

Location:	Village Hotel, Capitol Boulevard West, Tingley, Leeds, LS27 OTS
Date:	Wednesday 4th September 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	
James Madan	Independent	JM	
Fahad Rehman	Independent	FR	
Vice Chair – Adeel Sarwar	Independent	ASa	Apologies
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
Emma Hermiston	Advanced Services Facilitator	EH
Sukhi Kaur	Contacto Liaison	SK
Kathryn Kelly	Head of Operations and Support	KK
Lisa Meeks	Service Implementation Lead	LM
Lauren Tate	Operations Support and Comms Lead	LT
Phil Wiles	PCN Project Manager	PW

The morning of this meeting was allocated to a CPWY/ WY ICB collaboration event with the CPWY committee meeting being held in the afternoon.

MORNING SESSION

3.0	<p>CPWY & WY ICB COLLABORATION EVENT</p> <p>Committee members and their teams hosted visits in 10 pharmacies from West Yorkshire primary care commissioners, Place primary care representatives, medicines optimisation team members and our Community Pharmacy Clinical Lead to share their experiences of Pharmacy First to date. Following the visits colleagues came together and discussions were held covering:</p> <ul style="list-style-type: none"> • What is going well, and the feedback from patients around the service. • The ability for pharmacy to deliver more Pharmacy First consultations and the importance of GP referrals. • Digital challenges being faced. • Best practice from where the service is working well. • The challenges to achieving the thresholds required. <p>Work will now be done to gather outputs from these visits and the Community Pharmacy Integration Group (CPhIG) will look at collective action that can be taken to better embed the service and support a more integrated approach between general practice and community pharmacy to improve delivery of the Pharmacy First service.</p> <p>WY ICB representatives joined CPWY colleagues for a networking lunch.</p>	
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AFTERNOON SESSION		
4.0	WELCOME TO THE MEETING <ul style="list-style-type: none"> Members and CPWY team members were welcomed to the meeting. Apologies were noted. Both NGK and AC thanked committee members and the CPWY team for all the work that had been involved making the morning session successful. 	
5.0	COMMITTEE GOVERNANCE <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 were reminded to advise KK of any changes to their declarations of interests. Members were asked to note the Competition Law Compliance Guidelines. 	
6.0	MINUTES OF THE LAST MEETING The minutes of the meeting on 20 th May 2024 were proposed as a true record of the meeting by ASm and seconded by MI. 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	CPWY FINANCE AND PERFORMANCE SUBCOMMITTEE Following the last meeting, and members decision to incorporate governance into the subcommittee, the Terms of Reference were amended accordingly. The committee is chaired by DB and current membership is AC, ASa, ZL and SSt with a vacancy remaining for an independent member. FR was appointed to this subcommittee.	
9.0	LPC CONFERENCE The Annual Conference of LPC Representatives is being held in London on Thursday 7 th November 2024. <i>Action: Members wishing to attend the conference should email KK no later than 5pm on Tuesday 17th September 2024 with a paragraph on the reasons they would like to attend.</i>	Members
10.0	CPWY TEAM AND CEO UPDATES Team update reports were shared with members for information and for members to ask questions or seek clarifications. Members discussed the importance of having Pharmacy First data in a timely manner and acknowledged the risks of this data being unverified. PW and NKG have discussed what data is required. <i>Action: NGK to meet with RB to progress this data sharing.</i>	NGK
11.0	CONTRACT APPLICATIONS AND AMENDMENTS UPDATE This was shared with members for information.	
12.0	TREASURER'S UPDATE – David Broome The operations and services finance updates were shared with members for information.	
13.0	CONTRACTOR ITEMS None received.	
14.0	MEMBERS' ITEMS AC requested that members engage with their networks and encourage contractors, and trainee pharmacist to attend a future committee meeting so they can learn about the work being done by CPWY.	
15.0	CCA REPORTING QUESTIONS These have been completed by the CCA members. <i>Action: AB will submit the CCA report.</i>	AB
16.0	ANY OTHER BUSINESS	
16.1	AC requested that formal feedback be given by CPWY and sought from the ICB following the morning session along with the actions which will be undertaken following the feedback. NGK confirmed that the CPWY team will meet to discuss what the team can do to support the integration.	
16.2	AC attended the NPA board meeting.	

	<i>KK to share the CPE Regional Reps presentation from that meeting with members.</i>	KK
16.3	RISK REGISTER Work will be done on the Risk Register and this will be an agenda item at the next meeting.	
24.0	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 13th November 2024 • Wednesday 15th January 2025 • Wednesday 19th March 2025 	
25.0	CLOSED SESSION This session of the meeting was held with the Finance and Performance Subcommittee.	