

Location:	Village Hotel, Capitol Boulevard West, Tingley, Leeds, LS27 OTS
Date:	Wednesday 20 th May 2024

1.1 Present

Abbas Bashir	CCA	AB	
Chris Bland	AIM/IPA	CB	Apologies
Treasurer – David Broome	Independent	DB	
Chair – Ashley Cohen	Independent	AC	
Mohammed Ikhlaiq	Independent	MI	
Zak Laher	CCA	ZL	
Vice Chair – Adeel Sarwar	Independent	ASa	
Sangeeta Singh	CCA	SSi	
Amanda Smith	Independent	ASm	
Sally Stokell	AIM/IPA	SSt	

1.2 Apologies

2.1 In Attendance

Nicola Goodberry Kenneally	Chief Executive Officer	NGK
Kathryn Kelly	Head of Operations and Support	KK
Lisa Meeks (part)	Service Implementation Lead	LM
Phil Wiles (part)	PCN Project Manager	PW

3.0	<p>WELCOME TO THE MEETING</p> <ul style="list-style-type: none"> This meeting was sponsored by Theramex Ltd who had no influence over the meeting agenda or arrangements. New and returning members were welcomed to the new term of the committee. Apologies were noted. 	
4.0	<p>COMMITTEE GOVERNANCE</p> <ul style="list-style-type: none"> Members were asked to note the contents of the LPC Code of Conduct. AC reminded members that CPWY works in the best interests of all contractors and asked that all members are prepared for and engaged during meetings. Members had been asked to complete new declarations of interest and confidentiality agreements. AC reminded members of the importance of advising if there are any changes to the submitted declaration of interests. Declarations of interests will be uploaded to the CPWY website. Members were asked to note the Competition Law Compliance Guidelines. 	
	<p>VOTE FOR NEW EXEC COMMITTEE MEMBERS</p> <ul style="list-style-type: none"> Role descriptions for the three officer roles have been prepared in conjunction with Vicki Roberts from CPSY. Members accepted these role descriptions. <p><i>Action: Finalised role descriptions will be share with officers.</i></p> <p><i>Post meeting note: This action has been completed.</i></p> <ul style="list-style-type: none"> Nominations for the roles were sought and the following members were appointed: Chair: Ashley Cohen Vice Chair: Adeel Sarwar Treasurer: David Broome. Zak Laher expressed an interest in shadowing DB in the treasurer role. Members considered and agreed to the consultancy agreement for the chair and treasurer roles. <p><i>Action: Updated agreements will be shared with AC and DB.</i></p> <p><i>Post meeting note: This action has been completed.</i></p>	<p>NGK/KK</p> <p>KK</p>

