**Meeting Summary for CPAW Committee Meeting**

18th June 2025 09:15am

Present: Richard Brown, Imran Ahmed, Philip Hunt, Philip Bush, Paula Paniagua-Mora, John Hughes, Robert Townsend, Ramesh Yadav, Ali Hashemian, Simon Harris, Patrick Gompels.

Apologies: Lisa Fisher, Chris Shields, Tim Rendell,

**Quick recap**

The committee reviewed and approved various administrative matters including minutes, waste management campaigns, and constitution changes, while also discussing banking and financial reporting procedures. They examined pharmacy performance data and services across Avon and Wiltshire, including income trends and clinical pathway metrics, while also addressing equipment needs and staff authorisation protocols. The committee reviewed and approved several pharmacy applications and constitutional changes, including discussions about PNA drafts, Pharmacy First program progress, and concerns about maintaining consistent decision-making processes.

**Next steps**

* [Robert: Check with Lloyds Bank to confirm they received the paperwork for account name change](https://us02tasks.zoom.us/?meetingId=SEt%2BZTMfTbWWDK%2B8AyIR7A%3D%3D&stepId=7af4a32c-4c37-11f0-a756-623d8a478b31)
* [Robert: Follow up on HMRC account setup progress which has 6-8 week delay](https://us02tasks.zoom.us/?meetingId=SEt%2BZTMfTbWWDK%2B8AyIR7A%3D%3D&stepId=7af4b984-4c37-11f0-a756-623d8a478b31)
* [Robert/Richard/Debbie: Work together to establish a new financial reporting system starting with bank account visibility](https://us02tasks.zoom.us/?meetingId=SEt%2BZTMfTbWWDK%2B8AyIR7A%3D%3D&stepId=7af4bd76-4c37-11f0-a756-623d8a478b31)
* [Richard: Submit the committee's response to CPE constitutional changes through the survey](https://us02tasks.zoom.us/?meetingId=SEt%2BZTMfTbWWDK%2B8AyIR7A%3D%3D&stepId=7af4c0dc-4c37-11f0-a756-623d8a478b31)
* [Operations Team: Prepare detailed updates for the July meeting to share successes and deep dive into service performance data](https://us02tasks.zoom.us/?meetingId=SEt%2BZTMfTbWWDK%2B8AyIR7A%3D%3D&stepId=7af4c424-4c37-11f0-a756-623d8a478b31)
* [Sarah: Write support letter for Imran's pharmacy relocation application with bullet points explaining the committee's decision rationale](https://us02tasks.zoom.us/?meetingId=SEt%2BZTMfTbWWDK%2B8AyIR7A%3D%3D&stepId=7af4c71c-4c37-11f0-a756-623d8a478b31)
* [Sarah: Write objection letters for both Tadpole Garden Village pharmacy applications using the same content as the previous rejection letter](https://us02tasks.zoom.us/?meetingId=SEt%2BZTMfTbWWDK%2B8AyIR7A%3D%3D&stepId=7af4c9f6-4c37-11f0-a756-623d8a478b31)
* [Sarah: Write objection letter for the Bradbury Park pharmacy application citing PNA reasons](https://us02tasks.zoom.us/?meetingId=SEt%2BZTMfTbWWDK%2B8AyIR7A%3D%3D&stepId=7af4ccee-4c37-11f0-a756-623d8a478b31)
* [Richard: Get Roger to add a note box in the business performance report to clarify what figures are included in the total services income](https://us02tasks.zoom.us/?meetingId=SEt%2BZTMfTbWWDK%2B8AyIR7A%3D%3D&stepId=7af4cfe6-4c37-11f0-a756-623d8a478b31)
* [Debbie & Pip: Prepare a list of financial reporting items that were routinely provided to the Avon committee to serve as a template for Robert](https://us02tasks.zoom.us/?meetingId=SEt%2BZTMfTbWWDK%2B8AyIR7A%3D%3D&stepId=7af4d2f2-4c37-11f0-a756-623d8a478b31)
* [Paddy: Help develop enhanced financial reporting structures in three months' time](https://us02tasks.zoom.us/?meetingId=SEt%2BZTMfTbWWDK%2B8AyIR7A%3D%3D&stepId=7af4f84a-4c37-11f0-a756-623d8a478b31)
* [Committee: Review financial reporting progress and requirements in three months](https://us02tasks.zoom.us/?meetingId=SEt%2BZTMfTbWWDK%2B8AyIR7A%3D%3D&stepId=7af4fb2e-4c37-11f0-a756-623d8a478b31)

