

## Action Minutes

<b>Date of Meeting:</b> 16/03/17		<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), 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> Steve Collins (SC), Samina Khan (SK) and Tamzin Burn (TB)		
<b>Other Attendees:</b> Jack Davies (JD) – CPNY CEO, Laura Smart (LS) – CPNY EO, Alice Brooks - Stamford Bridge Pharmacy				
Open Section				
Issue	Details	Who	When	
<b>Apologies</b>	Apologies received from SC, SK and TB. Alice Brooks, pre-registration trainee at Stamford Bridge Pharmacy was welcomed to the meeting.	INFO		
<b>Declarations of Interest</b>	None (no CHL discussions within agenda)	INFO		
<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 that:</p> <ul style="list-style-type: none"> <li>There had not yet been any decision on the PhAS appeals for Northstead and Barrowcliffe pharmacies</li> <li>A standing order had been set up to pay the PSNC levy monthly going forward (previously quarterly in advance)</li> <li>Falls Prevention Service queries had been clarified and a FAQs compiled and issued to pharmacies</li> <li>Only one contractor so far had opted in to receive a paper copy of the newsletter</li> </ul>	INFO		
<b>Regional Rep's Report (Judicial Review/Quality Payments/NUMSAS)</b>	DB reported that PSNC are heavily focussed on work around the Judicial Review taking place w/c 20 <sup>th</sup> March. Issuing guidance on Quality Payments on an ongoing basis. They would be moving offices w/c 20 <sup>th</sup> March also so there may be a little disruption with telephone lines/email responses for a few days.	INFO		
	LC asked permission from the Committee to share the issues that arose around setting up CHL with the PSNC provider group. RH commented that specifics should not be mentioned but happy for them to have an overview (separation agreement/MOUs drawn up etc). The Committee agreed.			
<b>NUMSAS</b>	<p>JD presented an overview of the new NUMSAS (NHS Urgent Medicine Supply Advanced Service) to the Committee, following his attendance at a regional roll-out meeting on 9<sup>th</sup> March 2017.</p> <p>DB pointed out that the administration involved in providing the service will be onerous for contractors and that the costings behind NUMSAS had been published by PSNC, who calculated that the cost on average of providing each intervention was £17.35 and the payment received is £14. DB further commented that this is not a service approved by PSNC. RH commented that the model may work however for some pharmacies, particularly those that were 100 hours or quieter pharmacies where there was spare capacity of staff time.</p>	INFO		
	<table border="1"> <tr> <td><b>Action</b></td> <td>LS to put wording together on recommendation to contractors re. NUMSAS. LC to check this before it is sent out.</td> <td>LS/LC</td> <td>ASAP</td> </tr> </table>			<b>Action</b>
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<b>Strategic Plan 2017/18</b>	<p>JD commented that he was very happy with the draft Strategic Plan for 2017/18 and summarised the main areas it covers as follows:</p> <ul style="list-style-type: none"> <li>Supporting contractors to achieve maximum Quality Payments points</li> <li>Breaking perceptions (as to what community pharmacy do/can do)</li> <li>Appropriate STP involvement</li> <li>Continue developing current relationships and create new ones</li> </ul>	INFO		
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<b>Budget Proposals and Treasurer's Report</b>	CPNY account balance: £54,917 (as at end of February 17)	INFO		
	<p>ID reported that he and JD had spent some time looking at the budget for 2017/18 and had looked at two options:</p> <ul style="list-style-type: none"> <li>A rollover uplift budget (with cost of living increases)</li> <li>A zero base budget (starting from scratch looking at each expenditure</li> </ul>			

