

Action Minutes

Date of Meeting: 15/09/16		Time: 12pm		
Location: Talbot Hotel, Malton		Subject: CPNY Committee Meeting		
Present: Liz Colling (LC), Warren Cunningham (WC), Shaun Davies (SD), Ian Dean (ID), Lorraine Gell (LG), Richard Harrison (RH), Samina Khan (SK), Tamzin Burn (TB), Tracey Chambers (TC), Steve Collins (SC), Chris Kendall (CK), David Broome (DB)		Apologies: Elliot Goran (EG), Tom Hajdas (TH)		
Other Attendees: Jack Davies (JD) – CPNY CEO, Laura Smart (LS) – CPNY EO, Georgina Wilkinson, Greg Hayward and Paul Walker (Public Health Team, North Yorkshire County Council)				
Open Section				
Issue	Details		Who	When
Apologies	Apologies received from EG and TH		INFO	
Declarations of Interest	CHL members present – RH, ID. All Committee members were asked to complete their 'Annual Declaration of Interests' form.		INFO	
Minutes of the Last Meeting	The minutes of the last meeting were declared as an accurate record.		INFO	
Matters Arising	JD reported that: <ul style="list-style-type: none"> Rules around Bank Holiday rotas direction had been emailed to contractors FP57 refunds issue information to be sent via contractors' weekly update He had been in contact with the Coeliac Society in relation to Harrogate and HR&W CCG's gluten free prescribing consultation CPPE had agreed to provide two MUR training courses (with CPNY paying for the venue/buffet) Flu leaflets had been issued and well received, with requests for more 		INFO	
Regional Rep's Report – Negotiation Update	DB reported the news just released on 14 th September 2016 that the changes (cuts or otherwise) would now be taking effect from 1 st December 2016. PSNC was re-entering into negotiations and putting a package together to be announced in mid-October. The main message from PSNC was to remain positive, keep lobbying etc. and that the results from the recently commissioned PwC report was a fantastic piece of back up evidence.		INFO	
	Action	DB mentioned that an audit of MURs was to take place now so as to gain evidence of their value. DB to find out if MUR information is easily available on PharmOutcomes for this analysis.	DB	ASAP
	Action	DB asked that any PCSE (Capita) issues that contractors have must be fed back to PSNC, in particular around applications and reporting concession lines. RH to send the appropriate 'wording' for distribution to contractors to LS for inclusion in a weekly update.	RH/LS	ASAP
	Action	DB reported that PSNC had now accepted Phase 4 of EPS repeat prescribing. LS to let contractors know that this was being piloted in other areas and as such it was possible that pharmacies may be presented with a prescription without nomination.	LS	ASAP
PSNC Conference Delegates (for Weds 2nd November, London)	JD informed the Committee that PSNC had brought in a new voting system to take effect from November's annual conference, whereby if one delegate attends, the LPC is entitled to two votes and if two delegates attend, three votes are granted. JD explained that new Committee members who had not attended before were offered the chance to attend the conference first. TC expressed an interest in going, as did RH.		INFO	
	Action	TC and RH to decide between them who will be attending and inform JD	TC/RH	ASAP
	Action	JD to make bookings for conference	JD	Early Oct
Regulatory	ID reported that £20K more spent so far as compared to last financial year but this was due to the late payment of the levy invoiced very late. There is currently an excess of income over expenditure but another levy payment is due soon.		INFO	
	Action	A discussion was held around the provision of a pension	JD	ASAP

Subgroups Feedback			<p>scheme for CPNY employees, as this being offered would be a legal requirement from 1st August 2017. The Committee decided that JD should look into the following options:</p> <ol style="list-style-type: none"> 1. Could the existing payroll company set up and administer the scheme? 2. Pension provider to be recommended by another LPC? 		
	Services Support		<p>Services reviewed with NYCC public health officers (Georgina Wilkinson, Greg Hayward and Paul Walker) in attendance. TB fed back to the Committee as follows:</p> <p><u>Supervised Consumption</u></p> <ul style="list-style-type: none"> • cross charging across local authority boundaries was still an issue but NYCC working on this; • a three month grace period will be given on PharmOutcomes once CPPE training expired (however CPNY explained to PH that the training module cannot be redone every three years unless it has changed – Greg Hayward to confirm this with CPPE and amend the service spec accordingly); • consideration will be given to whether or not locums can provide the service; and • contingency plans need to be in place in case of pharmacy closure. <p><u>Alcohol IBA</u></p> <ul style="list-style-type: none"> • lack of interest from pharmacies to deliver this service as it is difficult to claim for Stage 1 due to information requested from patients and their reluctance to provide this much of the time. It was suggested that perhaps only initials, age, gender and part of the postcode could be asked for instead. PH to consider implications; • opportunity to use ‘drink aware’ app or ‘change4life’ on mobiles/tablets to improve engagement; and • training certificates not being provided currently but PH will ensure that Drug Train provide these in future. <p><u>Sexual Health (EHC)</u></p> <ul style="list-style-type: none"> • As this service was less than nine months old and no changes had been made, agreed no revisions required. 	INFO	
		Action	PharmOutcomes still onerous in terms of level of data entry required for services. CPNY to ask contractors for suggestions/proposed changes – i.e. easier dropdown menus – NYCC will then consider these changes.	LS	ASAP
		Action	RH commented that he was very impressed with the NYCC team as they were really responsive to all suggestions/ideas. JD to thank them for attending and being so receptive to Committee feedback.	JD	ASAP
	Contractor Support		<p>The subgroup reviewed the ‘Flu Vaccination for NYCC Staff 2017/18’ SLA with Paul Walker (PH). CPNY’s comments were:</p> <ul style="list-style-type: none"> • claiming of payments needs to be simpler; and • does a copy of the employee voucher need to be kept by pharmacies for two years? PH to consider whether they just keep the original copy themselves. <p>A discussion was also held around how CPNY can encourage contractors to provide newsletter articles on how to provide successful services etc. It was felt that independents needed to be targeted more for these. LS mentioned that the buddy form had been recently changed in an attempt to capture good news stories and achievements.</p>	INFO	

