

Action Minutes

Date of Meeting: 19/01/17		Time: 12pm		
Location: The Catalyst, York Science Park, York		Subject: CPNY Committee Meeting		
Present: Liz Colling (LC), Warren Cunningham (WC), Shaun Davies (SD), Ian Dean (ID), Tom Hajdas (TH), Samina Khan (SK), Richard Harrison (RH), Tamzin Burn (TB), Tracey Chambers (TC), Steve Collins (SC), Chris Kendall (CK), David Broome (DB)		Apologies: None		
Other Attendees: Jack Davies (JD) – CPNY CEO, Laura Smart (LS) – CPNY EO, Joanne Lane and Shannon Nickson, CPPE – Laura Reed, Numark				
Open Section				
Issue	Details		Who	When
Apologies	No apologies but TB excused for an hour during the meeting to attend a funeral.		INFO	
Declarations of Interest	None (no CHL discussions within agenda)		INFO	
Minutes of the Last Meeting	The minutes of the last meeting were declared as an accurate record.		INFO	
Matters Arising	JD reported that:		INFO	
	Action	-Both Northstead and Barrowcliffe pharmacies in Scarborough had submitted an appeal against not being included in the PhAS scheme, on the basis of 'near miss' in terms of distance and their deprivation levels (1 and 2). JD to find out what response they have had to date if any.	JD	ASAP
		-The area team confirmed that it does send market entry information to NYCC (this was queried at previous Committee meeting)	INFO	
CPPE – Supporting Contractors to achieve Quality Payments	<p>Joanne Lane and Shannon Nickson from CPPE made a presentation to the Committee, explaining the different ways in which they can provide support around Quality Payments as follows:</p> <ul style="list-style-type: none"> - The CPPE Quality Payments grid - A new Safeguarding Level 2 e-learning module has just been released - A new Safeguarding Level 1 will be released in February for all staff not just GHPc registered - An Introduction to Public Health workshop will be available in the Spring to assist with achieving Healthy Living Pharmacy status - A 2 hour long NMS workshop now available (dates/venues to be advised) as well as e-learning modules - A new 2 hour or full day MUR workshop available - A new Summary Care Records 'making the most of it' workshop being piloted in February - Dementia training available locally post April 2017 <p>CPPE are happy to consider putting on some collaborative events whereby they provide the trainer if CPNY pays for the venue/refreshments costs. Only GHPc registered staff may attend. Pharma Reps are now allowed.</p>		INFO	
	Action	JD to put CPPE's presentation slides and contact details in the Committee members' area on the website.	JD	ASAP
Regional Rep's Report (Quality Payments, NUMSAS and Campaign Update)	DB reported that NHS England had recently published 'Pharmacy Quality Payments: Gateway Criteria Guidance'. The main points gleaned from this being that it was really important that opening hours/services recorded on NHS Choices must match exactly to those held by area teams or quality payments could be put in jeopardy and that the shared NHS mailbox must be applied for by 1 st February 2017.		INFO	
	DB also mentioned that NHS 111 Directory of Services criterion is still under discussion as to how this will be achieved. Contractors should be encouraged to use the tracking facility for Quality Payments on PharmOutcomes, as well as consider using the Asthma tool available for referrals to GPs.			
	The Judicial Review date has been put back from early February to 21 st March 2017.			

