

Action Minutes

Date of Meeting: 15/03/18		Time: 12pm		
Location: York Sports Club, Shipton Road, York		Subject: CPNY Committee Meeting		
Present: Tamzin Burn (TB), Warren Cunningham (WC), Shaun Davies (SD), Ian Dean (ID), Tom Hajdas (TH), Richard Harrison (RH), Tracey Chambers (TC), Chris Kendall (CK), Samina Khan (SK), David Broome (DB)		Apologies: Liz Colling (LC), Steve Collins (SC)		
Other Attendees: Jack Davies (JD) – CPNY CEO, Laura Smart (LS) – CPNY EO, Claire Robinson and Phillippa Selstrom - North Yorkshire County Council (Public Health)				
Issue	Details		Who	When
Apologies	Liz Colling and Steve Collins		INFO	
Declarations of Interest	None		ALL	ASAP
Minutes of the Last Meeting	The minutes of the last meeting were declared as an accurate record.		INFO	
Matters Arising	JD reported as follows: <ul style="list-style-type: none">Falls Service Training – numbers are now high enough for NYCC to arrange a training event (date and venue to be agreed)Harrogate CCG Managed Repeats – JD and SD have discussed and decided not to interveneHealth Champion training – non-attendance fees refundedRMOC delegate’s expenses – JD has informed Manchester LPC that CPNY will contribute for one year and then reviewNew Earswick Folk Hall booked for September/November committee meetings		INFO	
Use It or Lose It Service Update	JD presented the most recent figures on service delivery by NYCC pharmacies and explained that the smoking cessation contract that Solutions4Health currently hold will not be extended so a new scheme will operate from 1 st January 2019. TB commented that she will ask her staff to do the Alcohol IBA training online so that they can begin to deliver this service.		INFO	
Contractor Matters and Buddy Visit Feedback	SD commented that the main issue his buddies were reporting was ‘wholesaler issues’ and the Committee agreed that this was the main concern for many contractors at the present time.		INFO	
	Action	LS reported that a contractor had asked about future safeguarding training as they felt that all staff would struggle to pass the CPPE module in its current format. Committee members commented that CPPE were devising a simpler version for non-pharmacists. LS to advise contractor accordingly.	LS	ASAP
Regional Rep’s Report	DB reported as follows: <ul style="list-style-type: none">PSNC contract negotiations ongoingNew GDPR coming into force on 25th May 2018 looks to be fairly onerous – there may be considerable work for contractors and LPCs to undertake to ensure compliance – a workbook will be issued by PSNC shortly to help with this processIT systems suppliers are aware that pharmacies may have a few questions around whether systems are compliant with GDPR – and rather than have pharmacies individually ask questions, they will send information out to all pharmacies or post this on their respective websitesAdditionally, a new IG Toolkit will come into force in June 2018FMD – new rules coming around this i.e. no patient identifiable information allowed to be used for claiming payment and all medicines may have to be scanned by a special type of scannerRH asked DB what PSNC are doing re. drug tariff prices. DB responded that PSNC continues to challenge and provide evidence that prices are unreasonable and is proposing solutions to the DoH. There are currently in excess of 25,000 price concessions being reported each month by contractors.PhAS ends on 31st March 2018 and no further information as yet on		INFO	

