

Location:	Village Hotel, Capitol Boulevard West, Tingley, Leeds, LS27 OTS
Date:	Wednesday 20 th March 2024 – Half Day Meeting

1.1 Present

Abbas Bashir	CCA	AB	Apologies
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	
Zak Laher	CCA	ZL	
Adeel Sarwar	Independent	ASa	
Sangeeta Singh	CCA	SS	
Amanda Smith	Independent	ASm	
Paula Walczewska	CCA	PaW	Apologies
Peter Walker	CCA	PeW	

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"> This meeting was sponsored by Sanofi who had no influence over the meeting agenda or arrangements. Apologies were noted. 	
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. 	
6.0	MINUTES OF THE LAST MEETING The minutes of the meeting on 17 th January 2024 were proposed as a true record of the meeting by ASm and seconded by CB. These were signed by AC.	
7.0	MATTERS ARISING AND REVIEW OF ACTION POINTS FROM THE MINUTES	
7.1	8.0 – MP Contact All local MPs have been emailed with regards to the Pharmacy First Parliamentary Event held on 12 th March 2024 and this included a message inviting them to undertake a local pharmacy visit. CPWY has been advised that Fabian Hamilton, Leeds North East MP, attended the Parliamentary Event and has been sent an email by CPE thanking him for attending and again offering a pharmacy visit.	
7.2	15.0 – Risk Register Following the action at the last meeting requesting SS and PaW review the existing risk register, a planning meeting was held with NGK, KK, SS, and PaW	

	<p>where the existing document and the CPE template risk register were reviewed, and differences considered. Vicki Roberts, CPSY CEO was also invited to the meeting to support her with the work she will need to do on this document in South Yorkshire.</p> <p>Work will be done to further develop this.</p>	
7.3	All other matters arising have been completed or are agenda items.	
8.0	<p>SPECIAL MEETING OF CONTRACTORS</p> <p>CB updated members on the outcome of the Special Meeting held on 12th February 2024 where the new constitution was unanimously voted to be accepted.</p>	
9.0	<p>CPE UPDATE</p> <p>DB updated members, key points included:</p> <ul style="list-style-type: none"> • Work around the margin survey and its fitness for purpose. • A significant amount of work is being done on governance. • Pharmacy First is being well received, and it is believed that most contractors have covered the minimum requirement. <p>Members discussed the issues being experienced with signposting being done rather than referrals. Members felt that some GPs prefer to us NHSmail for referrals rather than PharmRefer. Members discussed the potential drawbacks in receiving referrals via NHSmail but agreed that referral by this method was better than patients being signposted.</p> <p>Engagement with LMCs was suggested. NGK confirmed that this is in progress. Members felt it was important that the ICB reinforces the message about referral not signposting.</p> <p>Members discussed the perceived impact of PharmOutcomes implementing MFA without warning and the extra work this has caused contractors.</p>	
10.0	<p>WY PRIMARY CARE UPDATE – Anna Ladd</p> <p>Key points of note:</p> <ul style="list-style-type: none"> • AL updated members around Easter Bank Holiday planning. • The Community Pharmacy Integration Group (CPIG) has been established, with current membership including CPWY (NGK), HoMMs, Primary Care Leads, CPCL and the WY Primary Care Team. Membership will evolve as the plan develops. The group have reviewed the PCARP Community Pharmacy Delivery plan to be more tangible with a focus on collective commitment and wider integration ambitions. The ICB and CPWY have jointly held “drop-in” sessions for GPs and community pharmacies to support the implementation of Pharmacy First. • Members noted their concerns that the increased referrals expected following the move from CPCS to Pharmacy First are not being seen. Patients are being signposted rather than referred and they asked what the ICB could do to ensure that the service works as intended. Members asked if the ICB could arrange a round table event with the LPC and LMCs in the area where KPIs could be set. • Future use of PharmRefer was discussed. AL advised that work is currently underway reviewing PharmRefer. It was stated if PharmRefer is not the way 	