	<p>NGK detailed the plan to create 60 second videos after each meeting with the first video being an introduction of members. NGK asked members to write a short bio detailing brief career and experience, reasons for standing for committee and what they can bring to the group to be included in the news digest each week starting with the officers.</p> <p>AC stated the importance of doing things differently. He is aware of how tough pharmacy is at the moment but that there are opportunities to do thing differently and to stand out from the crowd. It is hoped that members will leave meetings with action plans for the committee and the team.</p> <p>Members discussed the success of using the Telegram platform and whether WhatsApp might be more accessible to contractors. This will be reviewed going forward.</p> <p>Members also discussed the use of Gaggle Mail. Several members said that they no longer used this platform and instead contacted other PCN members directly via email, or through a WhatsApp group. This will also be reviewed going forward.</p> <p>DB suggested inviting HealthWatch to future meetings as they attend meetings in other Yorkshire areas. <i>Action: Contact HealthWatch.</i></p>	NGK/KK
6.0	<p>MINUTES OF THE LAST MEETING The minutes of the meeting on 20th March 2024 were proposed as a true record of the meeting by DB and seconded by ASm. These were signed by AC.</p>	
7.0	<p>MATTERS ARISING AND REVIEW OF ACTION POINTS FROM THE MINUTES</p>	
7.1	<p>10.0 Access and Integration Evaluation At the previous meeting AL had advised that comms would be sent to contractors who had received this funding to remind them of the need to submit case studies. This item is now closed.</p>	
7.2	<p>19.0 CCA Reporting This has been completed by ZL.</p>	
7.3	<p>20.0 Flu Vaccination Comms Members had discussed sending joint LPC/LMC comms regarding the start date for the flu vaccination service. <i>Action: NGK will discuss this in her meeting with the ICB.</i></p>	NGK
7.4	<p>All other matters arising have been completed or are agenda items.</p>	
8.0	<p>CHAIRS' FORUM AC will attend this forum. Members considered the terms of reference and have no comments to make. <i>Action: NGK to feed back to CPE that there are no additional comments.</i> <i>Post meeting note: This action has been completed.</i></p>	NGK
9.0	<p>EXPRESSION OF INTEREST FOR VACANT SEATS Members considered the expressions of interest submitted for the vacant independent seats. Members discussed whether the voting should be only by independent members. The constitution requires a vote by the whole committee for appointment of members. Consideration to be given to whether the constitution should be changed to allow an independent only vote. <i>Action: Applicants to be advised of the outcome of the vote.</i> <i>Post meeting note: – James Madan and Fahad Rehman have been appointed to the committee.</i></p>	NGK/KK

10.0	<p>CPWY SUBCOMMITTEE</p> <p>Members discussed potential subcommittees and reviewed the Terms of Reference. Amendment will be made to the Finance and Performance Terms of Reference to add governance and this committee will move forward. The committee will be chaired by DB and membership is AC, ASa, ZL and SSt.</p> <p>Action: Terms of Reference to be finalised, shared with members and added to CPWY website.</p> <p><i>Post meeting note: These actions have been completed.</i></p> <p>Action: One other independent member to be selected when the two independent vacancies have been filled.</p>	<p>NGK/KK</p> <p>Members</p>
11.0	<p>PHARMACY SERVICES FOCUS</p> <p>Lisa Meeks and Phil Wiles joined the meeting for this session.</p> <p>To assist planning for creating the new CPWY strategy and to steer the direction of CPWY support to contractors in the area, a member from each of the three groups represented, CCA, AIM/IPA and Independents gave short presentations on the following:</p> <ul style="list-style-type: none"> • Pharmacy First and how it is going on the ground. • The focus of service delivery, which takes priority and how this is decided. • Where can CPWY add the biggest impact to support West Yorkshire contractors. • Rank services in priority. <p>The overwhelming feedback was that primary focus should be given to the primary care access services. Members believe that the Pharmacy First service is good for patients, but it was noted that the service is reliant on referrals being made. Members felt that it was important that work should be done with GPs who are not referring into the service and to work with contractors who require additional support or training. The second focus should be on the hypertension and contraception services.</p> <p>Members expressed their concerns at the amount of training that is required to be able to deliver the Pharmacy Contraception Service and the time this will take to complete particularly considering the other pressures on the pharmacy workforce.</p> <p>Members stated that existing services and new services which may be considered must be commercially viable to contractors and fee uplifts be requested from commissioners.</p> <p>Action: Share a simplified toolkit with contractors to enable them to calculate the true value of funding of services.</p>	<p>LM</p>
12.0	<p>WEST YORKSHIRE ICB PRIMARY CARE TEAM UPDATE – Anna Ladd</p> <p>Key points of note:</p>	
12.1	<p>Independent Prescribing (IP)</p> <p>This now live in one IP site using GP IT. Seven sites, self-assessed as ready, are awaiting assurance visits and two further sites are working on readiness. A recording of the WY IP Pathfinder stakeholder event is available: https://youtu.be/7shtCH8XHOc</p>	
12.2	<p>DMS</p> <p>Following an audit of completion rates of all three stages, the ICB intends to send out emails thanking those with high completion rates and reminding those with low completion rates. Members noted that it is not essential that all three parts are completed.</p> <p>Members also noted their frustration that the API promised 3 years ago is still not live. This is leading to contractors providing the service but not submitting claims which is affecting the Trusts' BSA data.</p> <p>Work is being done with each of the Trusts to set DMS ambitions for 2024-25.</p>	
12.3	<p>WY Pharmacy Needs Assessments (PNAs)</p> <p>The next versions of PNAs are due to be published in October 2025. Due to the amount of work required and the timelines that must be adhered to for consultation and sign off it is planned to start the PNA process in July 2024. Current membership of the steering</p>	

