

CPWY Minutes

Location:	Village Hotel, Capitol Boulevard West, Tingley, Leeds, LS27 0TS
Date:	Wednesday 21st September 2022

1.1 Present

1.2 Apologies

Faisal Ali	CCA	FA	
Paul Barry	CCA	PB	
Abbas Bashir	CCA	AB	
Vice Chair - Chris Bland	AIM	CB	For PM session
Treasurer - David Broome	Independent	DB	
William Chapman	AIM	WC	
Chair - Ashley Cohen	Independent	AC	
Mohammed Hussain	Independent	MH	1.30 – 3pm
Nasrat Khan	CCA	NK	Apologies
Mohammed Ikhlal	Independent	MI	
Adeel Sarwar	Independent	ASa	
Sab Shah	CCA	SS	
Amanda Smith	Independent	ASm	
Vacancy	CCA		
Vacancy	Independent (Wakefield)		

2.1 In Attendance

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

3.0	<p>WELCOME TO THE MEETING</p> <p>This meeting was sponsored by Daiichi Sankyo Limited who had no influence over the meeting agenda or arrangements.</p> <ul style="list-style-type: none"> Apologies were noted. MH and ASm joined the meeting via Zoom. Mubasher Ali's resignation from the committee was noted. CCA member Paul Barry was welcomed to his first meeting. 	
4.0	<p>COMMITTEE GOVERNANCE</p> <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	<p>ELECTIONS AND APPOINTMENTS</p> <p>Chair</p> <p>Following the virtual voting process held after the last committee meeting AC was appointed as the new CPWY Chair. Thanks were expressed to MI for all his work, support and guidance during his time as chair. MI will remain as a committee member.</p> <p>Vice Chair</p> <p>As a result of the appointment of AC as chair there is now a vacancy for vice chair. Two expressions of interest were received and following a members' vote, CB was duly appointed as vice chair.</p>	

	Finance and Performance Subcommittee Recent officer changes and resignations have left two vacancies on the subcommittee. Members discussed the vacancy over lunch and Faisal Ali and Sab Shah were duly appointed to the subcommittee with all members approval.	
6.0	MEETING OBJECTIVES Members considered what the CPWY objectives were for this meeting.	
7.0	MINUTES OF THE LAST MEETING The minutes of the meeting on 20 th July 2022 were proposed as a true record of the meeting by DB and seconded by WC. These were signed by AC.	
8.0	MATTERS ARISING AND REVIEW OF ACTION POINTS FROM THE MINUTES	
8.1	9.0 Risk Register This will remain on the agenda as a standing item and will be discussed later in this meeting.	
8.2	12.0 Bi-Lingual Labelling Written Medicine is attending today's meeting to present and discuss this item. Item closed.	
8.3	14.1 Clinical Waste Guidance around waste segregation produced by Anenta has been shared with RB. RB has responded to the query around the appropriateness of the size of sharps bins. Item closed.	
8.4	14.2 Contractor MYS Access Details of contractors who have MYS access issues is not currently known. Work is continuing around this. Item closed.	
8.5	14.6 Unplanned Closures Members had highlighted that all areas of primary care should be subject to the same level of scrutiny. It is noted that the GP contract differs to the pharmacy contract, but work is ongoing around the issues being experienced. NHSE has confirmed that letters are being sent to pharmacies who are closing on a regular basis. RB to request details of the pharmacies involved. Members highlighted the importance of ensuring contractors continue to report closures to NHSE and that NHSE work around this should not cause a move to contractors not reporting closures. RB asked that members email info@cpwy.org , if they are seeing ongoing issues around closures. Posters have been made available to download to signpost to other pharmacies in the area when closures are necessary. Item closed.	
8.6	20.0 Treasurer's Role Action: DB again encouraged members to consider contacting him to find out more about the role and to think about shadowing and growing into the role to secure succession planning. This item will remain on the agenda.	Members
8.7	All other items have been completed or are agenda items.	
9.0	TRANSFORMING PHARMACY REPRESENTATION (TAPR) PROGRAMME Following the RSG vote in favour of the proposed changes work is being done at PSNC to take forward the proposals for PSNC and to work with LPCs on the joint proposals. Early priorities include: <ul style="list-style-type: none"> • Reallocation of levy • Development of a toolkit to support LPCs • Draft model LPC constitution • Draft and agree committee size, regional structure and PSNC constitution. 	
9.1	CRAVEN CONTRACTORS Considering the recommendation that LPCs closely align with NHS Integrated Care Systems (ICS), members were asked to consider pharmacy contractors in Craven. Craven is part of North Yorkshire County Council but Craven is part of the West Yorkshire ICS. CPNY is also discussing this matter. Members points included:	

