

Location:	Village Hotel, Capitol Boulevard West, Tingley, Leeds, LS27 OTS
Date:	Wednesday 21st May 2025

1.1 Present

Abbas Bashir	CCA	AB	
Treasurer – David Broome	Independent	DB	Apologies
Chair – Ashley Cohen	Independent	AC	
Mohammed Ikhlaiq	Independent	MI	
Nasrat Khan	CCA	NK	
Zak Laher	CCA	ZL	
James Madan	Independent	JM	
Fahad Rehman	Independent	FR	
Vice Chair – Adeel Sarwar	Independent	ASa	
Sageer Sharif	IPA	SS	
Vacancy	Independent		
Vacancy	IPA		

1.2 Apologies

2.1 In Attendance

Nicola Goodberry Kenneally	Chief Executive Officer	NGK
Kathryn Kelly	Head of Operations and Support	KK
Lisa Meeks	Service Implementation Lead	LM
Lauren Tate	Operations Support and Communications Lead	LT
Phil Wiles	PCN Project Manager	PW
Amanda Smith	Advanced Services Facilitator	ASm

3.0	WELCOME TO THE MEETING <ul style="list-style-type: none"> Members were advised of the resignation of IPA member David Denbigh. IPA has been advised, awaiting details of new member. <i>Post Meeting Note: Paul Mason has been appointed to the committee.</i> Member apologies were noted. AC requested that members remain mindful of the CPWY Rules of Engagement. 	
4.0	APPOINTMENT OF OFFICERS <p>The existing officers were reappointed to their roles: Ashley Cohen – Chair, Adeel Sarwar – Vice Chair and David Broome – Treasurer.</p> <p>AC asked that any member wishing to learn more about any of the officer roles speak with him.</p>	
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. Attendance list from previous meetings was shared with members for information. 	

6.0	MINUTES OF THE LAST MEETING The minutes of the meeting on 19 th March 2025 were proposed as a true record of the meeting by JM and seconded by SS. These were signed by AC. It was noted there was a duplication of initials on these minutes. <i>Post Meeting Note: Duplication amended.</i>	
7.0	MATTERS ARISING AND REVIEW OF ACTION POINTS FROM THE MINUTES <ul style="list-style-type: none"> All matters arising have been completed or are agenda items. 	
8.0	CPE UPDATE – David Broome <ul style="list-style-type: none"> The CPE/LPC briefing from the April CPE committee meeting was shared with members for information. Members acknowledged the value of sharing this to allow time for reading and to enable queries around key points. Members who attended the CPE Roadshow held in April, which covered the changes to the CPCF, gave members an overview of the event. Members discussed the proposed changes to the CPE and LPC constitutions where pharmacy owners with less than 10 pharmacies would be classed as independents regardless of IPA status. CCA members advised of the CCA support for the proposal, but independent members expressed concerns that the proposal would not fairly represent the independent split of contractors. A vote was taken with 2 votes for, 5 against and 2 abstentions. <i>Action: Feedback to be shared with CPE.</i> <i>Action: Contact IPA for a current list of members.</i> <i>Post Meeting Note: Both actions completed.</i>	NGK KK
9.0	CPWY TEAM AND CEO UPDATES Team update reports were shared with members for information and for members to ask questions or seek clarifications. Waste Reduction Workplan The workplan was shared with members for information. The service spec is with the commissioner for sign off. Funding is awaited before further work can continue. Local Flu Service Members were asked if the local council flu vaccination services should be continued. Members discussed the benefits of the service and the issues being faced with low uptake. Members agreed that the services should continue but with a different mechanism for council staff to access the service. <i>Action: Mechanisms to be discussed with council commissioners.</i> NMS Members discussed the changes to the service which prevents pharmacies using a 3 rd party to deliver the service.	LM
10.0	CONTRACT APPLICATIONS AND AMENDMENTS UPDATE This was shared with members for information.	
11.0	CPWY STRATEGY (Part 1) Following on from the July 2024 team development and strategy day, and conversations at committee meetings since, committee members and the CPWY team worked in groups to discuss and gather actions for the development of the future CPWY strategy.	
12.0	PRESENTATION FROM SPONSOR This meeting was part sponsored by Viatris. Olivia Liew attended and presented to members and took questions before lunch. AC asked for an update on the availability issues of Creon. <i>Action: OL to arrange for a head office representation to make contact to discuss this.</i> <i>Post Meeting Note: KK passed contact details over to AC and DB.</i>	Viatris
13.0	PRESENTATION FROM SPONSOR This meeting was part sponsored by AbbVie. Manjinder Khela attended and presented to members and took questions after lunch.	
14.0	CPWY STRATEGY (Part 2)	

	<p>Feedback from the morning strategy sessions was shared with members. Further discussions and suggestions were captured.</p> <p><i>Action: Work will be done to develop the outputs from these sessions and finalise the strategy document to be brought to the next committee meeting for ratification.</i></p>	<i>Team</i>
15.0	<p>STAKEHOLDER ENGAGEMENT</p> <p>Members discussed engagement with external stakeholders and how to ensure the best outcomes for both CPWY and stakeholders. It was agreed that CPWY will:</p> <ul style="list-style-type: none"> • Commit to reading the stakeholder papers in advance of the meeting. • Schedule a session prior to stakeholder arrival so, as a committee, priorities and questions for our guests can be discussed in a strategic way. • Request their sessions are of a question-and-answer format rather than presentation style to keep on schedule and try to make the session more collaborative and productive for all involved. • Pledge to following the CPWY 'rules of engagement' to develop and commit to long term positive relationships with all those we work with. 	
16.0	<p>TREASURER'S UPDATE</p> <p>The operations and services finance updates were shared with members for information.</p>	
17.0	<p>CCA REPORTING QUESTIONS</p> <p>These will be completed by the CCA members.</p> <p><i>Action: AB will submit the CCA report.</i></p> <p><i>Post Meeting Note: AB confirmed this has been submitted.</i></p>	<i>AB</i>
18.0	<p>CONTRACTOR ITEMS</p> <p>None received.</p>	
19.0	<p>MEMBERS ITEMS</p> <p>None received.</p>	
20.0	<p>ANY OTHER BUSINESS</p> <p>Members discussed how we hold stakeholders to account and what expectations are. Members believe GP engagement is important and hope that as the ICB restructures it will have more influence with GPs.</p>	
21.0	<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 16th July 2025 • Wednesday 17th September 2025 • Wednesday 19th November 2025 • Wednesday 21st January 2026 • Wednesday 25th March 2026 	
22.0	<p>CLOSED SESSION</p> <p>This session of the meeting was held with the Finance and Performance Subcommittee.</p> <p>Matters discussed:</p> <ul style="list-style-type: none"> • Minutes of the last meeting. • Applications for consideration. 	

This meeting was part sponsored by Viatris and AbbVie who had no influence on the agenda or its topics. Thank you for your sponsorship.