	group is being reviewed to ensure it reflects the interested parties from across the system.	
12.4	<p>Post Payment Verification (PPV) Members raised concerns around inappropriate evidence being requested in cases of PPV with intimidating language being used. <i>Action: AL will feedback these comments back to NHS BSA.</i></p>	AL
12.5	<p>Community Pharmacy Integration Group Update</p> <ul style="list-style-type: none"> • Digital Referral Platforms – An extraordinary meeting was held in April to discuss digital referral platforms. It was noted that PharmRefer is the accredited solution. AL thanked CPWY for supporting that meeting. • The impact on GPs of multi-factor authentication. Work is being done testing a desktop MFA option. • Data – Review of 2023–24 operational planning of CPCS trajectories and actual delivery is underway. Due to non-availability of Pharmacy First data this has been removed from the 2024–25 operation plans but it is still intended to set some local ambitions for delivery. • Integration support – NHSE Service Delivery Funding guidance and allocation details are awaited to support integration with community pharmacy. 	
13.0	<p>CPWY EXPENSES POLICY Members considered and accepted the draft expenses policy. <i>Action: Expenses policy to be finalised, shared with members and added to the CPWY website.</i> <i>Post meeting note: These actions have been completed.</i></p>	KK
14.0	<p>DELEGATED AUTHORITY Proposed delegated authority to sign contractual documents on behalf of the CPWY committee was considered and approved.</p>	
15.0	<p>GOVERNANCE FRAMEWORK Members considered and adopted the proposed CPE governance framework and code of conduct. <i>Action: Documents to be finalised, shared with members and added to the CPWY website. CPE to be advised that CWY has adopted the framework.</i> <i>Post meeting note: These actions have been completed.</i></p>	KK
16.0	<p>TRAINING PROPOSAL Members considered and accepted the shared training proposal which will focus on development of the committee and working together as a team and begin work on the new CPWY strategy. <i>This will be held on 17th July 2024 in place of the regular committee meeting.</i> <i>Action: Work to develop the content of programme.</i></p>	NGK/AC
17.0	<p>CPWY TEAM AND CEO UPDATES Team update reports were shared with members for information and for members to ask questions or seek clarifications.</p>	
18.0	<p>CONTRACT APPLICATIONS AND AMENDMENTS UPDATE This was shared with members for information.</p>	
19.0	<p>TREASURER'S UPDATE – David Broome The services finance update was shared with members for information.</p>	
20.0	<p>CONTRACTOR ITEMS None received.</p>	
21.0	<p>PRESENTATION FROM SPONSOR This meeting was sponsored by Theramex and was attended by Claire Holmes who presented to members and took questions.</p>	
22.0	<p>CCA REPORTING QUESTIONS <i>Action: AB will complete the CCA report.</i></p>	AB
23.0	<p>ANY OTHER BUSINESS There was no other business to be discussed.</p>	

24.0	<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 July 2024 • Wednesday 4th September 2024 - Please note change of date from 18th. • Wednesday 13th November 2024 • Wednesday 15th January 2025 • Wednesday 19th March 2025 	
25.0	<p>CLOSED SESSION</p> <p>This session of the meeting was held with the Finance and Performance Subcommittee.</p>	