	<ul style="list-style-type: none"> Craven members should be invited to become part of CPWY. It was noted that all Craven contractors would need to move or to remain. The view of YORLMC and Healthwatch may be helpful. NHS ICS could impose the move to CPWY. <p>The members' vote was majority in favour of Craven being co-terminus. DB abstained. Action: RB will work with CPNY and NHSE to discuss this further. Action: RB will engage with YORLMC and Healthwatch.</p>	<p>RB RB</p>
9.2	<p>COMMITTEE SIZE</p> <p>Members were asked to consider the implications/risks of reducing the size of the CPWY committee to the RSG recommended 10-12 members and to have a provisional discussion around what size is right for CPWY.</p> <ul style="list-style-type: none"> Members were concerned that 10-12 felt low and that 14 would be likely to be more efficient and resilient. There was concern around quoracy if numbers are set at 10-12. Given that the recommendation of 10-12 was based on contractor numbers of 200, members discussed whether there should be an increase in committee size. There was concern around how CPWY would pay for an increase in committee numbers. <p>Members felt that there was nothing to action at this time.</p>	
10.0	<p>UPDATE FROM CPWY AND MEDICINES OPTIMISATION SESSION</p> <p>The agenda from the meeting and CPWY presentation were shared with members for information.</p> <p>Members were updated on the discussions. It was noted that there are frustrations on both sides but that all attendees were open to discussions. This has opened a route to work through issues and is a platform to move forward. RB has worked with the MO leads on a message around medicines shortages and MOs have sent this out to all prescribers.</p> <p>A further meeting is planned for October. Members were asked to inform RB/KK if they have issues requiring to be raised at this meeting.</p>	
11.0	<p>WRITTEN MEDICINE</p> <p>Ghalib Khan (GH) from Written Medicine gave members a presentation detailing the background and current projects being worked on in the West Yorkshire area.</p> <p>Members acknowledged the benefit of increased understanding for patients and the importance of reducing health inequalities but were concerned around the additional workload that would be required to access this as a separate system. GH advised that the goal is for bi-lingual labels to be integrated into PMR systems within a 3–5-year timeline.</p> <p>RB highlighted that CPWY is unable to recommend or endorse any products or systems but is willing to make contractors aware of the availability of the system, should this be enabled within West Yorkshire, via the News Digest.</p>	
12.0	<p>HEALTHIER TOGETHER</p> <p>Dannie Harding, Caroline Mullins and Dr Victoria Hemming attended the meeting via Zoom and gave members a presentation on the Healthier Together West Yorkshire website which focuses on children's care. Web pages are available in several languages and has a facility to text pages to patients/ parents / carers free of charge. The website contains links to local information and has embedded videos.</p> <p>Action: RB to follow up with regards to business cards and leaflets for contractors.</p>	

13.0	PSNC UPDATE – David Broome <ul style="list-style-type: none"> • There is a toughening on PSNC's stance around concession pricing with Janet Morrison stating that the concession process is broken. It was noted that the prices being set are not reflective of the price being paid by contractors. The importance of contractors sharing pricing issues with PSNC was highlighted. • Due to the change of ministers and prime minister the Year 4 deal has still not been officially signed off. • Details of PQS are still to be released. • Following the announcement of the new discount deduction scale PSNC has developed a webtool to help contractors estimate the impact on their payments. • There is a change to the Terms of Service from 1st October 2022. Completion of the community pharmacy workforce survey is now a requirement. The requirement to undertake a Patient Satisfaction Survey has been removed. 	
14.0	WY PRIMARY CARE AND MEDICINES OPTIMISATION UPDATE	
14.1	PRIMARY CARE – Kirsty Turner (Leeds) KT attended this session of the meeting in place of Chris Skelton. <ul style="list-style-type: none"> • Since the transition to the WY ICB the WY Primary Care leads are meeting weekly so KT is more able to update on matters across the area due to the closer working. • Access is a key priority with the new prime minister noting GP and NHS services access in her opening statement along with the new health secretary's ABCD for a better NHS. • Leeds have started a 24/7 integrated primary care group. • Patient engagement work has highlighted key requirements such as <ul style="list-style-type: none"> ▪ Face to face care without the need for a prior telephone consultation ▪ Telephone access ▪ Greater availability of appointments ▪ Pre-booking of appointments ▪ Reduced waiting times ▪ Interpretation is a need • Work is being done on the development of the Enhanced Access service across West Yorkshire looking at what should be done locally and what at scale. The need for CPCS to have a consistent approach and how to share good practice. • Patient communication work, led through Bradford, is being done and comms should be available for winter and will be shared with RB when drafted. • Members expressed their disappointment at the low numbers being seen for the CPCS. It was highlighted that winter pressures will be another opportunity to drive CPCS, with a challenge to GPs where access is an issue. Members also encouraged engagement with those who are using the service so that good practice can be shared with those who are not yet fully engaged. • Members also stressed the need for contractors to have GP back door telephone numbers. 	
14.2	PRIMARY CARE COMMISSIONING TEAM – Anna Ladd <ul style="list-style-type: none"> • Update on the process around the State Funeral bank holiday. The team will look at the lessons learnt and the feedback from those who provided services. • WY Primary Care Design (PCD) meeting has focused on the ways of working and governance models for the commissioning, contracting and transformation of primary medical services and are now working up principles and ways of working that can be applied across all primary care services. • Work following the Fuller report will look at how to integrate PCNs as inclusive networks. It is recognised that there are various levels of maturity across the 52 PCNs in West Yorkshire and that workforce pressures are being felt across all primary care services. 	

