

## Action Minutes

<b>Date of Meeting:</b> 18/01/18		<b>Time:</b> 12pm		
<b>Location:</b> New Earswick Folk Hall, New Earswick, York		<b>Subject:</b> CPNY Committee Meeting		
<b>Present:</b> Liz Colling (LC), Steve Collins (SC), Warren Cunningham (WC), Shaun Davies (SD), Ian Dean (ID), Tom Hajdas (TH), Richard Harrison (RH), Tracey Chambers (TC), Chris Kendall (CK), David Broome (DB)		<b>Apologies:</b> Tamzin Burn (TB), Samina Khan (SK)		
<b>Other Attendees:</b> Jack Davies (JD) – CPNY CEO, Laura Smart (LS) – CPNY EO, Professor Chris Cutts – Regional Head of Pharmacy NHS England, Keith Kendall – Community Pharmacy Integration Lead NHS England, Karen Robinson - City of York Public Health				
Issue	Details	Who	When	
<b>Apologies</b>	Tamzin Burn and Samina Khan	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>	<p>JD reported as follows:</p> <ul style="list-style-type: none"> <li>NYCC public health have asked Age Concern to promote the Falls Prevention Service</li> <li>A copy of VoY CCG's Devolved Prescribing Budgets MoU had now been received and a meeting taken place to negotiate strategy</li> <li>NYCC public health had said 'no' to increasing the age for which EHC provision was free (currently under 25s only)</li> <li>LS had investigated RSPH 'train the trainer' HLP Champions training but concluded that it would be a rather lengthy and complicated process to become an accredited centre. Humber LPC is looking into becoming an accredited centre and if they proceed, would potentially be happy to train CPNY contractors.</li> </ul>	INFO		
	<b>Action</b>	DB had attempted to find out which systems 'enable you to change endorsements on EPS and pull prescriptions back from the spine' but he had found it difficult to gain clarity on this from NHS Digital, and PSNC do not publish such data due to competition issues amongst suppliers. LC commented that she would ask John Palmer at NPA about obtaining a list of system features.	LC	ASAP
<b>Use It or Lose It Service Update</b>	JD presented the most recent figures on service delivery by NYCC pharmacies and explained that the Alcohol IBA Service had tailed off in December and targets were still not being met on the Falls Prevention Service. However, he had met with Public Health and they had agreed to continue to fund the Falls Service until its end date and they will continue to monitor the Alcohol Service.	INFO		
	<b>Action</b>	LS commented she had been asked about more training for the Falls Service by pharmacies not currently signed up and had asked Public Health about this – they will put on when demand sufficient. LS to ask contractors for expressions of interest in training in Weekly Update.	LS	19/01/18
<b>Contractor Matters and Buddy Visit Feedback</b>	TH reported the success that one his buddies had carried out 40 NUMSAS interventions during the past month.	INFO		
	<b>Action</b>	LC raised the issue of a contractor unable to source a Hep B vaccine for a child (in an urgent safeguarding case) – the GP had to speak to the supplier to authorise this. She will ask S&R CCG if they would like to jointly issue a statement with the LMC as to the exact situation concerning the shortage of this vaccine as some Committee members commented that children could be given an alternative vaccine more widely available than the adult version undergoing a worldwide shortage.	LC	ASAP
	<b>Action</b>	SD raised the issue of managed repeats being instigated in Harrogate despite no formal policy on this – SD and JD to arrange to have a more in depth discussion around this.	SD/JD	ASAP
<b>Regional Rep's Report</b>	<p>DB reported as follows:</p> <ul style="list-style-type: none"> <li>PSNC continues to push for service-led contract</li> </ul>	INFO		

