

Location:	Village Hotel, Capitol Boulevard West, Tingley, Leeds, LS27 OTS
Date:	Wednesday 15 th November 2023

1.1 Present

1.2 Apologies

Faisal Ali	CCA	FA	
Paul Barry	CCA	PB	
Abbas Bashir	CCA	AB	
Vice Chair – Chris Bland	AIM	CB	am only
Treasurer – David Broome	Independent	DB	
William Chapman	AIM	WC	
Chair – Ashley Cohen	Independent	AC	
Mohammed Ikhlaq	Independent	MI	
Zak Laher	CCA	ZL	
Adeel Sarwar	Independent	ASa	
Amanda Smith	Independent	ASm	
Paula Walczewska	CCA	PaW	
Peter Walker	CCA	PeW	

2.1 In Attendance

Nicola Goodberry Kenneally	Chief Executive Officer	NGK
Kathryn Kelly	Head of Operations and Support	KK
Vicki Roberts	CPSY CEO (Observer)	VR

3.0	WELCOME TO THE MEETING <ul style="list-style-type: none"> No apologies were received. New CCA members PaW and PeW were welcomed to the committee. Observer Vicki Roberts (Community Pharmacy South Yorkshire CEO) was welcomed to the 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 5 th July 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	
7.1	All matters arising have been completed or are agenda items.	
8.0	CPE UPDATE – David Broome <ul style="list-style-type: none"> DB confirmed that the funding for the Lateral Flow Device service is not from the global sum. CPE work on development of the governance framework is almost complete. 	

	<ul style="list-style-type: none"> DB advised that there is no additional update from the statement made by Janet Morrison (JM) with regards to the funding negotiations. Members discussed the potential risks to negotiations following the government reshuffle. <p>ACTION: NGK to contact JM and ask for a timeline for completion of the negotiations and announcement of the common conditions service.</p> <p>Post meeting note: Announcement of the new Pharmacy First service removes the requirement of this action.</p> <ul style="list-style-type: none"> DB noted that the closure of pharmacies is now impacting MPs and they are becoming more aware of the financial pressures' pharmacies are facing. Members considered how much benefit will be felt by contractors when the £645m is made available to pharmacies particularly considering the increase in the minimum wage effective from April 2024. They discussed what could be done to ensure that the DHSC listens and acknowledges the issues being experienced. How to get the message out that pharmacy cannot continue to deliver things which are not in the framework and suggested that this is something that could be picked up by the representative bodies such as the CCA, AIM and NPA. <p>ACTION: If an announcement on the funding and new service is made imminently members request that an evening meeting be scheduled in to discuss the content.</p> <p>Post meeting note: NGK drafted and circulated a workplan for the new Pharmacy First service and members agreed that this was sufficient at this stage and a meeting would not be required.</p>	<p>NGK</p> <p>NGK</p>
	<p>CB left the meeting at 11am.</p>	
<p>9.0</p>	<p>CPWY TEAM UPDATES</p> <p>Team update reports were shared with members for information and for members to ask questions or seek clarifications.</p> <p>Key points of note:</p> <p>PCN Update</p> <ul style="list-style-type: none"> ASa noted a possible merger of the Chapeltown and the Burmantofts, Harehills and Richmond Hill PCNs. <p>ACTION: NGK to check with PW.</p> <p>Services Update</p> <ul style="list-style-type: none"> The number of DMS being carried out but not claimed for was discussed. It was noted that DMS API is anticipated shortly which should help with claims submissions. <p>Operations Update</p> <ul style="list-style-type: none"> The new CPWY branding is now live, and work will be done on an ongoing basis to update existing documentation on the website. 	<p>NGK</p>
<p>9.1</p>	<p>CEO Update</p> <ul style="list-style-type: none"> Following the CPE LPC conference an update was sent to contractors as was agreed at the CPWY AGM. DB noted that the funding announcement had been expected prior to the conference and this meant that the content was not as had been intended. Recruitment for the Head of Pharmacy Services has been undertaken with the postholder commencing in the new year. The team has worked together whilst carrying the vacancy to pick up additional workload. 	

