

Location:	Village Hotel, Capitol Boulevard West, Tingley, Leeds, LS27 0TS
Date:	Starting at 9.30 am prompt – Wednesday 13th November 2024

Time Specific Agenda Items				
Time	Duration	Purpose	Paper Ref	Lead
11am	20 mins	WY ICB CHIEF PHARMACIST – David Smith • Introduction and vision of Chief Pharmacist role.		Chair
11am	60 mins	WY PRIMARY CARE AND MEDICINES OPTIMISATION UPDATE • Medicines Optimisation – Claire Kilburn (Bradford) • Primary Care Commissioning – Anna Ladd & Ruth Buchan	Papers to follow.	Chair
1.15pm	15 mins	MEETING SPONSOR • Aspire Pharma Limited – Karen Wade		Chair
1.30pm	60 mins	GP SESSION – Dr Philip Xiu • GP Perspective on Pharmacy First • Designated Prescribing Practitioner (DPP)		Chair

Free Time Items				
Item	Purpose	Paper Ref	Action	Lead
1.	WELCOME & APOLOGIES • Welcome Seif Agag, trainee pharmacist, attending as an observer. • Apologies have been received from Abbas Bashir. • Sally Stokell has resigned from the committee. • CPWY Rules of Engagement	F24.11-01	Information	Chair
2.	COMMITTEE GOVERNANCE i. Members are asked to note the contents of the LPC Code of Conduct and inform the Chair of any changes to their Declarations of Interests ii. Competition Law Compliance Guidelines iii. Attendance list from previous meetings	F24.11-02 F24.11-03 F24.11-04	Information	Chair
3.	MINUTES OF LAST MEETING Minutes to be checked for accuracy and then approved.	F24.11-05	Discuss	Chair
4.	MATTERS ARISING AND REVIEW OF ACTION POINTS FROM THE MINUTES	F24.11-05	Discuss	Chair
5.	CPE UPDATE • PSNC meeting update: https://cpe.org.uk/our-work/about-us/our-meetings/		Information	DB
6.	LPC/CPE CONFERENCE UPDATE		Information	Chair
7.	CPWY TEAM UPDATES Item for questions or clarifications. • Services Update • Operations Update • PCN Update • CEO Update	F24.11-06 F24.11-07 F24.11-08a,b,c F24.11-09	Information	Chair
8.	CONTRACT APPLICATIONS & AMENDMENTS UPDATE • Update Report	F24.11-10	Information	Chair
9.	TREASURER'S UPDATE • Finance Report – Operational • Finance Report – Services	F24.11-11 F24.11-12	Information	DB
10.	CONTRACTOR ITEMS • None received.		Discussion	Chair
11.	MEMBERS ITEMS • None received.		Discussion	Chair

Free Time Items				
Item	Purpose	Paper Ref	Action	Lead
12.	CCA REPORTING QUESTIONS • Responsibility to complete		Discussion	Chair
13.	ANY OTHER BUSINESS • None received		Discussion	Chair
14.	POTENTIAL DATES FOR 2025/26 • Confirm venue for future meetings • Proposed dates for 2025/26 meetings: ▪ Wednesday 21 st May 2025 ▪ Wednesday 16 th July 2025 ▪ Wednesday 17 th September 2025 ▪ Wednesday 19 th November 2025 ▪ Wednesday 21 st January 2026 ▪ Wednesday 18 th March 2026		Information	Chair
15.	FUTURE MEETING DATES Meetings will be held at the Village Hotel, Leeds South from 9.30am on: • Wednesday 15 th January 2025 • Wednesday 19 th March 2025		Information	Chair

FINANCE & PERFORMANCE SUBCOMMITTEE – CLOSED SESSION				
Item	Purpose	Paper Ref	Action	Lead
18.	MINUTES OF THE LAST MEETING	C24.11-01	Discuss	Chair
19.	MATTERS ARISING AND REVIEW OF ACTION POINTS FROM THE MINUTES	C24.11-01	Discuss	Chair
20.	APPLICATIONS TO CONSIDER • None to consider		Discuss	Chair
21.	RISK REGISTER REVIEW	C24.11-02	Discuss	Chair
22.	2023 AGM MINUTES • To approve	C24.11.03		Chair

This meeting is being sponsored by Aspire Pharma Limited who has no influence on the agenda or its topics and will be supporting the meeting by having a 15 min slot on the agenda to discuss their promoted products.

