

Location:	Village Hotel, Capitol Boulevard West, Tingley, Leeds, LS27 OTS
Date:	Wednesday 17th January 2024

1.1 Present

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

1.2 Apologies

2.1 In Attendance

Nicola Goodberry Kenneally	Chief Executive Officer	NGK
Kathryn Kelly	Head of Operations and Support	KK

3.0	WELCOME TO THE MEETING <ul style="list-style-type: none"> Apologies were received from William Chapman, Mohammed Ikhlaq and Peter Walker. New CCA member Sangeeta Singh 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 15 th November 2023 were proposed as a true record of the meeting by ASa 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 <ul style="list-style-type: none"> Members discussed Cat M clawback and how this would affect the overall income increase expected from the launch of the national Pharmacy First service. DB noted that the clawback is contractually correct, but members believe that the averaged-out way this is applied to all contractors is unfair. 	

	<ul style="list-style-type: none"> Members discussed the implications on negotiations for Year 6 funding should a May election be called. Making contact with key opposition MPs in the area was discussed. <p>Action: Make contact with key MPs with an invitation to visit a local pharmacy.</p> <ul style="list-style-type: none"> CPE now requests contractor input into their committee meetings. DB noted that the information received is very useful to CPE and asked if a reminder to submit could be included in a News Digest prior to the CPE committee meetings. <p>Action: DB to prepare and send the message to be included to KK/LT.</p> <ul style="list-style-type: none"> CB asked that the dates of the CPE meetings be shared with him. <p>Action: DB requested that KK forward details of the CPE dates to CB.</p> <p>Post meeting note: Details sent to CB.</p> <ul style="list-style-type: none"> The recently published governance framework will be discussed at the next meeting. 	<p>NGK/KK</p> <p>DB</p> <p>KK</p>
9.0	<p>CPWY TEAM UPDATES</p> <p>Team update reports were shared with members for information and for members to ask questions or seek clarifications.</p>	
9.1	<p>CEO Update</p> <ul style="list-style-type: none"> Apologies were received from CPWY's new Head of Pharmacy Services, Stuart Hermiston. Work with the ICB has resulted in funding being made available to 33/58 eligible pharmacies to support access and inequality project work. Leeds ENT service is likely to be paused to enable the service to be reviewed to work in an enhanced way with Pharmacy First. The Leeds Pharmacy First commissioner wishes to continue the local service and is reviewing the name of the service. 	
10.0	<p>PHARMACY FIRST SERVICE</p> <p>Work to date has focused on:</p> <ul style="list-style-type: none"> Communication for contractors via bulletins, News Digests and information on the CPWY website. Initial comms and slides have been sent to PCN leads to support conversations with GPs and PCNs. Engagement with external stakeholders including LRCs, Primary Care Access Recovery Group, MOC and HoMMs, ICB at Place. Two bulletins have been shared with locum agencies to increase locum engagement with the service. The ICB has made £62k funding available to support the integration of Pharmacy First. This enables the contracts of ASm and NT to be extended to the end of March. 4 half day CPPE events have been arranged supported by funding from Leeds ENT funds. An evening Pharmacy First event has been arranged with 200+ registered to attend. Members discussed the proposed agenda for the evening with regards to expectations of content and potential changes required. The Connect Telegram group will be promoted as a resource for questions and support. 	
11.0	<p>WY PRIMARY CARE UPDATE – Anna Ladd and Kirsty Turner</p> <p>Key points of note:</p> <ul style="list-style-type: none"> 54 pharmacies were selected to complete the full CPAF questionnaires. 6 pharmacies failed to complete this by the closing date. These 6 and a 	

	<p>selection of other pharmacies will be visited, for support, not inspection, during February and March.</p> <ul style="list-style-type: none"> • Christmas and New Year bank holiday opening data was shared with members. • Details of the access and inequalities funding was shared with members. The ICB is keen to see the results of evaluation and case studies to see the impact made. AL asked what the barriers may have been to contractors who didn't submit plans back to the ICB. Members suggested the timing was an issue, and the limitation to pharmacies in IMB1. • KT updated members on work being done on delivery of PCARP which community pharmacy is a key feature of. The current WY CPCS Steering Group is being reviewed with a proposal for a "new" Community Pharmacy Integration Group which will be established as part of the Access Oversight Group and will look at local and national ambitions for community pharmacy and PCARP. Sharing best practice, understanding barriers and risk and the use of data to inform actions and highlight variations. • Members noted that CPCS works well when GPs engage with the service and that Pharmacy First will further help with GP access issues. • The ICB is reviewing services across the area and new services will be considered West Yorkshire wide where possible. 	
12.0	<p>HEADS OF MEDICINES OPTIMISATION UPDATE – Samiullah Choudhry, Wakefield.</p> <p>SC was unable to attend this meeting but did submit slides which were shared with members for information.</p>	
13.0	<p>CONTRACT APPLICATIONS AND AMENDMENTS UPDATE</p> <p>This was shared with members for information.</p>	
14.0	<p>TREASURER'S UPDATE – David Broome</p> <p>The operational and services summary finance packs were shared with members for information.</p>	
15.0	<p>RISK REGISTER</p> <p><i>Action: SS and PaW were asked to review the existing risk register with support from DB.</i></p>	SS/PaW DB
16.0	<p>CONTRACTOR ITEMS</p> <p>None received.</p>	
17.0	<p>MEMBERS' ITEMS</p> <p>ASm raised the issue of contractors not claiming for delivered DMS and asked if there was any work that should be done to promote the need to claim. Members felt the implementation of the API will help to resolve the issue.</p>	
18.0	<p>CCA REPORTING QUESTIONS</p> <p>These have already been completed.</p>	
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 20th March 2024 • Wednesday 15th May 2024 • Wednesday 17th July 2024 • Wednesday 18th September 2024 • Wednesday 13th November 2024 • Wednesday 15th January 2025 	

	<ul style="list-style-type: none">• 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	