	heading closely) Which option to choose to be decided in the sub-group activity later in the meeting.			
<b>Quality Payments Update</b>	<p>LS summarised the current position with regards to Quality Payments. The main points being:</p> <p>New NHS England Quality Criteria guidance published in early March with further details including how to claim Quality Payments via the BSA website.</p> <p><u>Gateway Criteria</u>  <i>NHSmail</i> – deadline of 1<sup>st</sup> February 2017 now passed for requesting this.  <i>NHS Choices</i> – this can be updated now and contractors are starting to do this. To qualify for quality payment, contractors will need to ‘validate’ their Choices account after 7<sup>th</sup> February for the April review point and again after 11<sup>th</sup> September for the November review point. Contractors must also ensure the advanced service they claim for as their ‘gateway criterion’ is visible on their profile  <i>Advanced Service</i> – pharmacies must offer MUR/NMS or be ‘officially’ registered to provide NUMSAS.  <i>EPS</i> – pharmacies must have EPS Release 2 enabled.  <u>Quality Payment Criteria</u>  <i>Safeguarding Children and Vulnerable Adults Level 2 status</i> – free CPPE evening workshop taking place in York on 25<sup>th</sup> April 2017 (CPNY advice is to complete e-assessment in addition to attending this).  <i>Summary Care Records</i> – a few more contractors have signed up/are in the process of signing up.  <i>NHS111 Directory of Services Entry</i> – instructions to be issued in March.  <i>Asthma Review/Referral</i> – sought clarification from PSNC on ‘no referrals required’ issue raised at January Committee meeting and issued this advice to contractors.  <i>Dementia Friends</i> – encouraging contractors to register online as an organisation.  <i>Patient Safety Report</i> – a template has now been created and other guidance issued.  <i>Patient Questionnaire (CPPQ) available on NHS Choices</i> – the functionality to do this is available now.  <i>HLP Level 1 status</i> – CPNY secured £17,767 from NHS England to fund implementing Quality Payments so using these monies to put on five events during May/June 2017. Half the available places (200) booked up within the first eight days. A bid for £7,106 has also been submitted to Health Education England for additional funding to put on more training dates if required.</p> <p>(19 pharmacies so far using the PharmOutcomes tracking tool, predominantly independents)</p>	INFO		
	<b>Action</b>	LS to promote WebEx training sessions on how to claim taking place w/c 3 <sup>rd</sup> April in Weekly Update	LS	ASAP
	<b>Action</b>	DB to send list of EPS2 enabled pharmacies to LS if possible.	DB	ASAP
<b>Pharmacy Development Plan Event</b>	JD reported that he had convened a meeting whereby both public health bodies and all five CCGs would be represented to devise a North Yorkshire-wide ‘Pharmacy Development Plan’. To be held on 28 <sup>th</sup> March 2017 in York. JD to chair the meeting.	INFO		
	<b>Action</b>	LC asked JD to make sure that attendees are budget/decision makers where possible to ensure the meeting is as productive as possible.	JD	ASAP
<b>Kyowa Kirin Adcal D3 Outline Proposal</b>	<p>ID explained to the Committee that CPNY had been negotiating with Kyowa Kirin to undertake a one-off paid information gathering service for Adcal D3. The service to be conducted on two groups: Adcal D3 patients and Non-Adcal D3 patients on the following basis:</p> <ul style="list-style-type: none"> <li>Adcal D3 patients: a fee of £16 for four interventions</li> <li>Non-Adcal D3 patients: a fee of £5 for one intervention</li> </ul> <p>These interventions can be undertaken by pharmacy staff other than the pharmacist. The Service Support sub-group to look at this proposal in more detail.</p>	INFO		

