

## Action Minutes

<b>Date of Meeting:</b> 05/10/17		<b>Time:</b> 12pm		
<b>Location:</b> The Catalyst, York Science Park, York		<b>Subject:</b> CPNY Committee Meeting		
<b>Present:</b> Liz Colling (LC), Tamzin Burn (TB), Steve Collins (SC), Warren Cunningham (WC), Ian Dean (ID), Tom Hajdas (TH), Richard Harrison (RH), Samina Khan (SK), Tracey Chambers (TC), David Broome (DB)		<b>Apologies:</b> Shaun Davies, Chris Kendall		
<b>Other Attendees:</b> Jack Davies (JD) – CPNY CEO, Laura Smart (LS) – CPNY EO				
<b>Open Section</b>				
<b>Issue</b>	<b>Details</b>		<b>Who</b>	<b>When</b>
<b>Apologies</b>	Shaun Davies and Chris Kendall		INFO	
<b>Declarations of Interest</b>	None		ALL	ASAP
<b>Minutes of the Last Meeting</b>	The minutes of the last meeting were declared as an accurate record.		INFO	
<b>Matters Arising</b>	JD reported as follows: <ul style="list-style-type: none"><li>PSNC notified of recent Boots (Haxby) closure</li><li>ID reported that Charles Fox had declined the offer of becoming a CHL director</li><li>Expenses policy updated and available on website</li><li>The Adcal D3 SLA had been delayed but would be ready by the January 2018 meeting</li></ul>		INFO	
	<b>Action</b>	JD and TC attended devolved prescribing budgets’ meeting at NIMBUS Federation. JD proposed setting up Task and Finish group to look at this in more detail (to comprise ID, RH and TC)	ID/RH /TC	ASAP
	<b>Action</b>	JD mentioned that he was still awaiting VOY CCG’s MOU with the GP federations. Agreed that he would submit a freedom of information request if this was still not forthcoming in a fortnight’s time.	JD	23 <sup>rd</sup> /24 <sup>th</sup> Oct 17
<b>Use It or Lose It Service Update</b>	JD presented the most recent figures on service delivery by NYCC pharmacies. The Alcohol IBA and Falls Prevention services were the two most under threat. Public Health attending the January 2018 meeting to discuss.		INFO	
	<b>Action</b>	The Committee held a discussion around how to promote the Falls Prevention service more. LS to send the Age Concern telephone order line number to all Committee members who would then order a batch of the ‘Staying Steady’ leaflets and distribute to all of their buddies who were signed up to deliver.	LS/ALL	ASAP
	<b>Action</b>	JD to ask Public Health to engage with some local groups that can help raise awareness and refer patients in to the Falls Service.	JD	ASAP
<b>Contractor Matters and Buddy Visit Feedback</b>	<b>Action</b>	LC mentioned that a contractor had asked why EHC provision could only be provided free of charge to under 25s. Other areas do not have this restriction. LS to ask Public Health at NYCC if this can be reviewed.	LS	ASAP
<b>Regional Rep’s Report</b>	DB reported as follows: <ul style="list-style-type: none"><li>The dominating issue at present is that of generic shortages and pricing issues. PSNC are working hard but require more feedback from contractors to really progress matters.</li></ul>		INFO	
	<b>Action</b>	RH commented that there are so many issues now that filling in the online form every time is too much work – contractors should download the spreadsheet instead and send this off periodically. LS to encourage contractors to do this by sending the link out each week in the Weekly Update email.	LS	Ongoing
	<b>Action</b>	A discussion was held around changing endorsements on EPS and being able to pull prescriptions back from the spine on some systems but not all. DB to find out which systems this applies to and then LS can issue guidance to contractors.	DB/LS	ASAP
<b>‘Walk in My Shoes’ Update</b>	JD informed the Committee that West Yorkshire STP’s local workforce action board (LWAB) had approved one third of the funding required for this project conditional		INFO	