<p>Vale of York CCG Future Engagement</p>	<p>JD showed the Committee recent emails from the CCG which demonstrated their attitude towards engaging with CPNY. RH reported on a meeting held on 14th September with the medicines management team and practice pharmacists as follows: the pharmacists who had piloted Cobweb voiced concerns but it was decided to go ahead with the rollout; there had been no consultation with practice pharmacists in respect of the new managed repeats policy; branded generics would go ahead also but no mention of community pharmacy within the policy.</p> <p>JD initiated a discussion on what type of engagement CPNY should have with the CCG going forward, if any. The Committee decided that there was little point submitting any more 'new services' proposals at the current time and from now on it was worthwhile being 'selective' over which meetings to attend.</p>	<p>INFO</p>	
<p>Action</p>	<p>TB mentioned a concern over the new managed repeats policy in that it went against the operating standards of Boots. LC suggested a meeting be set up with Laura Angus at the CCG with Jon Whitelam (Boots), TB, JD, RH and herself to discuss.</p>	<p>JD</p>	<p>ASAP</p>
<p>Action</p>	<p>LC suggested that CPNY set up a community pharmacist and practice pharmacist focus group to encourage greater collaboration/sharing of information etc. Name to be decided upon but perhaps 'Pharmacy Forum'.</p>	<p>JD</p>	<p>ASAP</p>
<p>Action</p>	<p>The Committee decided that once the CCG meeting (to be arranged as above re. managed repeats) had taken place, that JD should respond to Shaun O'Connell's email to acknowledge that 'engagement is not good at the present time, but CPNY will be here ready and waiting for when things change'.</p>	<p>JD</p>	<p>After CCG Meeting</p>
<p>Action</p>	<p>RH mentioned that the Branded Generics policy was open for consultation and we should request contractors' comments on this. RH to send LS suitable wording to be emailed out.</p>	<p>RH/LS</p>	<p>ASAP</p>
<p>Action</p>	<p>JD reported that CPNY had received a complaint about the Cobweb service for attempted prescription redirection. LC proposed that CPNY serve a freedom of information request upon the CCG in light of this. JD to obtain advice from Gordon Hockey at PSNC before submitting.</p>	<p>JD</p>	<p>ASAP</p>
<p>Policies & Services Sign Off and Scrutiny</p>	<p>A discussion was held around formalising the sign off of new services and policies by the Committee and the following was agreed:</p> <ol style="list-style-type: none"> 1. All commissioner services to be signed off by the Services Support Subgroup before enactment 2. All commissioner policies to be signed off by the Regulations subgroup before enactment 3. A scrutiny process established to review services and policies in order to improve future negotiations with commissioners. Contractors Support subgroup to oversee this. 	<p>INFO</p>	
<p>York Health and Wellbeing Board Member</p>	<p>JD explained that CPNY will make a presentation to the City of York Council's Health & Wellbeing Board on 18th January 2017 in an effort to secure a place on their board. If this seat on the board is approved it will commence in May 2017. The criteria for the proposed member is:</p> <ul style="list-style-type: none"> • A practising, active pharmacist with a minimum of five years' experience • Must work in a City of York community pharmacy <p>TC and RH both expressed an interest in putting themselves forward as a member.</p>	<p>INFO</p>	
<p>Action</p>	<p>TC and RH to decided externally to the meeting which of them will be attending and inform JD.</p>	<p>TC/RH</p>	<p>ASAP</p>
<p>EPS Update</p>	<p>ID commented that there was nothing to report as there had not been any invitations to meetings for a while.</p>	<p>INFO</p>	
<p>Action</p>	<p>RH suggested that CPNY carry out some research to find out which pharmacies are ready/eager to use EPS Repeat Dispensing. LS to send link to a short survey in a weekly update.</p>	<p>JD/LS</p>	<p>ASAP</p>
<p>Contractor</p>	<p>LC commented that there are a few contractors doing very little by way of</p>	<p>INFO</p>	