	<ul style="list-style-type: none"> <li>Weekly concession price discussions being had with DoH – PSNC working very hard to improve the current situation</li> </ul>				
<b>‘Walk in My Shoes’ Update</b>	JD informed the Committee that CPWY had received £35k from their Area Team to fund Walk In My Shoes in their area. CPNY had requested the same funding from our Area Team and obtained funding for a Project Officer post (2.5 days a week).	INFO			
<b>Pharmacy Integration Strategy</b>	Professor Christopher Cutts and Keith Kendall from NHS England (North Region) joined the meeting to give a presentation which covered details of HEE’s workforce development strategy and the new masters-level training funded through the PhIF. They explained a new project starting in April 2018 around clinical pharmacists going into care homes – pharmacists could train to do this alongside the project taking place – likely to be CCG led.	INFO			
	<table border="1"> <tr> <td><b>Action</b></td> <td>LC to ask the Independent Care Home Group if they would work in partnership with contractors, whereby pharmacies would supply a pharmacist on a day release fully funded backfill basis to deliver a service to care homes.</td> </tr> </table>	<b>Action</b>	LC to ask the Independent Care Home Group if they would work in partnership with contractors, whereby pharmacies would supply a pharmacist on a day release fully funded backfill basis to deliver a service to care homes.	LC	ASAP
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<b>LPC Conference &amp; CQC Local System Review Reports</b>	ID explained that he had been summoned to a CQC meeting to be quizzed around how Vale of York CCG worked. A report will be issued. They want to see more services being commissioned in York. RH commented that during the recent LPC conference it was interesting to note how many other LPCs mentioned that their CCGs were commissioning quite a few services.	INFO			
<b>NYCC Services Review</b>	This agenda item did not go ahead as Claire Robinson and Phillippa Sellstrom from NYCC public health were unable to attend due to weather conditions.	INFO			
<b>Quality Payments Update</b>	<p>LS reported:</p> <ul style="list-style-type: none"> <li>Data received from NHSBSA in October 2017 confirmed that 95% of contractors in North Yorkshire had submitted a Quality Payment declaration in April 2017 and claimed in total 6,250 points. This deemed to be a very good result considering only a handful of HLPs at this point and only half had completed their written safety reports (both 20 pointers)</li> <li>At least 85% of contractors had claimed for all of the available points for 2 review point criteria</li> <li>Still awaiting data on the November 2017 review point but based on number of HLPs registered, can estimate that a total of around 13,477 points out of the available 15,100 will be claimed (this equates to 89% of the allocation to North Yorkshire - £863K of available £966K)</li> <li>On average, expect each contractor who submitted a claim to receive £5,952 across both review points, together with any remaining earmarked QP monies to be distributed in June 2018</li> <li>122 pharmacies had registered as HLPs with RSPH (Royal Society for Public Health) as at 15<sup>th</sup> December 2017</li> <li>Need to keep momentum up helping HLPs with campaign ideas etc (doing lots of this on Facebook – 70 members so far)</li> <li>Second Quality Payments round expected to be announced some time in February. Training requirements will be considered once the criteria has been issued</li> </ul>	INFO			
<b>Treasurer’s Report</b>	CPNY account balance: £94,431 (as at end of Dec 17) SD reported that the bank balance remained healthy due to continuing to pay the PSNC levy monthly instead of quarterly, and the expenditure budget was on track.	INFO			
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		voted 'for' paying it for one year and then reviewing.		
<b>Meeting Venue 2018</b>	<b>Action</b>	The Committee discussed meeting venues – it was decided to hold the March Committee meeting at the New Earswick Folk Hall in York again.	LS	ASAP
<b>Sub Groups</b>	<b>Service Support</b>	Healthy Start Vitamins SLA (new CoY service): Karen Robinson from CoYC public health joined the meeting for this item to review and discuss the latest version of the SLA.	INFO	
		<b>Action</b> The subgroup proposed that the payment for each voucher be increased from £1.50 to £2, and consider whether they open up the service to everyone not just means-tested individuals. JD to finalise details with Karen Robinson and Natalie McPhillips (CoYC) so the scheme can start April 2018.	JD	ASAP
	<b>Regulatory</b>	Self-Assessment Review: SD fed back that all areas were the same except they felt that the 'training needs of committee members' needed to be reviewed.	INFO	
		<b>Action</b> Decided to move 'training needs of committee members' from green to amber. This area for development to be considered in May 2018 after the new Committee had been formed.	ALL	May 2018
	<b>Contractor Support</b>	How can CPNY make buddy visits/contact more effective?: LC fed back that the subgroup had decided the following...	INFO	
		<b>Action</b> Visits in person are more beneficial to contractors than telephone conversations, so this should be the preferred method of contact where possible.	ALL	Ongoing
		<b>Action</b> Ask contractors one week before each Committee meeting (via Weekly Update) if they have any issues to be raised so ALL contractors can input regardless of whether or not they have had a buddy visit recently.	LS	Ongoing
		<b>Action</b> Review and revise current buddy allocation.	JD	ASAP
		<b>Action</b> Buddy form is a useful prompt but these do not have to be filled out and handed in always – issues raised at the meeting instead and followed up with individual contractors where necessary or collectively via a news item in the Weekly Update.	ALL	Ongoing
	<b>Service and CCG Feedback</b>	<b>ALL CCGs</b>	All CCGs are currently working with groups of CPs and GP surgeries to reduce prescription wastage. The LMC is unhappy about the individual approach and workload caused by patients only being able to order repeats via surgeries in most cases. The LMC is holding a meeting with all CCGs to discuss the issue with the intention of reaching an agreement which does allow CPs to order repeats.	INFO
<b>VoY CCG</b>		The planned VoY CCG presentation (Plans for CP over the next 12/18 months) was cancelled due to Laura Angus being unable to attend the meeting. JD therefore reported as follows: <ul style="list-style-type: none"> <li>The AF service is to proceed to full business case</li> <li>EPS/eRD training events to be organised Jan/Feb time</li> <li>Issue around switching and GP notification to patients (CCG to write to GPs again)</li> <li>Sent letter to local MPs regarding rising drugs bill</li> <li>CCG, local MPs and CPNY worked together to promote Pharmacy First and the Stay Well This Winter campaign</li> </ul>	INFO	
		<b>Action</b> The AF service is to proceed to full business case but the CCG wanted to reduce the positive screening payment from £19.85 to £15.28. The committee discussed this and agreed this was unacceptable as did not cover the cost of providing the service – JD to inform the CCG.	JD	ASAP
<b>Harrogate CCG</b>		<ul style="list-style-type: none"> <li>Hospital Trust finally moving to a 'Refer to Pharmacy' scheme</li> </ul>	INFO	

