

Action Minutes

Date of Meeting: 19/05/16		Time: 12pm	
Location: Rendezvous Hotel, Skipton		Subject: CPNY Committee Meeting	
Present: Liz Colling (LC), Warren Cunningham (WC), Shaun Davies (SD), Lorraine Gell (LG), Elliot Goran (EG), Samina Khan (SK), Tamzin Burn (TB), Tom Hajdas (TH), Tracey Chambers (TC), Steve Collins (SC), Chris Kendall (CK), David Broome (PSNC)		Apologies: Ian Dean, Richard Harrison (RH), Constance Pillar (Area Team, NHS England Yorkshire and Humber)	
Other Attendees: Jack Davies (JD) – CPNY CEO, Laura Smart (LS) – CPNY EO, Jonathan Taylor (Carleton-in-Craven Pharmacy, Skipton), Philippa Press and Marion Gibbon (Public Health Team, City of York Council)			
Open Section			
Issue	Details	Who	When
Apologies	Apologies received from ID, RH and Constance Pillar.	INFO	
Declarations of Interest	CHL members present – EG. David Broome reported that he has become a director of PSNC, following its recent incorporation.	INFO	
New Committee Members Welcome	Three new members introduced themselves to the Committee. The two CCA replacements are Steve Collins (Boots representative from Harrogate) and Chris Kendall (North England regional role with Boots) and Tracey Chambers of Copmanthorpe Pharmacy, York is an Independent representative.	INFO	
Minutes of the Last Meeting	The minutes of the last meeting were declared as an accurate record.	INFO	
Matters Arising	JD reported that the proposed new Bank Holiday cover rates were still under negotiation with the area team. The Yorkshire and Humber LPCs had put an 'Options Paper' together to go to the Directors' Commissioning meeting in early June. JD presented the financial workings behind this paper.	INFO	
	<ul style="list-style-type: none"> Following Horizons' attendance at the last Committee meeting (17th March 2016), JD stated that most of the issues had been addressed as follows: New contact list circulated to contractors The 'agreement/understanding' required would be incorporated into the new Needle Exchange Service SLA Dates for new training events in the process of being organised for June/July 2016 Greg Hayward of NYCC had visited WC's pharmacy on 22nd April 2016 to have a look at Horizons and PharmOutcomes. WC commented that although there were still a few issues with the system, this had been a useful visit; the goal of it being as user friendly as possible was still a work in progress 	INFO	
	Action	Horizons was yet to draw up a 'flow chart' of key contacts to be used in given scenarios as previously discussed. JD to chase this up.	JD
LPN Report and Confirmation of Delegate	Discussions were held around whether or not the Committee still wanted to be represented at future LPN meetings.	INFO	
	Action	It was decided to request a timetable of future meetings from Mike Ryman, and to continue to send a representative (or an email outlining developments in our area) for the foreseeable future.	JD
Summary Care Records Training Update	SK and Jonathan Taylor reported that they had attended the Skipton training on 18 th May 2016, and had found it interesting and beneficial. To date, 27 of 72 independent contractors had signed up for training.	INFO	
	Action	Jonathan Taylor kindly agreed to email LS an 'encouraging' quote to be sent out in the Weekly Update email to contractors, highlighting that it is worth attending the training sessions.	JT/LS
Public Health York City Council Future Plan	<p>Philippa Press and Marion Gibbon joined the meeting and presented their 'ambitious and aspirational' vision for a new Integrated Wellness Service for the City of York. The core objectives are:</p> <ul style="list-style-type: none"> Increase the number of people eating healthily Increase the number of people who are a healthy weight Increase the number of people meeting recommended guidelines for physical activity 	INFO	