<b>Contractor Matters and Buddy Visits Feedback</b>	ID commented that the only issues being mentioned were those around Quality Payments – contractors busy focussing on these currently. The Committee concurred with this.		INFO		
<b>Subgroups Feedback</b>	<b>Contractor Support (How to Use Dataset Info to Break Perceptions)</b>	LC fed back that the dataset could be extended to include certain conditions such as diabetes, respiratory disorders (how many patients per pharmacy). Annual figures should be used in any reporting and the quality of pharmacy staff mentioned. Comparing North Yorkshire County Council and City of York Council data would be useful to highlight missed opportunities (i.e. pregnancy prevention in City of York as no Sexual Health Service).	INFO		
		<b>Action</b>	Produce glossy annual report to include annual review of how pharmacy helps the local health economy.	JD	TBC
		<b>Action</b>	Issue media releases to reinforce how pharmacy contributes.	JD	As appropriate
		<b>Action</b>	Can we quantify how many hospital admissions are prevented through providing NMS?	JD/LS	ASAP
	<b>Regulatory (Budget Proposals Review)</b>	ID fed back that the subgroup had considered the two budgeting options of uplift or zero base and decided on the zero base budget. No increase in the contractors' levy for the next twelve months as cash flow situation looking more favourable.		INFO	
		<b>Action</b>	ID and JD to prepare zero base 2017/18 budget.	ID/JD	ASAP
<b>Service Support (Review Kyowa Kirin Adcal D3 Proposal)</b>	RH fed back that the concept was acceptable but the following should be considered: <ul style="list-style-type: none"> <li>• Six months too long for the project – change this to three months?</li> <li>• First interaction to be face to face but interactions 2-4 by telephone</li> <li>• Does not need to be carried out by the pharmacist</li> <li>• Is PharmOutcomes really needed? The budget could be used to see more patients</li> </ul>		INFO		
	<b>Action</b>	JD to feed back above points to Kyowa Kirin to negotiate final project details	JD	ASAP	
<b>Service and CCG Feedback</b>	<b>Future Years, Yorkshire &amp; Humber Forum on Ageing</b>	ID reported that the Future Years forum was funded by DWP. Local issues are fed in to the national board at DWP. ID had given a presentation on pharmacy which he felt had been a good 'PR' exercise.		INFO	
	<b>VoY CCG</b>	JD reported that Boots of Coppergate, York had been added to the Palliative Care service (now nine pharmacies).  The CCG were supportive of the Pharmacy Development planning event being held on 28 <sup>th</sup> March 2017.		INFO	
		<b>Action</b>	JD to take a pilot application for domiciliary MURs previously submitted to Vale of York CCG (as mentioned by RH/TC) to the next meeting.	JD	April/ May 17
	<b>Harrogate CCG</b>	CK reported that he and SK had attended a meeting on the proposed Managed Repeats policy, the main points being that this was a waste reduction exercise, the LMC did not want the policy to be implemented and the CCG had not asked what had resulted with the policy at VOY CCG.		INFO	
<b>Hambleton Richmond &amp;</b>	Will follow Harrogate CCG's lead with regards to the Managed Repeats policy. Big 'push' on waste reduction in all areas not just		INFO		

	<b>Whitby CCG</b>	pharmacy via media campaign at the moment.			
		LC informed the Committee that the savings expected from the Managed Repeats policy had not materialised so there was no evidence that pharmacies were ordering too much. The policy will remain for now as it has meant less work for pharmacy and GPs.		INFO	
	<b>S&amp;R CCG</b>		Gluten free savings on the agenda and looking at ONPOS (online non-prescription ordering system) for dressings.		
		<b>Action</b>	LC mentioned that the Young Carers Trust had been in touch. They have an issue with young carers being allowed to collect prescriptions for relatives. After discussion, the committee agreed that to pilot a prescription collection authorisation scheme in Scarborough to formalise arrangements in these cases. The ambition would be to launch in National Carers Week. LC to put proposal together to be piloted in Scarborough.	LC	ASAP
	<b>CoYC Public Health</b>	JD mentioned that Sharon Stoltz (Director of Public Health) or her deputy would be attending the Pharmacy Development planning event.		INFO	
	<b>NYCC Public Health</b>	JD reported that 111 pharmacists have undertaken the Falls Prevention Service training. The Yortender approved supplier sign up required before 1 <sup>st</sup> April was still ongoing and CPNY were chasing 30 pharmacies who were yet to sign up. STP and primary care meeting organised with Lincoln Sargeant for 5 <sup>th</sup> May 2017. First PNA meeting took place on 8 <sup>th</sup> March. Attending Pharmacy Development planning event.		INFO	
<b>Flu Jab Update</b>	JD announced that RH was the 'flu jabber' of the year in North Yorkshire, as his three pharmacies combined had undertaken the most vaccinations under the national service. The Committee congratulated RH on his efforts.			INFO	
<b>AOB</b>	<b>Action</b>	A reminder was given by JD for all Committee members to submit their expenses claims by 24 <sup>th</sup> March 2017.		ALL	24/03/17
	<b>Action</b>	JD raised the fact that SK had missed the six months deadline allowed for claiming expenses but she had appealed against non-payment for two Committee meetings attended. The Committee agreed to pay these expenses on a discretionary basis on this occasion.		JD	ASAP

#### Future Meeting Dates

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