**Summary**

**Committee Approves Minutes, Updates Progress**

The committee reviewed and approved the minutes from their May meeting with updates on waste management campaign starting at the end of June, and constitution changes requiring completion of a survey. Robert reported progress on banking changes, with paperwork submitted to Lloyd's Bank two weeks prior but still pending account name change, while Debbie confirmed the new HMRC account setup was in progress with an expected 6-8 week delay. The committee discussed payment schedules.

**Financial Reporting and Account Management**

The committee discussed financial reporting requirements and agreed to review bank statements and transactions either through Xero or traditional screen grabs, with Debbie demonstrating how to use Xero for the Avon account. They clarified that Robert would handle payments with Debbie's support, while Lisa and Chris could also authorise payments in Robert's absence. The committee decided to review both the Avon and Swindon/Wiltshire accounts at the next meeting.

**Pharmacy Performance and Financial Review**

The committee reviewed financial and performance data for pharmacy services in Avon and Wiltshire. Richard presented reports showing a 1.8% increase in items income and a significant uplift in various services including NMS and Pharmacy First services. The team discussed the need for accurate bank account figures, with Simon requesting an updated total for next month. Richard also reported that Debbie's laptop had been replaced. The committee reviewed pharmacy first performance, noting a doubling of hypertension case findings and strong clinic pathway maintenance, though ABPM figures remained below target.

**Pharmacy Hours Change Application Review**

The committee discussed two main topics: reporting suite development and contract applications. They agreed to compare performance data across different areas rather than focusing on detailed breakdowns, with Richard offering to provide deeper analysis when needed. The group decided to review all change of core hours applications at committee meetings.

**Pharmacy Relocation Approval Decision**

The committee discussed Easton Day and Night pharmacy relocation proposal, with a unanimous vote of support. The committee agreed to add explanatory bullet points to their decision letters to justify their reasoning, particularly when remaining neutral or opposing applications. Ramesh raised concerns about maintaining consistency in decision-making, but the committee confirmed they would continue to make independent assessments based on the specific circumstances of each application.

**Pharmacy Applications Review in Swindon**

The committee discussed two pharmacy applications in Swindon:

1. For Tadpole Garden Village (x2), they decided to use the same response letter previously sent for a previous contractor
	1. Decision not to support
2. Badbury area application, the committee expressed concerns about potential negative impacts on existing contractors and determined there was no identified gap in pharmacy services in the area
	1. Decision not to support

**CPE / LPC Constitutional Changes**

The committee discussed proposed constitutional changes for CPE/LPCs regarding the management of small to mid-size multiples. They agreed to oppose the current proposal and provide additional comments, focusing on the need for a consistent approach either through affiliation to membership bodies or size-based bandings, rather than a hybrid model. Concerns were raised about the definition of multiples, representation of distance selling pharmacies, and the need for clarity on how larger pharmacy groups with multiple branches would be fairly represented on LPCs. The committee also emphasised the importance of maintaining a clear definition of what constitutes a multiple and ensuring fair representation for all contractors.

**PNA Progress and Pharmacy First**

Richard provided updates on several key initiatives. He reported that the three PNA drafts for Bristol, North Somerset, and South Gloucestershire had been reviewed by the steering committee and were awaiting minor tweaks to service information. Richard noted that no gaps were identified in any of the six PNAs across their region, despite market fluctuations over the past three years. The team is preparing for public consultation starting July 1st. Richard also shared positive progress on the Pharmacy First program, with Roger visiting half of pharmacies in Swindon and Wiltshire to provide support and education on compliance and clinical pathways. Judith has been successful in engaging with surgeries, with one practice increasing referrals from 1-2 to over 50. The team is working on integrating ABPMs (Ambulatory Blood Pressure Monitoring) with Pharmacy First to identify potential risk pharmacies.

**AOB**

None raised