Community Pharmacy West Yorkshire

CPWY Minutes

Location:	**Village Hotel, Capitol Boulevard West, Tingley, Leeds, LS27 0TS**
Date:	**Wednesday 20th May 2026**

1.1 Present **1.2 Apologies**

Abbas Bashir	CCA	AB	
Treasurer – David Broome	Independent	DB	
Chair – Ashley Cohen	Independent	AC	
Mohammed Ikhlaq	Independent	MI	
Nasrat Khan	CCA	NK	
Zak Laher	CCA	ZL	
James Madan	Independent	JM	
Paul Mason	IPA	PM	
Fahad Rehman	Independent	FR	
Vice Chair – Adeel Sarwar	Independent	ASa	
Sageer Sharif	IPA	SS	
Amanda Smith	Independent	ASm	

2.1 In Attendance

Nicola Goodberry Kenneally	Chief Executive Officer	NGK
Kathryn Kelly	Head of Operations and Support	KK
Emma Hermiston	Head of Pharmacy Integration and Contractor Support	EH

2.2 Guests & Observers

Anna Ladd	WY ICB – Primary Care Commissioning	AL
Leanne Riley	Public Health Programme Manager	LR
Kathy Wakefield	Principal Screening and Immunisation Manager	KW
Mark Robinson	West Yorkshire Covid Programme Lead	MR
Tina Allan (Sponsor)	Dermal Laboratories	TA
David Dibb (Sponsor)	Cambrian Alliance Ltd	DD

3.0	**WELCOME TO THE MEETING** • Members were welcomed to the meeting. • There were no apologies. • AC reminded members to remain mindful of the CPWY Rules of Engagement.	
4.0	**APPOINTMENT OF OFFICERS** • No nominations were received for Chair, Vice Chair, or Treasurer positions so current officers will continue in their roles. • Succession planning was discussed. Current officers are open to mentoring interested candidates.	
5.0	**COMMITTEE GOVERNANCE** • 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 asked to note the Competition Law Compliance Guidelines.	

	• Declaration of interests to be updated and confirmed by all members ***Action: KK will send a reminder to members to check and amend as required.*** *Post meeting note: Completed. All members have responded. CPWY website has been updated with the necessary changes.* • Attendance list from previous meetings was shared with members for information.	KK
6.0	**MINUTES OF THE LAST MEETING** The minutes of the meeting on 25th March 2026 were proposed as a true record of the meeting by ASm and seconded by ASa. These were signed by AC.	
7.0	**MATTERS ARISING AND REVIEW OF ACTION POINTS FROM THE MINUTES**	
7.1	**6.2 – Levy Change** - Communication around the levy changes has been sent to contractors and no queries were received. NHSBSA has been advised of the required change.	
7.2	**8.2 – DMS Infographic** – This has been placed on hold pending completion of the current pharmacy visits to allow for review of trends and barriers.	
7.3	**17.0i – GP Signposting** - Following concerns raised at the last meeting regarding the risks associated with GPs signposting patients to Pharmacy First rather than making referrals, NGK escalated the issue to CPhIG. Discussions have commenced on encouraging incidents to be reported via LFPSE, with the aim of supporting review by the ICB and driving changes as a result.	
7.4	**17.1ii - Codeine Leaflet** - NGK & LM met with CGL to see their operation and build relationships. CGL plan to share details of a colleague who will work with CPWY to develop a codeine leaflet. *Post meeting note: Work ongoing.*	
7.5	**19.0 – Independent Prescriber Course** – Following the opening of the funding window, work has started on support for pharmacists who may be interested in undertaking the IP course starting with a "Note from Nicola" with other work planned.	
7.6	All other matters arising have been completed or are agenda items.	
8.0	**CPE UPDATE** • A vote was held last week on the contract offer and results sent to government. • Wes Streeting's departure has created a delay in the Secretary of State approval process and there is uncertainty whether the new Secretary of State will need to re-approve. • The regional roadshow for Yorkshire and Humber is planned for 2nd June 2026. It is hoped that an announcement will have been made by then. Members were encouraged to register for the roadshow. • Once the announcement is made a Zoom meeting will be planned to update members and contractors. *Post meeting note: Zoom meeting decided against as CPE comms and webinar are sufficient.*	

9.0	**CPWY TEAM UPDATES**
	Team update reports were shared with members for information and for members to ask questions or seek clarifications. Additional points of note:
	• **RSV Paper** - NGK advised that this paper was circulated for background information and to show future opportunities. The low uptake of RSV in West Yorkshire was noted.
	• **Pharmacy Visits Programme** – It is planned to visit all West Yorkshire pharmacies registered for the Pharmacy First Service over a six-week period.
	  ▪ 20% completed so far with overwhelmingly positive feedback
	  ▪ Core focus areas:
	    o Minor illness referrals - many pharmacies rejecting eligible referrals.
	    o DMS process understanding and claims.
	    o Face-to-face relationship building with all staff levels.	