	'Forward View: Making it Happen' has just been published.			
	Action	DB mentioned that the costings behind the new NUMSAS (NHS Urgent Medicine Supply Advanced Service) were soon to be published. LC to contact PSNC to enquire about these.	LC	ASAP
	Action	A discussion around NUMSAS to be included as agenda item at March 2017 Committee meeting.	JD	Mar 17
PSNC Judicial Review One-Off Levy	Action	JD reported that PSNC had requested all LPCs pay a one-off supplementary levy to be put towards the legal costs of the Judicial Review. They are seeking to raise over £1m. If raised monies not spent, we will receive a proportionate amount of levy back. CPNY's contribution = £14,273. A vote took place. LC proposed that CPNY pay, ID seconded this. The Committee unanimously agreed to pay the levy.	JD	ASAP
Treasurer's Report	CPNY account balance: £72,706 (as at end of December 16)		INFO	
	ID reported that the bank balance at the end of December was higher than usual due to the PSNC levy being paid early. He explained that given the extra levy payment and the £20K budget allocated to Quality Payments, forecasting cashflow forwards, CPNY would be in a position in April 2018 whereby they would be unable to pay the quarterly levy due at this point. It has therefore been agreed with PSNC that the levy can be paid monthly in advance rather than quarterly in advance to aid cashflow. DB pointed out that PSNC was happy at the present time for the usual LPC reserves of six months levy to go below this level.			
Quality Payments Update	<p>LS summarised the current position with regards to Quality Payments:</p> <p><u>Gateway Criteria</u> <i>NHSmail</i> – new guidance issued stating that ALL pharmacies must register for a shared mailbox before 1st February 2017. This has been communicated several times to contractors through the Weekly Update email. <i>NHS Choices</i> – NHS England still reviewing how this will accessed/updated. To qualify for quality payment, contractors will need to 'validate' their Choices account after 7th February for the April review point and again after 1st May for the November review point. Advanced Service – pharmacies must offer MUR/NMS or be registered to provide NUMSAS. EPS – pharmacies must have EPS Release 2 enabled. <u>Quality Payment Criteria</u> <i>Safeguarding Children and Vulnerable Adults Level 2 status</i> – can be achieved online but from discussions with some contractors, they find this difficult and would prefer face-to-face training – but budget constraints may not allow for this. <i>Summary Care Records</i> – 16 contractors did not attend training last year but NHS Digital have arranged final mop-up training sessions during January/February 2017. <i>NHS111 Directory of Services Entry</i> – awaiting instructions on how to do this. <i>Asthma Review/Referral</i> – have issued guidance on how to achieve this. Tool on PharmOutcomes to help with referral. <i>Dementia Friends</i> – encouraging contractors to register and complete online. City of York Council may organise some face to face training and CPNY to do so if budget/time resources allow. <i>Patient Safety Report</i> – few questions still unanswered around this. <i>Patient Questionnaire (CPPQ) available on NHS Choices</i> – the functionality to do this not available yet. <i>HLP Level 1 status</i> – CPNY looking into the possibility of obtaining Health Education England funding, otherwise a limited number of training events (3 instead of 5) around North Yorkshire will be organised due to budget constraints.</p>		INFO	
Healthy Living Pharmacy Overview	Laura Reed, Head of Professional Development at Numark presented her HLP training proposal to the Committee. This essentially involves a one day workshop during which the 'leader' and 'champion' would be trained simultaneously and armed with the knowledge to take back to their pharmacy enabling them to gain HLP status. Laura explained that she would do the 'leadership' training but that		INFO	

	the 'champion' training needed to be undertaken by an external body such as Buttercups who Numark work with.				
Contractor Matters and Buddy Visits Feedback	Action	SC reported an issue around the new Falls Service training in that the 'three metre walk test' was impractical for many pharmacies that did not have the space to carry this out properly. He also commented that the referral process seemed over complicated. JD said clarification would be sought on these issues from NYCC and advice communicated to contractors.	JD	ASAP	
	Action	LC requested that the contractors historically belonging to Lorraine Gell and Elliot Goran be allocated alternative Committee member buddies.	JD	ASAP	
Subgroups Feedback	Contractor Support (Quality Payments Review)	Action	Invite expressions of interest from contractors for face to face Safeguarding training. (And devise 'top tips' on how to pass the CPPE module online).	LS	ASAP
		Action	A query was raised over how to achieve the Asthma referral criterion for Quality Payments – it was felt by some Committee members that there may not be any referrals required. LS to seek advice from PSNC on how to file a nil return in this instance.	LS	ASAP
	Regulatory (Financial Proposals)	To reduce costs/aid cashflow, the subgroup proposed the following:			
		Action	Reduce Committee meetings from 7 to 5 per year. In light of the pharmacy reforms/quality payments, it was felt that this should only be reduced to 6 for 2017 (so September and November meetings combined to one only in October). AGM to be brought forward to May 2017 to encourage better attendance than in holiday season month of July.	JD/LS	ASAP
		Action	The Committee composition of 11 members to remain until the next election (so no replacement of the two recent resignations). Let CCA know that no replacement required for Lorraine Gell.	LC	ASAP
		Action	Produce newsletter in online format only. It was decided that contractors should be able to 'opt in' to continue to receive a paper copy.	LS	ASAP
	Action	Pay the PSNC levy monthly in advance from April 2017 instead of quarterly in advance. JD to request this.	JD	ASAP	
Service Support (HLP Planning)	Action	RH fed back that the approximate cost of providing training would be £20K. JD/LS to look into cost options and whether or not to charge pharmacies for the training or consider cancellation policy.	JD/LS	ASAP	
STPs Presentation & Discussion	<p>JD gave an overview behind the purpose of an STP (Sustainability & Transformation Plan). Three STPs (Coast, Humber & Vale STP, Durham, Darlington, Tees, Hambleton, Richmondshire and Whitby STP and West Yorkshire STP) fall within the North Yorkshire boundary.</p> <p>Each STP should serve as its own ambitious local blueprint for accelerating its implementation of the 5YFV. STPs should cover three main areas but the proposed scope of STPs is broad:</p> <ol style="list-style-type: none"> 1. improving quality and developing new models of care; 2. improving health and wellbeing; and 3. improving efficiency of services <p>Achieved by:</p> <ol style="list-style-type: none"> 1. local leaders coming together as a team; (CCGs) 2. developing a shared vision with the local community, which also involves local government as appropriate; 3. programming a coherent set of activities to make it happen; 4. execution against plan; and 5. learning and adapting. <p>An STP is not an entity, instead it is a facilitating instrument.</p>		INFO		

