

## Action Minutes

<b>Date of Meeting:</b> 21/01/16			<b>Time:</b> 12pm	
<b>Location:</b> Allerton Court Hotel, Northallerton			<b>Subject:</b> CPNY Committee Meeting	
<b>Present:</b> Liz Colling (LC), Warren Cunningham (WC), Shaun Davies (SD), Ian Dean (ID), Lorraine Gell (LG), Elliot Goran (EG), Richard Harrison (RH)			<b>Apologies:</b> Annette Mauder, Tamzin Burn, Samina Khan, Tom Hajdas	
<b>Other Attendees:</b> Jack Davies (JD) – CPNY CEO, Laura Smart (LS) – CPNY EO, Derek Clarke (DC) – Pfizer Experiment Rep, David Broome (DB) – PSNC Regional Representative, Tommy Ling – Day Lewis Pharmacy Group, Constance Pillar – Area Team, NHS England (Yorkshire & Humber)				
Open Section				
Issue	Details		Who	When
Apologies	LC welcomed Tommy Ling of Day Lewis Pharmacy Group to the meeting. A gift presentation was made to Derek Clarke thanking him for all of his hard work during 27 years on the Committee. LC declared the meeting inquorate until the arrival of WC. JD reported the resignation of Gill Treharne, and explained that an election process would be required to replace her.		INFO	
	Action	JD to speak to Janet Clark at Humber LPC with advice on conducting an election.	JD	ASAP
	Action	Include information on election process in the next newsletter.	LS	5 <sup>th</sup> Feb 2016
Declarations of Interest	CHL members present – RH, ID and EG.		INFO	
Minutes of the Last Meeting	The minutes of the last meeting were declared as an accurate record.		INFO	
Matters Arising	JD reported a change to the planned agenda. Horizons had cancelled their attendance at the meeting, but feedback from the emergency PNSC meeting held the previous day (20 <sup>th</sup> January 2016) needed to be added to the agenda.		INFO	
	JD mentioned that a meeting had been scheduled for 8 <sup>th</sup> February with CPPE to arrange the Safeguarding training for 2016.			
Pfizer Experiment	DC reported that he was still in the process of finalising the steering group. When confirmed, contractors in the York area will be invited to take up the service, training will be provided and it is hoped that the service will start in April 2016. The aim is for most of the £10K awarded to be paid out to contractors. It was noted that this money had not as yet been received.		INFO	
CHL Report	ID commented that Adrian Naylor had been very quiet of late, so the signing of the MoU had not been progressed.		INFO	
	Action	RH to sign the MoU instead	RH	ASAP
Capita Presentation	LC summarised the plans set out by Capita, which has been set up to be ‘more efficient and customer focussed’. Gill Stephenson has been seconded to the organisation which aims to provide £40m in savings, improve standards, reduce telephone calls/increase web enabled communications and digitalise GP records. Important message that contractors will have to become self-sufficient (as current reminders from PCT staff will stop!). DB pointed out that some flexibility will be lost as all services will become completely SLA driven which could potentially cause a few issues.		INFO	
	(WC joined the meeting at the beginning of this agenda item).		INFO	

Area Team Update – Constance Pillar	Constance reported that there were issues around NMS – the information collected is not being used and the NHS will probably go to an electronic method of collecting data via the BSA. There was a discussion around rotas and Constance informed the Committee that where contractors do not notify that they are open during national holidays, it is assumed they are closed.			
	Action	Issues around rotas (including whether NHS choices updates live) to be looked at in more detail at the next Contractors’ Issues meeting. Following this, CP and LS to devise an email to go out to contractors advising on exactly what action they should take re. opening/closing hours during holiday periods.	CP/JD/LS	7 <sup>th</sup> Mar 2016
	Action	Following a discussion around the types of queries coming in from contractors, Constance will ask Jeanette Dove for a list of other things that CPNY can educate contractors on, to be included in weekly emails/newsletters etc.	CP/LS	ASAP
	Constance mentioned that an issue around EPS and the cancellation of prescriptions had been resolved, as doctors were now informed when patients had not collected their prescription/s.		INFO	
	Constance gave an update on the Area Team: Geoff Day is leaving and going to Hull CCG, David Iley has a new role but within the same team, Claire Streeter is temporarily covering Jane Ollerton.			
	Constance finally reported that no more had been heard recently on ‘co-commissioning’.			
	Action	The Committee agreed that Constance had provided lots of useful information and guidance, and as such should be invited to attend all future Committee meetings.	LS	Ongoing
EPS Update	(Constance remained in the meeting for this agenda item). A discussion took place around the training requirements for EPS. RH commented that he did not feel the training covered ‘out of the ordinary’ events such as repeat dispensing adequately, so training needs to be ongoing rather than just attending one course. DB raised a concern that contractors may confuse the Summary Care Records training with EPS training.		INFO	
	Action	LS to include Harrogate training dates for EPS issued by HSCIC in weekly email.	LS	22 <sup>nd</sup> Jan 2016
	Action	JD to see if he can arrange LMC involvement in EPS issues if possible (in an attempt to develop a forum whereby pharmacists and GPs come together to ‘iron out’ problem areas).	JD	ASAP
	JD and LC attended an emergency meeting on 20 <sup>th</sup> January 2016 called by PSNC (in response to the DoH letter dated 17 <sup>th</sup> December 2015 to PSNC). (Note: DB was not invited). LC reported that the main message was that the 6% funding cut was not the issue to focus on; the real issue was the proposed reduction in bricks and mortar pharmacies of around 20%. To combat this, an ongoing managed ‘Call to Action’ campaign would be initiated to highlight the social value of pharmacies as well as the financial benefits.		INFO	
	The Chair proposed that some actions be decided upon in the meeting for CPNY to carry out immediately, as follows:			

