

## Action Minutes

<b>Date of Meeting:</b> 17/03/16		<b>Time:</b> 12pm		
<b>Location:</b> Kings Head Hotel, Richmond		<b>Subject:</b> CPNY Committee Meeting		
<b>Present:</b> Liz Colling (LC), Warren Cunningham (WC), Shaun Davies (SD), Elliot Goran (EG), Richard Harrison (RH), Tamzin Burn (TB), Annette Mauder (AM), Tom Hajdas (TH)		<b>Apologies:</b> Samina Khan, Lorraine Gell, Ian Dean, David Broome (PSNC), Constance Pillar (Area Team, NHS England Yorkshire and Humber)		
<b>Other Attendees:</b> Jack Davies (JD) – CPNY CEO, Laura Smart (LS) – CPNY EO, Jonathon Whitelam – Boots Area Manager, Ted Haughey – Horizons, Andy Harper - Horizons				
Open Section				
Issue	Details		Who	When
Apologies	LC welcomed Jonathon Whitelam (Boots Area Manager) to the meeting. Apologies received from Sharon Sissons of Capita, who was due to make a presentation on the new Primary Care Support England (PCSE) portal.		INFO	
Declarations of Interest	CHL members present – RH 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 that the CHL Memorandum of Understanding had now been signed.		INFO	
	JD mentioned that a meeting had been arranged between CHL and Solutions4Health to discuss the CoYC public health tender.			
	JD confirmed that the special campaign-related email had gone out on 26 <sup>th</sup> January 2016 to all contractors as agreed at the previous Committee meeting.			
LPN Report and Confirmation of Delegate	The next LPN meeting is on Tuesday 29 <sup>th</sup> March 2016. A permanent delegate replacement for Derek Clarke was not agreed upon; to be followed up at the next meeting on 19 <sup>th</sup> May.		INFO	
	Action	ALL to discuss future involvement with the LPN at the next Committee meeting in May.	ALL	
	Action	LC to consider attending the March meeting as the group’s Consultation Response will be formulated at this time and CPNY’s input may be required.	LC	
Bank Holiday Cover Rates	JD reported that the local NHS team were proposing a single rate for the whole Yorkshire and Humber area. Humber’s rates are currently significantly lower than North Yorkshire’s.		INFO	
	JD presented his calculations/justifications behind North Yorkshire’s current figures. LC commented that the ‘fair return’ element could possibly be excluded.			
	RH pointed out that if they reduced these rates, many contractors would be less inclined to volunteer to open on bank holidays.			
	The question of CPNY potentially managing the rotas instead of the area team was raised.			
	Action	JD to discuss with all Yorkshire and Humber LPCs/area team to try to reach agreement on one acceptable rate.	JD	ASAP
EPS Update	RH reported that he had attended an EPS training session on 16 <sup>th</sup> March and that this had been a fairly basic refresher course. There were still issues surrounding repeat dispensing.		INFO	
	Action	JD to find out how many Harrogate CCG pharmacies are	JD	ASAP