	<ul style="list-style-type: none"> • NGK is raising GP CPCS on all forums. Where GPs are engaged with this, it is working well. • The Waste/Do Not Dispense service proposal is still in progress and has been signed off in Bradford. Work will be done to develop the PharmOutcomes module and service specification. 	
10.0	<p>GPMplus – MENTORING SERVICE</p> <p>A video presentation was shown to members. The service is free to access and supports mentees with issues around work, confidence, transitions. AC is a mentor and noted how useful and valuable he felt the role is.</p> <p><i>ACTION: Repeat message in News Digest.</i></p>	NGK
11.0	<p>CONTRACT APPLICATIONS AND AMENDMENTS UPDATE</p> <p>This was shared with members for information.</p>	
12.0	<p>TREASURER’S UPDATE – David Broome</p> <p>The operational and services summary finance packs were shared with members for information.</p> <ul style="list-style-type: none"> • DB explained to members the reduced level of reserves held by CPWY and the considerations that were undertaken. Members were reminded that all are liable for the finances of CPWY. 	
13.0	<p>SERVICE FACILITATOR UPDATE – Amanda Smith</p> <p>ASm presented to members an update of the work she is undertaking in Calderdale and that Neelam Tariq, CPCS Support Lead, is undertaking across the other areas of West Yorkshire.</p>	
14.0	<p>HEADS OF MEDICINES OPTIMISATION UPDATE – Helen Foster, Calderdale</p> <p>Key points of note:</p> <ul style="list-style-type: none"> • There is a significant primary care prescribing budget overspend. • Medicines shortages are being experienced for ADHD meds and plans to manage and comms for patients and clinicians have been developed. Issues with access to permethrin was also noted. • The ICB ratified a gluten free policy with no access to GF foods for new patients. Existing patients in Leeds and Calderdale will have access up to 1st April 2024. Letters are being sent to patients currently receiving these on prescription. • Plan to cease routine use of Keppra. Once ratified this will be issued to GP practices and acute trusts for implementation. Members highlighted the importance of this information being communicated to contractors to enable stockholding to be reduced. • HF noted that the Waste Reduction Scheme has been signed off in Bradford, but that approval will be required from each place separately. • The ICS is likely to choose 5 out of 16 medicines optimisation opportunities to focus and deliver on. Members expressed concern around DOACs and the potential impact on pharmacies due to stockholding implications. • Staff consultation is still open on the proposed new ICB structure which will result in a net loss of staff to reduce operating costs by around 20%. • ICB MO asked what they need to know about operating systems such as PharmOutcomes. <i>ACTION: CPWY to feedback to ICB MO offline.</i> <p><i>Post meeting note: ASm responded to this action. Now complete.</i></p>	CPWY
10.0	<p>WY PRIMARY CARE UPDATE – Anna Ladd and Ruth Buchan</p> <p>Key points of note:</p> <p>The DSP Assurance process has been developed following feedback from the Pharmaceutical Services Regulation Committee (PSRC) and local contractors with the aim of ensuring compliance. AL gave members an overview of the review process. All DSPs will be reviewed on an annual basis.</p>	

	<p>Members felt this was a good start but that more could be done to ensure compliance. AL requested that any DSP issues identified be fed into NGK.</p> <ul style="list-style-type: none"> AL advised of potential funding available to systems linked to vaccination access and improvement. This is still subject to sign off. <p>Primary Care Access Recovery Plan (PCARP)</p> <ul style="list-style-type: none"> Community pharmacy is a key feature of PCARP and is overseen by the Access Improvement and Oversight Group which NGK is a member of. <p><i>ACTION: AL to send plan to NKG</i></p> <ul style="list-style-type: none"> Currently reviewing the scope of the WY CPCS Steering Group to look at the requirements of PCARP. The Community Pharmacy Delivery Plan will use data and SHAPE to drive integration and implementation of services. Ongoing discussions to support integration by improving engagement and the interface between general practice and community pharmacy. Link IT developments to the system requirements of PCARP. <p>CPCS</p> <ul style="list-style-type: none"> RB confirmed that CPCS is a priority and shared data with members showing service activity. Data shows lower numbers in Bradford and Wakefield. Members highlighted the need to share best practice with both GPs and community pharmacies. Also highlighted was the need for locums to be prepared to deliver the service. 	AL
14.0	<p>CONTRACTOR ITEMS</p> <p>None received.</p>	
15.0	<p>MEMBERS' ITEMS</p> <p>None received.</p>	
16.0	<p>CCA REPORTING QUESTIONS</p> <p><i>ACTION: These will be completed by ZL.</i></p>	ZL
19.0	<p>MEETING OBJECTIVES</p> <p>Objectives were reviewed and all were met.</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 17th January 2024 Wednesday 20th March 2024 Wednesday 15th May 2024 Wednesday 17th July 2024 Wednesday 18th September 2024 Wednesday 13th November 2024 Wednesday 15th January 2025 Wednesday 19th March 2025 	
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 checks 	