

CPWY Minutes

Location:	Village Hotel, Capitol Boulevard West, Tingley, Leeds, LS27 0TS
Date:	Wednesday 5th July 2023

1.1 Present

Faisal Ali	CCA	FA	
Paul Barry	CCA	PB	Apologies
Abbas Bashir	CCA	AB	
Vice Chair - Chris Bland	AIM	CB	
Treasurer - David Broome	Independent	DB	
William Chapman	AIM	WC	
Chair - Ashley Cohen	Independent	AC	
Mohammed Ikhlag	Independent	MI	Apologies
Zak Laher	CCA	ZL	
Adeel Sarwar	Independent	ASa	
Sab Shah	CCA	SS	
Amanda Smith	Independent	ASm	

1.2 Apologies

2.1 In Attendance

Nicola Goodberry Kenneally	Chief Executive Officer	NGK	
Kathryn Kelly	Head of Operations and Support	KK	
Phil Wiles	PCN Lead	PW	AM session only

3.0	WELCOME TO THE MEETING • Apologies were noted.	
4.0	COMMITTEE GOVERNANCE • 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 24 th May 2023 were proposed as a true record of the meeting by DB and seconded by ASm. These were signed by AC.	
7.0	MATTERS ARISING AND REVIEW OF ACTION POINTS FROM THE MINUTES All matters arising have been completed or are agenda items.	
7.1	7.1 Freedom to Speak Up Guardians <i>Action: KK to include details of National Guardians' Office in a News Digest article.</i>	KK
7.2	All other matters arising have been completed or are agenda items.	
8.0	ICB COLLABORATIVE MEETING AC updated members following the meeting held with Anna Ladd and Kirsty Turner to discuss priorities and collaborative working. Commitments and discussions included relationship building with other primary care colleagues through events and communications, maintaining local services and reallocation of funding where	

	appropriate. There was also assurance of post payment verification with regard to outliers.	
9.0	CPWY TEAM UPDATES Team update reports were shared with members for information and for members to ask questions or seek clarifications.	
9.1	CEO Update <ul style="list-style-type: none"> • NGK updated members on the implementation of weekly reports for members of the team. These enable visibility of the team workload and actions. • NGK is reviewing the team structure and looking at how the team owns the 5 Place relationships as it is challenging for the CEO to hold 5 meaningful Place relationships. NGK is currently prioritising ICB meetings were possible to enable one message approach across the 5 Places. 	
9.2	Multilingual Language Labels NGK believes additional work is require before these can be rolled out in community pharmacies. The proposed start date has been postponed whilst concerns are worked through. Members noted the importance of this for patient safety but also highlighted the need for this to be safe for contractors as well as the requirement for this process to be integrated into the PMR systems. Members noted that there is information around translation of medicine instructions on the CPWY website here .	
9.3	Covid Antiviral Supply Service NGK is working with RB on a funding proposal for contractors for additional work being proposed under the supply service.	
9.4	PQS and PCN Update PW attended for this session. PW updated members on a number of key areas of work: <ul style="list-style-type: none"> • PQS bulletins done so far, the data collection forms and the intentions around sending reminders for the aspirational payment and claims windows. • Feedback from the PCN Lead Development Days and noted that there will be no more formal training days, other options are being considered. • Vacancies for PCN CP Leads in 13 PCN areas. Work will be done to explore alternative recruitment options. • Work being done on a PCN Services Development Strategy looking at CPCS, BP checks and NMS. Members suggested highlighting top performers and celebrating success. 	
10.0	WY PRIMARY CARE UPDATE - Anna Ladd and Kirsty Turner The West Yorkshire Primary Care team transferred into the ICB on 1 st July 2023. There have been some comms issues following the change to the ICB naming conventions. AL proposed that they provide a short written update for committee members, to be shared with NGK and KK prior to each committee meeting for circulation to members. Members received an update on some of the themes discussed at the recent collaboration meeting held with some CPWY members including: <ul style="list-style-type: none"> • The agreement that work will be done with CPWY to develop and maximise relationships across general practice and community pharmacy. • Build on services delivered by community pharmacy maintaining the focus on patients. • Use existing communication channels to share best practice. • Set up an interface group to bring together LMCs and CPWY colleagues to agree and build approaches. 	