	<ul style="list-style-type: none"> Supporting people to give up smoking, including support for pregnant women and young people Reduce the number of people drinking alcohol at harmful levels Increase the number of people reporting an improvement in both mental and physical wellbeing <p>A discussion was held around how CPNY could collaborate with the Public Health team.</p>		
	<p>Action</p> <p>The PH team want a big 'push' on health checks and TB mentioned the success of the East Riding health checks. A list of target patients had been provided by GPs and this is something that CPNY could potentially help York with – advice on how to get hold of such a list. JD to liaise with TB and forward information on to the PH team.</p>	JD	ASAP
	<p>Action</p> <p>A discussion was held around the revival of 'Healthy Living Pharmacies'. CPNY to work with the PH team on this and as a starting point, to invite Sandy Hall from Teesside LPC to present details of the scheme at the next Committee meeting.</p>	JD	ASAP
EPS Update	<p>DB reported that all prescriptions would go to the 'spine' without nomination over the course of the next year. His advice was that CPNY encourage use of EPS at every opportunity. EG raised the issue of anomalies with the system – GPs selecting the incorrect products etc – DB replied that ongoing training issues such as these are being addressed.</p>	INFO	
PSNC Regional Rep. Report	<p>DB reported that the DoH cuts will go ahead on 1st October 2016. There is a 'hub and spoke' mismatch between the legislation and the consultation which is being looked into by PSNC. There is also substantial lack of detail with the 'pharmacy access scheme' which needs to be addressed. Overall, the message from PSNC is that the negotiations will continue – the £170m cut will be opposed.</p>	INFO	
	<p>Action</p> <p>LS to relay following message to contractors from PSNC in the next weekly update:</p> <ul style="list-style-type: none"> The campaign negotiations will not stop – the £170m funding cut will be opposed by PSNC. Everyone should keep campaigning – lobbying MPs, sending in any more petitions (before 24th May as these are being delivered to Downing Street next week) etc. The Category M price reductions will take place in June so that it is not so noticeable (and the reductions are more spread out) from October. 	LS	20 th May 2016
Campaign Update	<p>JD reported that over 1.5m signatures had now been collected via the petition. A speed briefing on the future of community pharmacy is to take place at Westminster on 24th May (Rachel Maskell MP for York Central has confirmed her attendance).</p>	INFO	
	<p>Action</p> <p>The Committee discussed what helpful advice could be given to contractors following the news of the funding cuts going ahead. It was decided to provide some 'Top Tips' on how to protect against income deficit as follows:</p> <ul style="list-style-type: none"> Maximise MURs/NMS carried out Check the CPNY website for local services Engage with the Flu Vaccination Service Maximise EPS claims – through checking exemption statuses and reviewing endorsing systems Look at where savings can be made through suppliers <p>LS to include these top tips in the next weekly email update.</p>	LS	20 th May 2016
DH-NHS Consultation Response	<p>Action</p> <p>The final version of the Consultation Response to be sent to DoH/PSNC was agreed by the Committee. JD to submit this on 20th May 2016.</p>	JD	20 th May 2016
Strategic Plan 2016/17	<p>JD reported that the Strategic Plan had now been finalised.</p>	INFO	
	<p>Action</p> <p>LC commented that next year's Strategy Day must be held during the first week in February to ensure that the 2017/18 plan was completed sooner than it had been this year.</p>	JD	14 th July 2016 (AGM)

Contractor Matters and Buddy Feedback	LG reported that non-arrival of EPS tokens from the new PCSE portal was still an issue. CPNY officers aware of this and are feeding back to PSNC where necessary and ensuring concerns were chased up.		INFO		
	Action	TB mentioned an issue around supervised consumption and contractors being unable to claim for patients living in other local authority areas and in particular holidaymakers for some of the pharmacies in tourist destinations. JD to query this with the local authorities.	JD	ASAP	
	Action	JD to review the current buddies' list, so as to include the three new Committee members.	JD	ASAP	
Subgroups Feedback	Budget 2016/17	JD reported that the proposed budget of £142K for 2016/17 was very similar to 2015/16, however, on this basis there will be a shortfall of £10K if reserves are not to fall below the prescribed level of around £60K. This is due to CPNY spending its reserves for the past few years and keeping its levy low at 11p. In order for the £142K budget to stand, a proposal was made to the Committee to increase the levy to 11.4p around July time this year. The Committee agreed to this and the budget was finalised.	INFO		
		Action	JD to organise the increase accordingly.	JD	ASAP
	Service Support	LS fed back that the sub-group had reviewed NYCC's Falls Service SLA and CoYC's NRT to Pregnant Women SLA. The Falls Service SLA was fine in principle and would help to increase the number of MURs carried out. It was queried how the 'follow up' to the service would be instigated in order to claim the additional £2 fee. And did a list of high risk/culprit drugs need to be included? The NRT for Pregnant Women SLA was deemed to be sound but queries included whether auditing was necessary bearing in mind the low volumes involved and that the stipulation of holding all relevant stock be changed to ordering next day instead.	INFO		
		Action	JD to feed these comments back to the two local authorities and invite NYCC to the AGM's sub-group meeting.	JD	ASAP
		Action	JD mentioned that a permanent Services sub-group would be set up at the AGM in July (to be a mix of CCAs/independents).	JD	14 th July 2016
	Contractor Support	SD reported that his sub-group had reviewed NYCC's Needle Exchange Operational Manual (duties of Horizons). He commented that this was a little on the 'sparse' side and the group had added a list of things to be included in the appendix. It would also be useful if PharmOutcomes only required patients to be registered in full once rather than every time an interaction occurred (and this to be updated once a year with any changes).	INFO		
Action		JD to feed these comments back to NYCC.	JD	ASAP	
	Pfizer Experiment	JD reported that Pfizer has withdrawn their funding. CPNY officers had looked at options for self-funding but this would require the levy to be put up by 2p and in the current climate, this was ruled out. It was agreed that Derek Clarke's employment contract would be honoured.	INFO		
	Smoking Cessation	Uptake on the service remains low at 23 contractors. Boots contract manager working to increase numbers. There had been some issues over payments and these were currently being resolved. Once they are fully resolved, CPNY will undertake a joint promotion with Solutions4Health to push the scheme, particularly the Referral Only element.	INFO		
	VoY CCG	'Refer to Pharmacy' pilot training will take place on 8 th June, the scheme to concentrate on COPD and Cardiology in the	INFO		