<b>PSNC Emergency Meeting Feedback</b>	<b>Action</b>	MPs and Councillor Chance to be followed up by pharmacies they have recently visited. LC to draw up a letter with relevant pharmacies.	LC	ASAP
	<b>Action</b>	JD to organise a pharmacy visit by a representative from Healthwatch.	JD	ASAP
	<b>Action</b>	Start collecting good news stories which demonstrate social value of community pharmacy. All Committee members to send their good news stories to LS.	ALL	ASAP
	<b>Action</b>	LS to devise special email to go out to all contractors advising of the emergency meeting and asking them to sign petition, send in good news stories and begin drafting letters to local MPs.	LS	w/c 25 <sup>th</sup> Jan 2016
	<b>Action</b>	All Committee members to ring their buddies to update them with Campaign news and check if any queries etc.	ALL	ASAP
	<b>Action</b>	LC and JD to consider whether the Strategy Day on 18 <sup>th</sup> February should be changed to a local 'Call to Action' Day instead.	LC/JD	ASAP
<b>Contractor Matters and Buddy Feedback</b>	<b>Action</b>	LG reported that she had two buddies with EHC training queries. LS to address these.	LS	ASAP
	<b>Action</b>	WC raised the issue of cut off periods for claiming on PharmOutcomes – a question asked by one of his buddies. This to be verified and included in the forthcoming newsletter.	LS	5 <sup>th</sup> Feb 2016
		JD pointed out to the Committee that although Horizons had not attended the meeting, they had provided written answers to some of the queries raised (included in meeting pack).	INFO	
	<b>Action</b>	LS to request contractors notify CPNY of any other issues. These can then be put to Horizons when they attend the next meeting in March.	LS	Ongoing
<b>Subgroups</b>		This agenda item was shelved due to the length and importance of discussions surrounding the PSNC emergency meeting.	INFO	
	<b>Action</b>	Subgroup work to be carried over to the March Committee meeting.	JD/LS	17 <sup>th</sup> Mar 2016
<b>Service and CCG Feedback</b>	<b>Smoking Cessation</b>	Not publicising Champix yet – undecided as to who will pay for this (NYCC or Solutions4Health).	INFO	
	<b>VoY CCG</b>	RH to attend a meeting w/c 25 <sup>th</sup> January where he would make a 'Branded Generics' presentation highlighting a message of ensuring patient safety and avoiding confusion.	INFO	
		A discussion around the Minor Ailments Scheme took place.	INFO	
	<b>Action</b>	JD to ask Janet Clark at Humber LPC to share MAS activity levels with CPNY.	JD	ASAP
	<b>S&amp;R CCG</b>	LC and JD to attend the next meeting on 28 <sup>th</sup> January 2016.	INFO	
	<b>CoYC –</b>	CoYC's tender has not been issued yet. JD reported that Solutions4Health intend to submit a bid and had requested CPNY's support/endorsement and potential input into the bid.	INFO	

	<b>Public Health</b>	<b>Action</b>	JD to set up a meeting with CHL and Solutions4Health to ascertain whether or not there would be a possible performance management role here for CHL?	JD	ASAP
	<b>NYCC Public Health</b>		JD reported on the Falls Service and a 60/40 split on payments to be received by contractors (total of £10 in draft specification but needs looking at in more detail).	INFO	
<b>Flu Vaccinations Update</b>			JD reported that total flu vaccinations to date were 6,594, as at 18 <sup>th</sup> January 2016.	INFO	
<b>PSNC Rep's/Chair's Feedback</b>			LC reported that PSNC are setting up a private 'CHL' type company, whereby they are partnering with EPNA who has a trading history. Its role will be to encourage more LPCs to set up a company of their own that can operate/manage services.	INFO	
	<b>Action</b>		LC has been appointed as a director and her interests in this company will be disclosed accordingly via a Declaration of Interests form.	LC	ASAP
<b>Treasurer's Report</b>			ID updated the committee and reported that the budget for 2016/17 just needed finalising. CPNY account balance: £67,441 ID mentioned that it had been agreed in principle that DC would be employed by CPNY for one day per month (on a three month rolling contract) to enable him to continue his work on the Pfizer project. The Committee agreed to this action. ID proposed a change in the Expenses Policy to state that all expenses must be claimed within six months from the date they were incurred. This would enable improved budget forecasting. The Committee agreed to this change.	INFO	
	<b>Action</b>		All Committee members with outstanding claims are to submit these by 1 <sup>st</sup> February 2016 before the new policy takes effect.	ALL	ASAP
<b>External Comms</b>			JD reported that the 'Bridging the Gap' press release he had issued when the Tadcaster bridge had collapsed during recent floods, had been reported on by Sky News and BBC national news.	INFO	
<b>Correspondence</b>			There was no correspondence.	INFO	
<b>AOB</b>	<b>Action</b>		LS to request confirmation of attendance by Committee members at Strategy Day on 18 <sup>th</sup> February (as this falls within half term).	LS	ASAP

#### Future Meeting Dates

Time	Day	Date	Venue
9.30am	Thursday	18 <sup>th</sup> February 2016	Strategic Planning Day - Innovation Centre, York Science Park, York
12pm	Thursday	17 <sup>th</sup> March 2016	Richmond – Kings Head Hotel, Richmond
12pm	Thursday	19 <sup>th</sup> May 2016	Skipton – Rendezvous Hotel, Skipton
12pm	Thursday	14 <sup>th</sup> July 2016	AGM - Innovation Centre, York Science Park, York
12pm	Thursday	15 <sup>th</sup> September 2016	Malton – Talbot Hotel, Malton
12pm	Thursday	17 <sup>th</sup> November 2016	Harrogate – Ridding Park, Harrogate (provisionally booked)