	whether this will be extended or not.			
NYCC Services Review	Claire Robinson and Phillippa Sellstrom from NYCC's public health team joined the meeting to go through each commissioned service. In depth discussions took place on each service and the following resulting actions agreed:		INFO	
	Action	CPNY to promote the APL (approved provider list) to those contractors not signed up	LS	ASAP
	Action	Alcohol IBA - promote online training for the service to try and improve take up of delivery	LS	ASAP
	Action	Needle Exchange – NYCC to add a tick box to PharmOutcomes to remind contractors to ask patients about the Privacy Notice. If consent withdrawn, contractors must highlight this on PharmOutcomes too otherwise this is a breach of Data Protection and risk of fines. NYCC to provide wording to LS to put out to contractors.	LS	ASAP
	Action	Incident reporting – public health requested CPNY remind contractors that incidents should only be reported on PharmOutcomes if they relate to one of their services. LS to send out wording from NYCC.	LS	ASAP
	Actions for public health: 1. Alcohol IBA – NYCC to add a tick box to PharmOutcomes for refusal to progress to Stage 2 of this service 2. Needle Exchange – add tick box to PharmOutcomes re. Privacy Notice (and provide wording around this and withdrawn consent to CPNY) 3. Incident Reporting – send wording to CPNY		INFO	
Quality Payments Update	LS reported: <ul style="list-style-type: none"> To be extended by six months from April 2018 (rumour has it) but only minor changes to existing criteria – 100 points available again in total November 2017 review point data has been released by the BSA but PSNC yet to break it down into LPC area. However, over 90% of contractors nationwide submitted a declaration and of these 70% claimed maximum points From a quick calculation, contractors who claimed maximum points are likely to receive around £800-£1,000 extra on 1st June 2018 HLP Facebook – 79 members 		INFO	
Strategic Objectives 2018/19	JD presented the draft Strategic Plan for next year to the Committee. Main points: <ul style="list-style-type: none"> Ambitious plan with much to achieve – would probably develop into a two year plan Employ extra resource to source funding and to write bids Identify 3rd sector parties that can commission services (e.g. like the Yorkshire Cancer Research bid recently submitted) 			
	Action	JD to complete survey issued by PSNC recently asking what support LPCs felt they would need over the coming year	JD	ASAP
	Action	JD to amend the last page of the Plan where it states 'PSNC constitution' to 'LPC constitution'	JD	ASAP
Treasurer's Report	CPNY account balance: £86,821 (as at end of Feb 18) SD reported that the reserves were looking good and he forecast that there would be a surplus of £4K remaining at year end (due to total expenditure being less than the previous financial year) SD presented the draft 2018/19 budget proposal to the Committee mentioning that there were some increases in expenditure due to potentially employing more staff and a need for some improved technology in the CPNY office. To be discussed further in the subgroup activity		INFO	
Sub Groups	Regulatory	SD fed back that the group had reviewed the budget and agreed that £30K be allocated to employing a Funding Bids person/persons on a seconded/consultant basis as and when required (as less risky than permanent position). The aim is for the role to become self-funding. The levy will be increased to raise the £30K required initially but this may be reduced down again or payment holidays instigated when enough funds secured through the role. This was proposed to the Committee and all agreed.	INFO	

		Action	The levy to be increased with immediate effect to take income from around the current £12K per month to £14K per month.	JD	ASAP
	Service Support	TB fed back that her group had looked at a proposed Domiciliary MUR and Clinical Assessment service for Vale of York CCG. They had reviewed the Isle of Wight 2011 service where visits took place after a hospital stay. Thoughts as to how this could work locally: <ul style="list-style-type: none"> • Change 'Clinical Assessment' to 'Medicines Optimisation' • Conduct MUR, review the care plan and support network • £70 paid per visit • Phase 1 of service could be hospital referrals, then if successful, Phase 2 could be GP referrals/community nurses 		INFO	
	Contractor Support	This subgroup worked on creating a new buddy list to allocate some contractors to the new Committee members from May 2018.		INFO	
		Action	ID to finalise spreadsheet and return to CPNY. JD to distribute	ID/ID	ASAP
Committee Election Results and New Members	JD presented the results of the independent contractor election and announced the names of the new AIMp and CCA members. The new Committee composition to take effect on 1 st May 2018.			INFO	
Service and CCG Feedback	Walk in my Shoes (WIMS)	JD reported that CPNY had secured funding of £16,775 from local NHS teams for a project officer for one year to start from 1 st April 2018. LS had agreed to combine this role with her existing post. Meetings with the LMC and Harrogate CCG GP practices already arranged to get the 'ball rolling'.		INFO	
	Yorkshire Cancer Research	JD explained that CPNY had submitted a preliminary funding bid for £338K for an early detection cancer screening service. If successful, the service would pay around £20 per intervention and require 120 pharmacies to undertake two per week. The bid includes funding for a full time project manager. If the initial bid is successful, a more detailed full application will be due in June 2018, a decision made in December 2018 with a project start date of April 2019.		INFO	
	VoY CCG	The planned VoY CCG presentation (Plans for CP over the next 12/18 months) was cancelled for a second time due to Laura Angus being unable to attend the meeting. JD therefore reported as follows: <ul style="list-style-type: none"> • Bruce Warner (NHS Deputy Chief Pharmacist) visited Monkbar Pharmacy in York to see an AF demo • Joint CCG and CPNY AF Service bids to be submitted to the Health Foundation – one for pharmacy £74K and one for GP practices to be fit to receive AF patients £500K • Domiciliary MURs with clinical review being considered (as looked at by subgroup) 		INFO	
	Harrogate CCG	<ul style="list-style-type: none"> • CCG has organised a meeting with their GP Surgery Lead and CPNY to discuss WIMS • Internal meeting taking place to discuss PIM strategy particularly in relation to AF and diabetes 		INFO	
	Airedale Wharfedale & Craven CCG	CPNY/Jonathan Taylor (Carleton in Craven Pharmacy) invited to join Craven Care Model Medicines Management Task and Finish Group – they are interested in a domiciliary MUR model		INFO	
	HR&W CCG	<ul style="list-style-type: none"> • Forecasting a deficit for year ending 31st March 2019 of £3.8m so in Level 3 recovery process • CPNY to meet with them to discuss AF service that is cost neutral or cost saving 		INFO	
	S&R CCG	<ul style="list-style-type: none"> • CPNY met with the CCG on 14th March to discuss AF Service proposal – very positive response – going to their 			