Matters and Buddy Visits Feedback	additional services, even no MURs being carried out in some cases.				
	TB mentioned that although the flu leaflets were a great idea, a very small number of contractors would rather the leaflet stated 'appointments not always necessary' instead of 'no appointment required' and this could be considered next year if leaflets produced again.				
	Action	An issue with claiming for assorted flavour drinks on EPS was raised. ID offered to produce a 'how to claim' guide.	ID	ASAP	
Service and CCG Feedback	Smoking Cessation	JD explained that he had met with NYCC to discuss the performance of Solutions4Health (S4H) following various issues with claiming and the overall processes involved in the scheme. NYCC are having an improvement plan meeting with S4H in the near future and will feed back to CPNY. NYCC are keen for more pharmacies to sign up even if only Option A (referrals).	INFO		
		Action	TB asked whether or not it would be ok to make referrals to other local pharmacies offering the scheme instead of S4H? LS to gain clarification.	LS	ASAP
	VoY CCG	The staff flu vaccination quotation submitted by CPNY was rejected and the contract awarded to the GPs again.		INFO	
		A 'Refer to Pharmacy' questionnaire has been issued to pharmacies to obtain feedback on the new system.			
		New 'repeats' policy causing confusion amongst GPs over the implementation. JD reported that the LMC had been consulted about the policy and he was checking that Healthwatch had been involved too.			
		JD explained that a prescription direction complaint had been received from a contractor around the new Cobweb service. The CCG has been asked to investigate and report back to CPNY on this.			
	Hambleton Richmond & Whitby CCG	The Minor Ailments service has seen an improved level of activity but there are still a lot of surgeries that have made no referrals. To date, 7 out of the 21 pharmacies signed up to the scheme has received referrals.		INFO	
		Action	RH asked whether 'self-referral' could be included as part of the scheme. JD to feed this back at the next meeting on 20 th September.	JD	20 th Sep 2016
	S&R CCG	LC reported that the rollout of the new 'managed repeats' policy was underway. TB mentioned that the September meeting had been cancelled because all seemed to be progressing nicely with few issues.		INFO	
	CoYC Public Health	The NRT for Pregnant Women Pilot Service will commence on 19 th September 2016.		INFO	
		A meeting will take place in October to begin working up the 'Community Pharmacy development plan'.			
		CPNY to make a presentation to the York Health and Wellbeing Board on 18 th January 2017 in a bid to secure a place on the board. If successful, the appointment will be decided at the March 2017 meeting.			
	NYCC Public Health	NYCC are happy for services feedback to be provided via Committee members following buddy visits (rather than contractors having to attend annual meetings as previously proposed under some draft SLAs). Public Health Officers will attend the November 2016 and May 2017 Committee meetings for this purpose.		INFO	
The training contract for the Falls Service was awarded to Numark. CPNY meeting with them on 22 nd September to discuss the rollout of the training.					
Hambleton District	JD reported that the Sharps Disposal Service SLA had now been signed off. HDC to issue a press release and CPNY will approach the other nine district councils across North Yorkshire to open		INFO		

	Council	discussions on rolling this service out.		
	CHL	(Declaration of Interest: Richard Harrison, Ian Dean and Tracey Chambers). JD reported that the Falls Service training contract had been awarded to Numark.	INFO	
Treasurer's Report	CPNY account balance: £64,660 (as at end of August 16)		INFO	
	ID mentioned that the budget was in fairly good shape so far this financial year.			
	Action	LC requested that a budget be set aside for more leaflets to be produced next Feb/Mar 17 to help contractors promote another service (to be decided but possibly MUR/NMS or Falls Service).	JD/ID	Dec 16/ Jan 17
External Comms & Flu Promotion Update	JD presented a Chemist & Druggist article recently published that celebrated all eight North Yorkshire MPs visiting pharmacies and promoting the national flu vaccination scheme.		INFO	
	JD reported the flu jab statistics so far (for the first two weeks of the season) – 251 – and proposed a competition for the pharmacy undertaking the most. It was decided that a competition was too 'targeted' orientated in an already increasingly targeted profession, however, recognising achievement by way of articles for the newsletter etc. was a good idea.			
Correspondence	There was no correspondence.		INFO	
AOB	LG tendered her resignation to the Committee. LC thanked LG for all of her efforts during the past five and a half years.		INFO	

Future Meeting Dates

Time	Day	Date	Venue
12pm	Thursday	17 th November 2016	Harrogate – Ridding Park, Harrogate
12pm	Thursday	19 th January 2017	Innovation Centre, York Science Park
10am	Thursday	2 nd February 2017	Innovation Centre, York Science Park – Strategy Day
12pm	Thursday	16 th March 2017	Innovation Centre, York Science Park
12pm	Thursday	18 th May 2017	Innovation Centre, York Science Park
12pm	Thursday	20 th July 2017	Innovation Centre, York Science Park - AGM