	<ul style="list-style-type: none"> Maximise the opportunities presented by IT developments. <p>AC noted the low engagement with GP CPCS since the service started and highlighted concerns around the loss of momentum due to the WiCS. AC requested more granularity of data from the ICB, rather than just to total number of GPs. If WiCS is going to end more support and pressure is needed to ensure GP CPCS is utilised by GPs. Members noted the importance of GPs referring to community pharmacy not just signposting. Members requested that where appointment capacity issues are evident in specific GPs this should trigger a review of whether GP CPCS is being utilised.</p> <p><i>Action: As agreed at the collaboration meeting, KT will work on arranging the interface group.</i></p>	KT
11.0	<p>CONFERENCE OF LPC REPRESENTATIVES</p> <p>AC and NGK will be attending the conference. AB also expressed an interest in attending.</p> <p><i>Action: KK will book places at the conference for attendees and arrange train tickets.</i></p> <p>Post-meeting note: ASa requested to attend the conference.</p>	KK
12.0	<p>CONTRACT APPLICATIONS AND AMENDMENTS UPDATE</p> <p>This was shared with members for information.</p>	
13.0	<p>TREASURER'S UPDATE – David Broome</p> <p>The operational and services summary finance packs were shared with members for information.</p>	
14.0	<p>CONTRACTOR ITEMS</p> <p>None received.</p>	
15.0	<p>MEMBERS' ITEMS</p> <p>AC detailed a mentorship programme for pharmacists running in six pharmacies in North Yorkshire. Members can contact AC for further information.</p>	
16.0	<p>CCA REPORTING QUESTIONS</p> <p><i>ACTION: These will be completed by AB.</i></p>	AB
17.0	<p>CPE UPDATE – David Broome</p> <ul style="list-style-type: none"> The new, reduced size committee is now formed and some LPCs have merged to make saving and in some areas are seeing the benefits of this. CPE will continue to fight for more funding for contractors, but the expectations of the negotiations and the reality are vastly different. CPE is working with the NHS and DHSC to agree details around the £645m. CPE are pushing to get this funding out to contractors as soon as possible. Pharmacy closures in constituencies are being recognised by MPs who are being contacted by concerned patients. Work is being done by CPE to try and influence MPs to bring pressure on the treasury. Many of the easements that were meant to happen as part of the 5-year deal have not been forthcoming. <p>Members spoke of their frustrations that the 5-year deal has been extended for a further year, and the delay in getting access to the additional funds which have been made available. DB advised that negotiations are still required for Year-6. DB stressed the importance of IT being in place before any more services are rolled out.</p>	
18.0	<p>RISK REGISTER</p> <p>Members discussed the content of the current risk register and did work as a group to identify the organisational risks that should be included.</p> <p><i>Action: DB will work to update the risk register and add in current mitigations for review at the next meeting.</i></p>	DB

19.0	<p>MEETING OBJECTIVES</p> <p>Objectives were reviewed and all were met. It was noted that it had been a refreshing meeting with contributions from everyone.</p>	
20.0	<p>DETAILS OF NEXT MEETINGS</p> <p>Meetings will be held at the Village Hotel, Leeds South and will commence at 9.30am prompt on the following dates:</p> <ul style="list-style-type: none"> • Wednesday 13th September 2023 • Wednesday 15th November 2023 • Wednesday 17th January 2024 • Wednesday 20th March 2024 	
21.0	<p>CLOSED SESSION</p> <p>This session of the meeting was held with the Finance and Performance Subcommittee and discussed the following:</p> <ul style="list-style-type: none"> • Contract applications • Risk register • Bundle check 	