	Action	It was agreed to consider what involvement CPNY should have with STPs at the Strategy Day on 2 nd February 2017.	ALL	02/02/17
Service and CCG Feedback	Boots Sore Throat Test and Treat Service Proposal	JD reported that Jon Whitelam at Boots had proposed making a joint submission to the CCGs for funding of a Sore Throat Test and Treat Service. This would be a service that all pharmacies could engage with and deliver. TB commented that S&R CCG liked the idea.	INFO	
		Action	TB and JD to obtain further information on start-up costs and put some figures together before taking this forward with Jon Whitelam.	TB/JD
	VoY CCG	JD reported that over the Christmas/New Year period, four additional pharmacies had been added to the Palliative Care Stock service to ensure enough cover over this period. The York Hospital 'refer to pharmacy' scheme has seen an increase in MUR/NMS referrals and two more wards have been added to the pilot.	INFO	
	Hambleton Richmond & Whitby CCG	JD reported that the MAS numbers were still very low (31 in total to date) and so the CCG has taken the decision to end the service on 31 st January 2017. The CCG were disappointed that the GP referral process had not worked but were going to address this issue via the navigation care scheme, which is currently being designed and would CPNY would be involved in this process.	INFO	
	S&R CCG	TB informed the Committee that the CCG had realised that the proposed £200K saving now looked unlikely. They have reported to QIPP that the policy has not been effective. The CCG were keen on the idea of shared pharmacy/GP training on EPS.	INFO	
	CoYC Public Health	TC reported that the presentation to the Health and Wellbeing Board had been well received. JD mentioned that they were considering implementing a targeted Healthy Start Vitamins service	INFO	
	NYCC Public Health	The Falls Prevention Service training take-up was excellent to date with 89 places booked so far. The Approved Provider List is due for renewal on 1 st April 2017. Contractors were being encouraged to sign up and review the services they currently offer.	INFO	
	AW&C CCG	JD reported that a Domiciliary MUR pilot project was taking place during January/February 2017 with a cohort of 30 patients (identified by both GP practices and pharmacy). The evidence collected will be analysed and if deemed successful, will form the basis of a service proposal submission to the CCG.	INFO	
Flu Jab Update		As at 13 th January 2017, 11,130 vaccinations had been carried out, so CPNY's local target of 10,000 exceeded.	INFO	
AOB	Action	A further discussion was held around the Judicial Review levy and it was decided that contractors should be notified that this had been paid along with other cost saving measures after the Strategy Day on 2 nd February 2017.	LS	Feb/ Mar 17

Future Meeting Dates

Time	Day	Date	Venue
12pm	Thursday	16 th March 2017	Da Vinci Suite, The Catalyst, York Science Park
2pm	Thursday	18 th May 2017	AGM - York Sports Club, Clifton Park, Shipton Road, York, YO30 5RE
12pm	Thursday	20 th July 2017	Board Room, Bio Centre, Innovation Way, Heslington, York, YO10 5NY
12pm	Thursday	5 th October 2017	Da Vinci Suite, The Catalyst, York Science Park