	▪ Unannounced visits are capturing locums and technicians who would normally be missed. ▪ Follow-up resource emails are being sent. ▪ Closed pharmacies are being noted for compliance follow-up. ***Action: Members requested the follow-up resource emails are shared with relevant area managers.*** *Post meeting note – this has been implemented.* • EH shared that visits are highlighting that many pharmacies incorrectly think only the 7 clinical pathways are eligible for minor illness claims. • It was also noted that DMS referrals are not being processed effectively across the region. Members were concerned about the potential reputational damage when DMS are not being completed.	***KK***
10.0	**TREASURER'S UPDATE** The operations and services finance updates were shared with members for information.	
11.0	**CONTRACT APPLICATIONS AND AMENDMENTS UPDATE** This was shared with members for information.	
12.0	**PRE-EXTERNAL ATTENDEE MEETINGS DISCUSSION** Members discussed these sessions to get a consolidated understanding of what questions and responses they have, based on the papers that have been shared by those attending.	
13.0	**PRIMARY CARE UPDATE – Anna Ladd** **Primary Care Action Plan** The plan focuses on 2026/27 and will be submitted by the end of May. The plan builds on last year's and includes all four primary care contact groups. Key themes being GP access delivery, unwanted variation reduction, digital capability integration and quality improvement through data analytics. Key community pharmacy focus are: • Embedding pharmacy clinical services and ensuring the utilisation of Pharmacy First. • Continue developing GP/CP relationships to support access to pharmacy services. • Pharmacy Contraception service focusing on ongoing supply length and emergency contraception. • Maximising DMS use by strengthening hospital engagement. **Nominations** EPS nomination problems continue in hotspots • NHS England published new EPS nomination standards with an emphasis on informed consent and accurate record keeping. • ICB is dealing with several director changes which have not been notified to PCSE but identified through Companies House alerts. **Restructure Update** AL updated on the processes currently underway and the expected timelines for clarity on roles. Following this update members discussed the ICB blueprint and their concerns.	
14.0	**MAXIMISING FLU AND COVID VACCINATION UPTAKE THROUGH COMMUNITY PHARMACY** Leanne Riley, Kathryn Wakefield and Mark Robinson attended and presented to members. Key updates included: • The current and future commissioning landscape. • Covid-19 and flu eligibility from April 2026. • 2025-26 Covid-19 and flu vaccination performance.	

	• COVID -19 spring campaign sign up overview and • Winter 2026/27 vaccination programme. • Members discussed their concerns around waste of vaccine doses. The Vacs team encouraged vaccination of individuals, even if doses are wasted. They also discussed the potential for pharmacies with regards to school age vaccination for missed school vaccinations. • The need for earlier NBS access for pharmacy was noted along with RSV and MMR pilots in other regions being evaluated. ***ACTION: Vac team to share end of season feedback survey with CPWY who agreed to share and encourage feedback from contractors.*** *Post meeting note: Action completed.*	***LR***
15.0	**PRESENTATION FROM SPONSOR** This meeting was part sponsored by Dermal Laboratories. Tina Allan attended and presented to members and answered questions before lunch.	
16.0	**PRESENTATION FROM SPONSOR** This meeting was part sponsored by Cambrian Alliance Ltd. David Dibb attended and presented to members and answered questions after lunch.	
17.0	**HEALTHWATCH PHARMACY FIRST REPORT** The recently published Healthwatch Pharmacy First Report was shared with members along with a discussion paper. Members were asked to consider three questions based on concerns raised by the report. These were discussed at length, and several actions were identified. *ACTIONS* • ***Explore a text message template that could be produced and shared with GPs to send to patients around services in community pharmacy.*** *Post meeting note: Work is ongoing planning a launch date.* • ***Request results of Pharmacy First Patient Satisfaction survey from CPE.*** *Post meeting note: Survey results received from CPE, not directly comparable to the Healthwatch work, but will be useful for future.* • ***Consider how to identify and engage with community champions to educate and inform on pharmacy services.*** *Post meeting note: Pending.* • ***Reach out to Healthwatch to discuss the report and ask for closer working on future reports.*** *Post meeting note: Pending.* • ***Send an update to pharmacy teams explaining the role of Healthwatch, explaining the report and asking that they reach out to CPWY if they are asked to comment and are unsure how to respond.*** *Post meeting note: Completed*	***CPWY Team***
18.0	**CONTRACTOR ITEMS** None were received.	
19.0	**MEMBERS ITEMS** None were received.	
20.0	**CCA REPORTING QUESTIONS** The CCA members will complete these. ***Action: AB will submit the CCA report.*** *Post meeting note: AB confirmed responses submitted.*	***AB***
21.0	**ANY OTHER BUSINESS**	

	• **EPS Phase 4** – MI raised the issue of GPs changing patients' nominations for acute scripts rather than doing as a one-off script. The need to consider how to raise awareness of this potential issue was noted *Post meeting note: NGK has updated AL.* • AC advised that a contractor is having remunerated money recalled due to a pharmacy technician updating PharmOutcomes for a service delivered by a pharmacist. *Post meeting note: NGK has updated AL.*	
	DETAILS OF NEXT MEETINGS Meetings will be held at the Village Hotel, Leeds South and will commence promptly at 9.30am prompt on the following dates: • Wednesday 15th July 2026 • Wednesday 9th September 2026 • Wednesday 11th November 2026 • Wednesday 20th January 2027 • Wednesday 17th March 2027	
	CLOSED SESSION This session of the meeting was held with the Finance and Performance Subcommittee. Matters discussed: • Minutes of the last meeting.	

This meeting was sponsored by Dermal Laboratories and Cambrian Alliance Ltd who **had no influence on the agenda or its topics. Thank you for your sponsorship.**