Service and CCG Feedback		first instance. The Committee requested information on how pharmacies will report back on the project and how it would be evaluated. Whilst the information to the Committee was incomplete, given the short time scales and the number of attendees who had already signed up, it was agreed to go ahead with the training on June 8 th .		
	Action	A discussion was held around whether or not the referrals resulting would result in MURs or NMS as contractors had been told predominantly NMS. LC asked that this be clarified.	JD	ASAP
		MAS withdrawn due to funding cuts.	INFO	
	Hambleton, Richmond & Whitby CCG	JD confirmed that the MAS pilot scheme had gone live on 18 th May 2016. 20 out of 23 pharmacies signed up. The scheme will run until the funding (£30K) has been spent.	INFO	
	S&R CCG	LC mentioned the changes to the management of repeat prescriptions. GP practices will be asked to stop allowing pharmacies to issue repeats. The next meeting between CPNY and the CCG to discuss this further takes place on 8 th June 2016.	INFO	
	CoYC Public Health	Letter sent out to City of York contractors to outline the new arrangements for smoking cessation (where to direct patients etc.) as the service ceased on 31 st March 2016.	INFO	
		Draft SLA for NRT to pregnant women being reviewed by the Services sub-group.	INFO	
	NYCC Public Health	Healthy Start vitamins – NYCC officers are finalising the business case for this scheme and are confident it will be approved by the commissioning panel.	INFO	
		Falls Service – the final draft SLA being reviewed by the Services sub-group. PharmOutcomes set up but the training not yet finalised – NYCC had not awarded the contract and the tender is going out again in a slightly revised format.		
	Hambleton District Council	JD reported that the Sharps Disposal Service SLA was still with the District Council's legal department for approval. The Waste Disposal Manager is hopeful this will be finalised very soon.	INFO	
CHL	(Declaration of Interest: Tracey Chambers and Elliot Goran). JD reported that a Memorandum of Understanding had been put in place regarding the use of CPNY employees. The Falls Training contract had not been awarded by NYCC and feedback is being sought.	INFO		
Treasurer's Report	CPNY account balance: £74,886 (as at end of Apr 16)	INFO		
	JD mentioned that the 2015/16 accounts were currently being audited by Roystons.	INFO		
External Comms	JD reported that local MEP Richard Corbett had visited Pateley Bridge Pharmacy in Pateley and Dunnington Pharmacy in York on 17 th May 2016.	INFO		
Correspondence	There was no correspondence.	INFO		
AOB	Action The AGM in July was discussed by the Committee and it was agreed that Alastair Buxton from PSNC should be asked to be guest speaker.	JD	ASAP	

Future Meeting Dates

Time	Day	Date	Venue
2pm	Thursday	14th July 2016	AGM - Innovation Centre, York Science Park, York
12pm	Thursday	15 th September 2016	Malton – Talbot Hotel, Malton
12pm	Thursday	17 th November 2016	Harrogate – Ridding Park, Harrogate