Service and CCG Feedback		<ul style="list-style-type: none"> <li>STP working up area-wide 'Refer to Pharmacy' scheme (CPWY leading on this)</li> </ul>		
	Airedale Wharfedale & Craven CCG	<ul style="list-style-type: none"> <li>Notice to terminate Minor Ailments Scheme issued</li> <li>Blanket stop on CPs repeating ordering prescriptions – this can only be done via surgeries</li> </ul>	INFO	
	HR&W CCG	<ul style="list-style-type: none"> <li>CCG, local MP and CPNY worked together to promote Pharmacy First and the Stay Well This Winter campaign</li> </ul>	INFO	
	S&R CCG	<ul style="list-style-type: none"> <li>Humber Foundation Trust (and partnered with CPNY) had won the bid for the Scarborough and Ryedale Integrated Prevention Community Care and Support Service</li> <li>CCG, local MP and CPNY worked together to promote Pharmacy First and the Stay Well This Winter campaign</li> <li>LC mentioned that four practices in Scarborough were soon to merge</li> </ul>	INFO	
	CoYC Public Health	<ul style="list-style-type: none"> <li>Draft PNA went out for consultation – closing date was 5<sup>th</sup> Jan 18</li> <li>Healthy Vitamins SLA reviewed by subgroup</li> <li>Pharmacies delivering the NRT for Pregnant Women service asked to supply Champix (£100 for four weeks then patient pays for next eight weeks, pharmacies must however provide their own PGD and support patient for 12 weeks). To date, only one pharmacy signed up but not had any patients as yet.</li> <li>Sexual Health Contract will end on 30<sup>th</sup> June 2019 so meeting of stakeholders to take place (22<sup>nd</sup> Jan 18) to review the existing contract and consider future requirements; new tender process to go out September/October 2018.</li> </ul>	INFO	
	NYCC Public Health	<ul style="list-style-type: none"> <li>Draft PNA out for consultation – deadline for comments 11<sup>th</sup> February 2018.</li> <li>Falls Prevention Service will continue until the completion of its two year contract (however no further efforts put in to promoting it other than training when required)</li> <li>Alcohol IBA Service will also continue but performance will be monitored and reviewed on an ongoing basis</li> </ul>	INFO	
Flu Jab Update	JD reported 18,479 flu vaccinations as at 12 <sup>th</sup> January 2018.		INFO	
AOB	CHL – a discussion took place around the continuation/dissolution of the company. It was decided that from 1 <sup>st</sup> April 2018, CPNY would fund CHL up to a maximum of £500 to cover admin/accounts preparation costs. If not activity taken place by April 2019, the company will be dissolved.		INFO	
	Action	LC to complete bank details and sign off accounts asap.	LC	ASAP

#### Future Meeting Dates

Time	Day	Date	Venue
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	York Sports Club, Shipton Road, York - 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