	upon the other two STP's agreement.			
PSNC Regional Meeting Report	JD reported the main points raised at the meeting: <ul style="list-style-type: none"><li>Contractors' deep frustration around concession prices, shortages etc and the financial effects being felt.</li><li>LPC priorities and structures to be considered carefully in terms of committee size, staffing levels, objectives, levies and possible mergers</li><li>A regional MP lobbying/campaign approach agreed</li><li>Issue around insurance for provider companies – LPC insurance does not cover LPC staff carrying out work for them</li><li>Flu vaccinations up on last year</li><li>Freedom to Speak Up guardian – should LPCs undertake this role for independent contractors?</li></ul>			
Freedom to Speak Up Guardian	JD reported that LO's pharmacy had asked CPNY to consider becoming their Freedom to Speak Up guardian. The Committee discussed this and agreed that CPNY did not necessarily have the level of expertise required for this. JD mentioned that as an alternative he had already asked the area team if they might perform the role.		INFO	
Committee Election Composition 2018	A discussion was held around the current formation of the Committee composition (officially still 13 members but operating with 11). Should it remain at 13 or go down to 11. The Committee voted unanimously to remain at 11. A re-election is due to take place in 2018 and JD outlined the timetable for this – nominations to take place from November 2017 until January 2018, with final election results being announced in March 2018.		INFO	
	Action	JD to check the ratios of CCA/Independents/AIMP that the Committee is required to be made up of with PSNC and ensure that the make-up of the Committee reflects the contractors membership.	JD	ASAP
Training and Development Update	JD gave an outline of the training provided across the region to date. He mentioned that there was still a little budget left for Quality Payments related training.		INFO	
	Action	LS to see if demand exists for putting on one final full Champions training course. To take place late October/early November.	LS	ASP
Quality Payments Update	LS reported: <ul style="list-style-type: none"><li>HLP Champions network sessions had taken place and although feedback was excellent, attendance had been disappointing.</li><li>28 registered HLPs in North Yorkshire so far (23 multiples – Lloyds/Day Lewis – and 5 independents)</li><li>HLP Facebook members so far: 54</li><li>CPPE Cancer Awareness training taking place 5<sup>th</sup> October and 8<sup>th</sup> November (York and Scarborough) proving popular with only a few places remaining</li><li>CPPE SCR workshop had taken place in September (York)</li><li>CPPE NMS workshop commissioned for 18<sup>th</sup> October (Walshford)</li><li>Boehringer Ingelheim providing Inhaler Techniques training on 1<sup>st</sup> November (Harrogate)</li><li>New NHS England guidance has just been issued for the November review point – main points are change to SCR (100 times access), no second chances with Choices validation and 90 day password/access rule with NHSmail</li></ul>		INFO	
	Action	LS to investigate RSPH 'train the trainer' training so she can potentially train new Champions resulting from staff churn.	LS	ASAP
	Action	LS to provide Committee members with a Facebook leaflet they can hand out to buddies to encourage sign up.	LS	ASAP
Strategic Plan 2017-18 Review	JD updated the Committee on progress made so far with the objectives of the Strategic Plan. Main points were: <ul style="list-style-type: none"><li>JD and ID had met with the Humber Foundation Trust and suggested a new PIM (prevention, identify, monitor) service which would work on a demand led basis.</li><li>PSNC had reviewed JD's pharmacy footfall figures and devised a calculator which could translate these figures into individual footfall</li></ul>		INFO	

		<p>figures. Based on a typical month in North Yorkshire, 83% of prescriptions issued equated to individual footfall. This data can be used to provide a powerful argument for percentages of populations using a pharmacy each month.</p> <ul style="list-style-type: none"> <li>• Julian Sturdy MP would be visiting Copmanthorpe Pharmacy to promote 'Pharmacy First'</li> <li>• HEE's ERIC bid have agreed in principle to the backfill monies required for the 'Walk in my Shoes' project</li> <li>• Exemplary score achieved on CPNY's self-assessment</li> </ul>		
<b>Treasurer's Report</b>		CPNY account balance: £89,835 (as at end of Sep 17)	INFO	
	<b>Action</b>	JD mentioned the issue of non-payment of cancellation charges at the HLP training sessions. Three of the five pharmacies issued with invoices had ignored these and not paid the £40 charged. The Committee agreed that as a matter of principle, all pharmacies should pay the charge and as such, LC and SC agreed to chase up the pharmacies concerned.	LC/SC	ASAP
<b>Meeting Venue 2018</b>	<b>Action</b>	The Committee discussed the issue of difficult parking at the York Science Park. JD suggested that the New Earswick folk hall in York be booked for the January meeting instead – and the February strategy day would take place at the Innovation Centre for ease. Remainder of meetings for 2018 to be decided at January meeting.	LS	ASAP
<b>Sub Groups</b>	<b>Service Support</b>	<p>TB fed back to the Committee around the CoYC Healthy Vitamins SLA. Comments were:</p> <ul style="list-style-type: none"> <li>• why did there need to be training for this?</li> <li>• payment of £250 in total not very good (especially the clawback of £125 element)</li> <li>• could there be a tiered scheme of payment depending on how many vitamins issued?</li> </ul>	INFO	
		<p><b>Action</b> JD to feed these back to public health at CoYC</p>	JD	ASAP
		<p>SC reported back on reviewing the AF screening programme proposal. Cost and viability were concerns as initial thoughts were:</p> <ul style="list-style-type: none"> <li>• 30 minutes required per patient intervention (15 pharmacist/15 dispenser)</li> <li>• signposting work would take additional time</li> <li>• who supplies the monitor and calibrates/maintains this?</li> <li>• who does the training?</li> <li>• not demand led service</li> </ul>	INFO	
		<p><b>Action</b> Bearing the above in mind, the group suggested a fee of £30 would be more suitable. JD to feed this back to Boehringer Ingelheim.</p>	JD	ASAP
	<b>Regulatory</b>	TH explained that his group had reviewed CPNY's budget and the finances looked to currently be in a good place and much better than expected. Of the £155K yearly budget, £73K was remaining.	INFO	
	<b>Contractor Support</b>	ID reported that his group had completed and submitted the survey on the 'consultation of items which should not be routinely prescribed in primary care'. They had commented that OTC medicines would require a suite of PGDs for pharmacies to use and items such as paracetamol and hydrocortisone would need closely looking at.	INFO	
	<b>VoY CCG</b>	<p>JD reported as follows:</p> <ul style="list-style-type: none"> <li>• CPNY invited to submit an AF service scoping paper for discussion with the CCG</li> <li>• NIMBUS (gp federation) meeting taken place re. the devolving of prescribing budgets – still awaiting MoU</li> <li>• Working with the CCG to organise a pharmacy visit by Julian Sturdy MP to promote 'Pharmacy First'. He will visit Copmanthorpe Pharmacy on 17<sup>th</sup> November 2017</li> </ul>	INFO	

