently. 	
17.0	<p>PRESENTATION FROM SPONSOR</p> <p>This meeting was sponsored by Chiesi Limited and was attended by Charlotte Lees and Adam Darnbrough who presented to members and took questions.</p>	
18.0	<p>CPWY TEAM UPDATES</p> <p>Team update reports were shared with members for information and for members to ask questions or seek clarifications. None were received.</p>	
19.0	<p>CONTRACT APPLICATIONS AND AMENDMENTS UPDATE</p> <p>This was shared with members for information.</p>	
20.0	<p>TREASURER'S UPDATE – David Broome</p> <p>The operational and services summary finance packs were shared with members for information.</p>	

	DB asked members, with regards to succession planning, to consider if they would be interested in finding out more about the role of the treasurer. Members to contact DB if interested in shadowing the Treasurer role.	Members
21.0	REGIONAL MEDICINES OPTIMISATION COMMITTEE (NORTH) No update has been received since the last CPWY meeting.	
22.0	COMMITTEE MEMBER BLOG Thanks to members for blogs which have been submitted. Next ones due are: <ul style="list-style-type: none"> • August – William Chapman • September – Amanda Smith • October – Sab Shah 	
23.0	RESOURCE AND PERFORMANCE SUBCOMMITTEE Due to Vicki Roberts resignation, there is now a vacancy for a CCA member on this subcommittee. MA agreed to cover today's meeting. AB to liaise with other CCA members regarding this membership.	AB
24.0	CONTRACTOR ITEMS None received.	
25.0	MEMBERS' ITEMS None received.	
26.0	CCA REPORTING QUESTIONS These will be completed by AB.	AB
27.0	ANY OTHER BUSINESS <ul style="list-style-type: none"> • ASm informed new member about the Committee Telegram group and the Connect Telegram group. • Members confirmed that a buffet lunch, served outside the meeting room, was the preferred choice rather than lunch in the restaurant. • MI announced that this would be his last meeting as chair. KK to coordinate expression of interest communications and member voting as required. 	KK
28.0	MEETING OBJECTIVES Objectives were reviewed and all objectives were met.	
29.0	DETAILS OF NEXT MEETINGS Meetings will be held at the Village Hotel, Leeds South and will commence at 9.30am prompt on the following dates: <ul style="list-style-type: none"> • Wednesday 21st September 2022 • Wednesday 16th November 2022 • Wednesday 18th January 2023 • Wednesday 15th March 2023 	
30.0	CLOSED SESSION This session of the meeting was held with the Finance and Performance Subcommittee and discussed the following: <ul style="list-style-type: none"> • Contract applications • Bundle checks • Risk register • Insurance 	