	<p>forward, community pharmacy is prepared to use NHSmail if this is the GP preferred route. AL will raise these issues at the CPIG meeting.</p> <ul style="list-style-type: none"> • The IP Pathfinder pilot is due to go live in one site imminently with all sites planned to be go-live ready by 31st March 2024 although there have been some mobilisation issues. Clinical and peer support is due to start in the next few weeks to support the Pathfinder sites. • Expressions of interest have been sought for COVID vaccination delivery in specific postcode areas with low or no coverage. • Members who received Access and Integration funding were reminded to submit case studies to enable the development of the evaluation. <p><i>Action: AL to send comms to all the contractors who receive A&I funding to remind them of the need to submit case studies.</i></p>	AL
11.0	<p>MEDICINES OPTIMISATION TEAMS UPDATE</p> <p>Claire Kilburn (Bradford District and Craven) was unable to join the meeting. Anna Ladd covered the update in CK's absence.</p> <ul style="list-style-type: none"> • NGK advised that QIPP plans have not yet been received from Kirklees and Leeds. • It was noted that there is a slightly improving cost growth picture, but it is forecast that the overspend will still be significant. • The Waste Reduction and Repeat Medicines Optimisation Scheme has been approved in Bradford District and Craven with work being done on the finer details. The other West Yorkshire areas are considering the scheme. • A new operating model will be in place from 1st April 2024 looking to do work once across West Yorkshire with each Head accountable for a specific area of responsibility. • Shared care arrangement across the area will be reviewed during 2024/25. There is currently significant variation in enhanced service contracts. • Discussions are ongoing in Kirklees following the LMC's recommendation that practices do not sign up to the new Shared Care scheme in 2024/25. 	
12.0	<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>	
13.0	<p>CEO UPDATE</p> <p>The CEO update was shared with members for information and for members to ask questions or seek clarifications.</p> <ul style="list-style-type: none"> • NGK updated members on HR issues around staff absence and that Stuart Hermiston, Head of Pharmacy Services, has decided to leave the organisation. Thanks to Pharmacy First Integration funding Amanda Smith and Neelam Tariq have been contracted on a part time basis to support contractors with Pharmacy First. Members of the office team are picking up additional workload. • NGK gave an update on the progress of Pharmacy First and issues being dealt with as well as plans for the next layer of engagement once data activity starts being received. 	
14.0	<p>CONTRACT APPLICATIONS AND AMENDMENTS UPDATE</p> <p>This was shared with members for information.</p>	
15.0	<p>TREASURER'S UPDATE – David Broome</p> <p>The operational and services summary finance packs were shared with members for information.</p>	

	The proposed budget for 2024–25 was presented to members for consideration and unanimously accepted. DB abstained.	
16.0	CONTRACTOR ITEMS None received.	
17.0	PRESENTATION FROM SPONSOR This meeting was sponsored by Sanofi and was attended by Wiqas Khan who presented to members and took questions.	
18.0	MEMBERS' ITEMS ASa had requested that the PharmOutcomes issues being experienced recently be discussed. He felt that this had been covered sufficiently during the meeting but felt that better comms from PharmOutcomes and CPE should have been circulated.	
19.0	CCA REPORTING QUESTIONS <i>Action: ZL will complete the CCA report.</i>	ZL
20.0	ANY OTHER BUSINESS <ul style="list-style-type: none"> • Members thanked ASm for the extra support she has been providing to contractors via the Telegram platform. NGK noted that the comms on the group helps the team to know what is needed to support contractors. • Following concerns of members that GPs may begin flu vaccinations early it was agreed that comms, in conjunction with LMCs, should be circulated. <i>Action: NGK to raise need for comms with Dawn Ginns.</i> <ul style="list-style-type: none"> • AC noted that this is the last meeting of the current term of the committee and thanked members for all their hard work over what has been a tough few years. • NGK thanked members for their support since she started in post. 	NGK
21.0	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 15th May 2024 • Wednesday 17th July 2024 • Wednesday 18th September 2024 • Wednesday 13th November 2024 • Wednesday 15th January 2025 • Wednesday 19th March 2025 	
22.0	CLOSED SESSION This session of the meeting was held with the Finance and Performance Subcommittee.	