Service and CCG Feedback		<ul style="list-style-type: none"> <li>Rachel Potts (Chief Officer) is retiring</li> <li>Issue around switching (statins) and stock control – agreed that there must be a minimum of six weeks’ notice for switching activity (GPs must write to patients to inform them too)</li> <li>Alex Molyneux’s replacement is pharmacist, Faisal Majotui (his background is community pharmacy)</li> </ul>		
	Airedale Wharfedale & Craven CCG	<ul style="list-style-type: none"> <li>Pharmacies no longer allowed to order repeat prescribing except in a few cases (aggressive consultant brought in to implement the policy has been moved)</li> <li>Rumours of a central hub to supply district nurses with dressings</li> </ul>	INFO	
	S&R CCG	LC reported that Darlington NHS Foundation Trust had dropped out of the Integrated Prevention Community Care and Support Service tender. JD said that the meeting on 16 <sup>th</sup> August with Humber Foundation Trust had gone very well – the joint bid would include the concept of using pharmacies to identify and monitor and possibly undertake care home visits	INFO	
	CoYC Public Health	<ul style="list-style-type: none"> <li>PNA to include 12 months of prescriptions/items data to demonstrate the impact of pharmacies</li> <li>Smooth transition had taken place with new deliverers of the Needle Exchange/Substance Misuse service</li> <li>NRT strategy review to take place on 19<sup>th</sup> October to consider whether more pharmacies should be included in the NRT for pregnant women service and/or dispense Champix</li> <li>Meeting on 2<sup>nd</sup> November to discuss the possibility of Community Wellbeing Teams/Community Centre health checks being carried out by pharmacies</li> </ul>	INFO	
	NYCC Public Health	<ul style="list-style-type: none"> <li>PNA to include 12 months of prescriptions/items data to demonstrate the impact of pharmacies</li> <li>Overview and Health Scrutiny Committee looking into health and social care workforce planning across the county and as such some questions have been sent out to owners/area managers to help with this</li> </ul>	INFO	
	Action	TB asked that JD send her the NYCC’s pharmacist questions again.	JD	ASAP
Flu Jab Update	JD reported 7,278 flu vaccinations as at 29 <sup>th</sup> September – this was more than double the amount at the same point last year.		INFO	
AOB	Action	The Committee considered the entries for the Stoptober Facebook Competition. Day Lewis, Ripon was deemed to be the winner.	INFO	

#### Future Meeting Dates

Time	Day	Date	Venue
12pm	Thursday	18 <sup>th</sup> January 2018	New Earswick Folk Hall, York
10am-4pm	Wednesday	21 <sup>st</sup> February 2018	<b>Strategy Planning Day</b> - Conference Suite, Innovation Centre, York Science Park
12pm	Thursday	15 <sup>th</sup> March 2018	Venue - TBC
12pm	Thursday	17 <sup>th</sup> May 2018	<b>AGM</b> – Venue – TBC
12pm	Thursday	19 <sup>th</sup> July 2018	Venue – TBC
12pm	Thursday	20 <sup>th</sup> September 2018	Venue – TBC
12pm	Thursday	15 <sup>th</sup> November 2018	Venue - TBC