		using EPS for repeat dispensing. This information to then be fed back to Rob Penman.		
PSNC Regional Rep. Report	In the absence of the regional representative, LC reported that she understood the recent two day PSNC meeting had focused on the Government Consultation and PSNC response. The consultation period has now been extended to 24th May.		INFO	
	A regional meeting with Mike King takes place on Monday 21 <sup>st</sup> March for the three LPCs in the region.			
Horizons Issues	Ted Haughey (operations director) and Andy Harper (clinical team) from Horizons joined the meeting. Ted reported that he had raised all of the queries with the NY commissioner, Angela Hall.			
	Action	Angela Hall to be invited to a future Committee meeting.	JD	ASAP
	Main points: - <ul style="list-style-type: none"><li>To improve consistency, Horizons are trying to assign a main Horizons point of contact for each contractor to ring with any queries.</li><li>Contractors must let Horizons know if prescriptions are not collected.</li><li>SLA or agreement/understanding should be drawn up for the benefit of Horizons and contractors.</li><li>Horizons to draw up a flow chart of key contacts to use in given scenarios – this can then be forwarded to contractors and posted on CPNY website.</li><li>Where there are concerns around unsigned prescriptions etc, examples of cases where this has occurred must be sent to Horizons so they can investigate.</li><li>Horizons are putting on some new training events and will liaise with CPNY as to the content of these sessions.</li><li>Horizons pointed out that some of the ongoing issues lay with the commissioner.</li></ul>		INFO	
	Action	JD to oversee the above and follow up where necessary.		
Independent Committee Member Election	(Jonathon Whitelam asked to leave the meeting for this agenda item). Two candidates had submitted an application for election. The Committee reviewed the applications and duly elected Tracey Chambers of Copmanthorpe Pharmacy in York as a representative for independents.		INFO	
	Action	JD to telephone both candidates to inform them of the decision.	JD	18 <sup>th</sup> March 2016
CHL	(JD, LS and Jonathon Whitelam asked to leave the meeting for this agenda item). Discussions held and it was agreed that CHL would like to engage the services of CPNY officers to help facilitate the tendering process of the new Falls Service. Work carried out to include: <ul style="list-style-type: none"><li>Engaging with the bid writer</li><li>Guiding the bid writer</li><li>Reviewing the bid</li><li>Submitting the bid</li><li>Answering any queries raised following submission</li></ul>		INFO	

	It is estimated that this work will take between 10-20 hours in total for the officers combined. The Committee agreed that they were happy for the employed officers to undertake this additional workload, as long as it did not impact on core CPNY hours and contractor issues continued to be dealt with as usual. It was also agreed that CPNY would invoice CHL for their time and CPNY would recompense the employed officers accordingly via payroll.			
Campaign Update	JD/LS presented all of the local activity carried out in the past few weeks. Five MP letter responses received so far to date – all eight MPs have responded in one way or another, be it attending parliamentary debate or sending an email/letter response to pharmacies. Case studies still being sent in. CPNY encouraging use of the paper petitions – packs being sent out by NPA to all independents/AIMp pharmacies w/c 14 <sup>th</sup> March.		INFO	
	Action	JD to work with Paul Gale at Village Pharmacy, Catterick to reply to MP Rishi Sunak’s letter.	JD	ASAP
	Action	It was decided that a Campaign sub-committee be set up to think up strategies going forward. Members: Richard Harrison, Shaun Davies, Warren Cunningham (facilitated by Laura Smart). First meeting to be held after Easter.	LS	End April 2016
DH-NHS Consultation Response	CPNY’s consultation response was discussed. LC commented that this was very good, but that it needed a few final adjustments before submission.		INFO	
	Action	As the consultation period has been extended to May, this document to be finalised at the next Officers’ Meeting on 14 <sup>th</sup> April 2016.	LC/JD/ID	14 <sup>th</sup> April 2016
Draft Strategic Plan 2016/17	Five versions of the new ‘vision statement’ for CPNY generated at the Strategy Day on 10 <sup>th</sup> March were put forward for a vote by the Committee. It was agreed that the current ‘Creating Opportunities to Flourish through Inspirational Leadership’ would be replaced forthwith by ‘Supporting and Fighting for Pharmacy’.		INFO	
	Action	This new vision statement to replace the old on emails/website/other media with immediate effect.	JD/LS	ASAP
Contractor Matters and Buddy Feedback	The Committee reported that buddy visits had revealed that there were now more NMS reviews being carried out by contractors.		INFO	
	Action	TB mentioned that one of her buddy contractors was not on the current bank holiday rota. TB to query this with Jeanette Dove (area team).	TB	ASAP
Subgroups Feedback	Budget 2016/17	AM reported that her sub-group would like a breakdown of expenditure for last year and that the format of the 2016/17 budget needed to be the same as the 2015/16 to make comparisons easier.	INFO	
		Action	JD/ID to provide breakdown of expenditure and re-format budget.	JD/ID
	Self-Assessment Review	TB reported that most of the annual PSNC self-assessment was completed with some answers decided upon by the Committee as a whole following the sub-group discussions.	INFO	