Service and CCG Feedback		<p>Committee on 4th April 2018 for approval.</p> <ul style="list-style-type: none"> • Another meeting to be arranged to discuss PIM in more detail • GP surgeries to issue 'referral to local pharmacy – no prescription required' form to patients where appropriate 	INFO	
	CoYC Public Health	<ul style="list-style-type: none"> • Final PNA to be signed off by Health and Wellbeing Board on 20th March 2018 • Delay with Healthy Start Vitamins service due to public health budget review 	INFO	
	NYCC Public Health	<ul style="list-style-type: none"> • Final PNA to be signed off by Health and Wellbeing Board on 23rd March 2018 • CPNY had been invited to the Health Scrutiny Committee to present on the impact of funding cuts and drug tariff issues on local pharmacies 	INFO	
CHL	<p>A discussion took place around the future of CHL, the three options were:</p> <ol style="list-style-type: none"> 1. Keep the company live 2. Place the company into dormancy 3. Wind up the company <p>There is a negligible cost involved with each option and if the company were to remain live, a new director would be required as presumed LC would no longer wish to continue as director when she leaves the Committee. A vote took place and it was decided to leave the company live for the foreseeable future. As a result of this decision, the following actions required:</p>			
	Action	TH to be responsible for the accounts for the time being	TH	Ongoing
	Action	RH to forward the bank account details to TH	RH	ASAP
	Action	CPNY to transfer £100 into CHL bank account as otherwise will be overdrawn slightly	JD	ASAP
	Action	New director to be appointed at AGM	ALL	6 th June 2018
Flu Jab Update	<p>JD reported 18,797 flu vaccinations as at 23rd February 2018. RH pointed out that he was a little concerned there may be difficulties around pharmacies obtaining their supplies of the adjuvanted trivalent vaccine before the end of October as GPs may possibly have priority.</p>		INFO	
	Action	A decision to be taken at the AGM as to whether or not the flu leaflets are to be ordered and distributed again.	ALL	6 th June 2018
AOB	<p>TB raised the issue of not always being aware of market entry applications and could the process be improved.</p>		INFO	
	Action	CPNY to send a separate email to Committee members as well as including in the CEO's weekly digest (but excluding anyone where there is a conflict of interest)	JD/LS	Ongoing
	Action	JD asked that everyone submit their expenses by 23 rd March 2018	ALL	23 rd March 2018
	<p>ID thanked the outgoing members of the Committee for all of their hard work over the years and presented those present (WC and SK) with their thank you gifts.</p>		INFO	

Future Meeting Dates

Time	Day	Date	Venue
12pm	Wednesday	6 th June 2018	AGM – Venue – TBC
12pm	Thursday	6 th September 2018	Venue – TBC
12pm	Thursday	15 th November 2018	Venue - TBC