

# 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 5<sup>th</sup> July 2023</b>

Time Specific Agenda Items					
Time	Duration	Purpose	Paper Ref	Action	Lead
10:15am	45 mins	<b>WY PRIMARY CARE AND MEDICINES OPTIMISATION UPDATE</b> <ul style="list-style-type: none"> <li>Primary Care Commissioning – Anna Ladd – West Yorkshire</li> <li>Primary Care Lead – Kirsty Turner - Leeds</li> </ul> Medicines Optimisation – No attendance at this meeting	T23.07-01	Standing Item	Chair
11:15am	30 mins	<b>PRIMARY CARE NETWORKS – Phil Wiles</b>	T23.07-02		

Free Time Items				
Item	Purpose	Paper Ref	Action	Lead
1.	<b>WELCOME &amp; APOLOGIES</b> i. Apologies have been received from Paul Barry.		Standing Item	Chair
2.	<b>COMMITTEE GOVERNANCE</b> i. 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 ii. Competition Law Compliance Guidelines iii. Attendance list from previous meetings	F23.07-01  F23.07-02 F23.07-03		Chair
3.	<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
4.	<b>MINUTES OF LAST MEETING</b> Minutes to be checked for accuracy and then approved.	F23.07-04	Standing Item	Chair
5.	<b>MATTERS ARISING AND REVIEW OF ACTION POINTS FROM THE MINUTES</b>	F23.07-04	Standing Item	Chair
6.	<b>CPE UPDATE</b> <ul style="list-style-type: none"> <li>PSNC meeting update:  <a href="https://cpe.org.uk/our-work/about-us/our-meetings/">https://cpe.org.uk/our-work/about-us/our-meetings/</a> </li> <li>CPWY Rebranding</li> <li>Transformation Toolkit – Stage 4</li> </ul>		Standing Item	DB
7.	<b>CPWY TEAM UPDATES</b> Agenda item for questions or clarifications. <ul style="list-style-type: none"> <li>Services Update                             <ul style="list-style-type: none"> <li>CPCS Data Report</li> </ul> </li> <li>Operations Update</li> <li>PCN Update</li> <li>CEO Update</li> </ul>	F23.07-05a F23.07-05b F23.07-06 F23.07-07 F23.07-08	Standing Item	Chair
8.	<b>CONFERENCE OF LPC REPRESENTATIVES</b>		Discussion	Chair
9.	<b>CONTRACT APPLICATIONS &amp; AMENDMENTS UPDATE – For Information</b> <ul style="list-style-type: none"> <li>Update Report</li> </ul>	F23.07-09	Standing Item	Chair
10.	<b>TREASURER’S UPDATE</b> <ul style="list-style-type: none"> <li>Finance Report – Operational</li> <li>Finance Report – Services</li> </ul>	F23.07-10a F23.07-10b	Standing Item	DB
11.	<b>RISK REGISTER</b> Review of current risk register. – Please consider items for inclusion.	F23.07-11	Discussion	DB

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.

Free Time Items				
Item	Purpose	Paper Ref	Action	Lead
12.	<b>CONTRACTOR ITEMS</b> <ul style="list-style-type: none"> <li>None received</li> </ul>		Standing Item	Chair
13.	<b>MEMBERS ITEMS</b> <ul style="list-style-type: none"> <li>AC - Pharmacy professionals (pharmacists and pharmacy technicians) mentor programme to support individuals</li> </ul>		Standing Item	Chair
14.	<b>CCA REPORTING QUESTIONS</b> <ul style="list-style-type: none"> <li>Responsibility to complete</li> </ul>		Standing Item	Chair
15.	<b>ANY OTHER BUSINESS</b> <ul style="list-style-type: none"> <li>None received</li> </ul>		Standing Item	Chair
16.	<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
17.	<b>FUTURE MEETING DATES</b> Meetings will be held at the Village Hotel, Leeds South from 9.30am on: <ul style="list-style-type: none"> <li>Wednesday 13th September 2023</li> <li>Wednesday 15th November 2023</li> <li>Wednesday 17th January 2024</li> <li>Wednesday 20th March 2024</li> </ul>		Information	Chair

FINANCE & PERFORMANCE SUBCOMMITTEE – CLOSED SESSION				
Item	Purpose	Paper Ref	Action	Lead
18.	<b>MINUTES OF THE LAST MEETING</b>	C23.07-01	Standing Item	Chair
19.	<b>APPLICATIONS TO CONSIDER</b> <ul style="list-style-type: none"> <li>Element Healthcare Ltd, HD5 9AB – Distance Selling               <ul style="list-style-type: none"> <li>Proposed response letter</li> </ul> </li> </ul>	C23.07-02a C23.07-02b	Standing Item	Chair
20.	<b>BUNDLE CHECK</b>	C23.07-03a C23.07-03b	Standing Item	Chair
21.	<b>RISK MATRIX</b>	F23.07-13	Standing Item	DB