	Mobilising Contractors with the Campaign	LS reported that contractors would be encouraged to engage with the campaign further by:		INFO	
		Action	- asking them to attend local MP surgeries (details on how to do this to be included in weekly update after Easter)	LS	1 <sup>st</sup> /8 <sup>th</sup> April 2016
		Action	- obtaining lots of petition signatures (CPNY will send out the NPA petition packs to CCAs if possible)	LS	Ongoing
Service and CCG Feedback	Pfizer Experiment	JD mentioned that the £10K funding was still yet to be released, but the SLA had now been finalised and contractors were being written to for expressions of interest in the scheme.		INFO	
	Smoking Cessation	A new PGD has now been issued for the use of Varenicline (Champix). Uptake on the service to date is fairly low at around 30%.		INFO	
	VoY CCG	RH informed the Committee that although he felt the branded generics meetings/negotiations had been successful, he was still awaiting a ‘ratified’ decision.		INFO	
		MAS numbers still fairly low in this area.			
		A ‘Refer to Pharmacy’ (Help for Harry) scheme is being considered. A meeting will take place on 7 <sup>th</sup> April between the Lead Pharmacist at York Hospital, Stuart Parkes, the CCG and CPNY.			
	Hambleton, Richmond & Whitby CCG	JD confirmed that the MAS pilot scheme had been approved (modelled on the existing East Riding scheme of £4.10 per consultation) and two training events had been organised in early April. As part of the pilot, the CCG had requested that CPNY consider purchasing PharmOutcomes (at a cost of approximately £4K - to be paid for out of the £30K funding). The scheme will run until the funding has been spent.		INFO	
	S&R CCG	JD reported that another pharmacy had joined the Palliative Care Drugs service, bringing the total to six.		INFO	
		The CCG had reported that they needed to make £8m savings in 2016/17.			
	CoYC Public Health	JD reported that the WellYork Integrated Public Health Service Tender was not likely to be issued for at least six months now.		INFO	
		The Smoking Cessation in York was due to cease on 31 <sup>st</sup> March and will not be recommissioned. The Substance Misuse Service is due to end in March 2017 and the current plan is to recommission this. CoYC are looking into implementing an EHC service but this will be a targeted service only.		INFO	
NYCC Public Health	JD confirmed that the Falls Service SLA had been completed and that the Falls training was out to tender with the service due to commence late April/early May.		INFO		

		NYCC looking into setting up a Healthy Start Vitamins service but this may be targeted only and not county wide (based on the Teesside SLA).		
	<b>Hambleton District Council</b>	JD reported that the Sharps Disposal Service SLA was currently with the District Council's legal department for approval (service to start by end of April 2016).	INFO	
		<b>Action</b> JD mentioned that the Council had raised the question of whether or not contractors' delivery drivers would be able to collect sharps. The Committee decided to say 'no' to this proposal.	JD	ASAP
<b>Treasurer's Report</b>	CPNY account balance: £61,602 (as at end of Feb 16)		INFO	
	<b>Action</b>	JD proposed that Shaun Davies become an additional signatory to authorise payments from CPNY's bank account. Motion agreed by the Committee.	JD/SD	ASAP
<b>External Comms</b>	JD mentioned that Rachael Maskell MP (York Central) had visited the Priors Pharmacy in York on 4 <sup>th</sup> March 2016, in addition to attending the parliamentary debate in February. She is very keen to support and protect community pharmacy.		INFO	
<b>Correspondence</b>	There was no correspondence.		INFO	
<b>AOB</b>	<b>Action</b>	LC mentioned that there had been a lot of information to digest within the PowerPoint slides at this meeting and as such, it would be a good idea for LS to send them out to all Committee members, so these could be read again.	LS/ALL	ASAP

#### Future Meeting Dates

Time	Day	Date	Venue
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