	<ul style="list-style-type: none"> Core 20 PLUS leadership group is in place with key priority areas for reducing inequalities. 	
14.3	<p>MEDICINES OPTIMISATION UPDATE – Sami Choudhry (Wakefield)</p> <p>Feedback from the MO meeting from an MO perspective was that it was a cathartic and helpful meeting, a safe space where open conversations could be had. Both parties took away key asks.</p> <ul style="list-style-type: none"> Work will be done around PCN prescribing, engaging with GPs, prescribers and practice staff. eRD should be part of business practice as there are proven benefits. MO leads will promote this. Prescription journey messages to be reviewed to look at a 72-hour system message. Work is needed to increase CPCS use. GP/community pharmacy communications around stock shortages are being done. A joint WY QIPP plan will be done and an impact assessment on community pharmacy will be undertaken. There is no active promotion of, or switches to, branded generics. 	
15.0	<p>PRESENTATION FROM SPONSOR</p> <p>This meeting was sponsored by Daiichi Sankyo Limited and was attended by Ruth Peel and Nilantha Senadhira who presented to members and took questions.</p>	
16.0	<p>RISK REGISTER</p> <p>A refreshed headline risk register was shared with members. The Wakefield member vacancy along with office succession planning will be added. Work will be done to add in the mitigations, and this will then be shared with members.</p>	
17.0	<p>LPN UPDATE – Mohammed Hussain</p> <p>MH gave an update to members. Key points included:</p> <ul style="list-style-type: none"> Engagement with WY ICS lead on palliative care. RB is following up on this. Ongoing engagement to promote NHS Core 20 plus 5 objectives. Work to promote and deploy bilingual labelling solutions. Engagement with Freedom to Speak Up issues within a local Trust. Addressing EPS issues around a PMR glitch affecting a pharmacy. Input into national LPN Forum and RPS Digital Expert Advisory Group. Suggestion that Rhani Khatib attend a CPWY Connect Event as a speaker. 	
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. Key points noted included:</p> <p>Operations</p> <ul style="list-style-type: none"> Launch of the new CPWY website is complete but work is being done around layout and presentation and ongoing updating. Work around review of contracts and potential financial savings. <p>Services</p> <ul style="list-style-type: none"> Substantial risk of Leeds Inhaler service being withdrawn due to low delivery. Leeds ENT service now live. Strong delivery is essential. The Translation Pilot service is seeing low usage. Bradford and Calderdale Flu Vaccination services now live for specific workers who are not eligible for vaccination under the NHS scheme. <p>PCN / Contractor Support</p> <ul style="list-style-type: none"> PQS Analysis for 2021/22 has been completed and shared. A community pharmacy key messages document has been prepared to encourage a collaborative approach in primary care for use in discussions with PCN colleagues and GPs. 	

	CEO <ul style="list-style-type: none"> • CDAO update includes current application approval times, guidance on non-expired drugs, information on the extensive development of the CD portal and information around authorised witnesses. • Concerns around the possibility that contractors are not claiming for delivered DMS. Work is required around API integration with MYS which would remove the need for additional work to claim for this service. • In addition to the patient leaflet around medicines supply, a briefing paper for prescribers has also been developed. 	
19.0	CONTRACT APPLICATIONS AND AMENDMENTS UPDATE This was shared with members for information.	
20.0	TREASURER'S UPDATE – David Broome The operational and services summary finance packs were shared with members for information.	
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"> • October – Sab Shah • November – Faisal Ali • December – Abbas Bashir Action: KK to update timetable to account for member changes.	KK
23.0	CONTRACTOR ITEMS None received.	
24.0	MEMBERS' ITEMS Members discussed an issue raised by WC around patients experiencing adhesion problems with Free Style Libre.	
25.0	CCA REPORTING QUESTIONS These will be completed by AB.	AB
26.0	ANY OTHER BUSINESS Action: KK to propose dates for next year's meetings.	KK
27.0	MEETING OBJECTIVES Objectives were reviewed and all objectives were met.	
28.0	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 16th November 2022 • Wednesday 18th January 2023 • Wednesday 15th March 2023 	
29.0	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 • Risk register 	