

Action Minutes

Date of Meeting: 06/06/18		Time: 1pm		
Location: York Sports Club, Shipton Road, York		Subject: CPNY Committee Meeting		
Present: Tamzin Burn (TB), Shaun Davies (SD), Ian Dean (ID), Tom Hajdas (TH), Richard Harrison (RH), Tracey Chambers (TC), Chris Kendall (CK), Tommy Ling (TL), Jane Simpson (JS), David Broome (DB)		Apologies: Jay Badenhorst (JB)		
Other Attendees: Jack Davies (JD) – CPNY CEO, Laura Smart (LS) – CPNY EO, Faisal Majothi/Jamal Hussain - Vale of York CCG, Liz Colling (LC) – CHL Director				
Issue	Details		Who	When
Introductions of New Committee Members	ID welcomed new Committee Members - Tommy Ling (TL) and Jane Simpson (JS) - to the meeting and introductions were made. Jay Badenhorst (JB) and Helen Davis (HD) were unable to attend.		INFO	
Apologies	Jay Badenhorst		INFO	
Declarations of Interest	Action	JD explained that a ‘Declarations of Interest’ form needed to be filled in by all Committee Members annually – these were distributed for completion.	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">• CPPE Safeguarding Level 1 training available for non-GPhC staff• Approved Provider List (for NYCC) promoted to contractors• Alcohol IBA online training promoted to contractors• Needle Exchange privacy notice tick box added to PharmOutcomes, along with incident reporting reminder sent to contractors• Levy increase took place April 2018		INFO	
CPNY New Staff	JD explained that two new members of staff were now each working one day per week for CPNY as follows: <ul style="list-style-type: none">• Kevin Cheung – Services Development Lead (Day Lewis secondee)• Katy Newsome – Funding Resources Lead (nursing/pharmaceutical representative background)		INFO	
PSNC Chairs and CEOs Meeting	ID reported: <ul style="list-style-type: none">- Sue Sharpe (PSNC CEO) had outlined current progress made with the new contract negotiations and stated the agreed interim position is:<ul style="list-style-type: none">• Quality Payments extended for six months with £37.5m to be paid out to contractors• Pharmacy Access Scheme to be extended for one year• National flu service re-commissioned- HMRC have issued guidance to LMCs on how they are to treat Committee members’ expenses claims – PSNC are therefore currently taking advice from tax consultants and guidance will be issued shortly.- As part of the national negotiations, PSNC will be tabling their universal ‘Community Pharmacy Care Framework’ (CPCF) for patients. This is based on a medicines optimisation approach. JD commented that the plan is very ambitious and will take a number of years (and investment) to achieve. PSNC’s ultimate proposal for the development of CPCF services is to support people with LTCs via the commissioning of a ‘Community Pharmacy Care Plan’ (CPCP) service. These proposals are ideas for discussion and PSNC will shortly publish information on these so they can gain the views of contractors.- ID commented that expecting contractors to invest in these new plans was going to be challenging given the current lack of funding. DB responded that his view was that PSNC was planting ‘the seed’ as a new framework to move community pharmacy towards over the next few years.		INFO	
GDPR – Data Protection Officers	DB commented that PSNC continues to argue against the requirement for all pharmacies to appoint a Data Protection Officer (DPO). LS mentioned that she was aware that PharmOutcomes now required all pharmacies to state who their DPO was (by 30 th June) to continue to use the system. DB mentioned that as a result of GDPR, a new IG toolkit for next year had been developed.		INFO	

Regional Rep's Report	DB reported as follows: <ul style="list-style-type: none">• PSNC's Appeal - against the Judicial Review had recently taken place but no verdict yet, although the Judge was critical of the figures that had been originally used• National Flu Service - recommissioned for 2018/19 but issues around release dates of vaccinations. RH commented that in his view appointing a single supplier only was very risky• CPAF – two new questions around safeguarding and pharmacy-based audits – to be completed by 1st July 2018• FMD – scanning barcodes to check all medicines legal – this will become a requirement from February 2019 as the profession continues to follow the EU medicines directives. ID mentioned that his pharmacy was already using this but there had been a few 'snags' with the system• EPS4 - to be trialled shortly• Price Concessions – continues to be an 'ongoing battle'		INFO	
VoY CCG Plans for Community Pharmacy over the next 12-18 months	Faisal Majothi and Jamal Hussain (prescribing support pharmacists) from Vale of York CCG joined the meeting to explain how they see the future of working with community pharmacy evolving. They acknowledged that historically, their team has spent much of their time writing clinical guidance however the team will be expanding shortly so they fully intend to engage more with community pharmacy. As such, a 'brainstorming' meeting had already been arranged with CPNY to match priorities, with the intention of putting proposals together to go to commissioners. (Areas high on their agenda at the current time are diabetes checks and warfarin monitoring). RH suggested that service ideas from previous years could be reviewed and potentially re-proposed. He commented that it was very positive that Faisal and Jamal were in post at the CCG. TB commented that it would be helpful if the CCG could give as much notice as possible when they make prescribing guidance changes to assist pharmacies with running down stock etc.		INFO	
	Action	Faisal explained that community pharmacy was being promoted by the CCG and as such, videos on hayfever and statins had been produced. LS to send the links out to VoY pharmacies.	LS	ASAP
	Action	The issue of the palliative care rota in York not being as robust as it could be was raised and the CCG agreed to look into potentially 'topping up' the current rate paid by NHS England. JD to follow up.	JD	ASAP
Quality Payments Update	LS reported: -Overall results from last year's Quality Payments were published in April. Key points: <ul style="list-style-type: none">• 97% of North Yorkshire contractors took part and met the gateway criteria• 70% achieved the maximum 100 points• 89% achieved 80 points or more• 91% of points available and funding allocated to our region was claimed (approx. £973K) -Additional HLP Champions training took place 14 th May. Places booked not as high as anticipated so some Humber LPC contractors attended (for a charge). -HLP Facebook page – 82 members -Virtual Outcomes training (new online tool created by Avon LPC) to potentially help with health campaigns (to be discussed in subgroups) -Currently encouraging contractors to meet all the criteria required to gain maximum points for the June review point -Carrying out NHS Choices profile checking and offering support where necessary		INFO	
	Action	TB pointed out that there had been some confusion over the hours recorded on Choices – that opening hours instead of core and supplementary hours had sometimes been listed. LS to send out message to all contractors making it clear which hours needed to be included and excluded.	LS	ASAP

	Action	TL requested LS send him links on NHSmail setup and compliance.	LS	ASAP
WIMS Update		<p>LS reported that funding had been received from NHS England to carry out the 'Walk in my Shoes' project over the course of a year (exchange visits programme between pharmacies and GPs to foster more effective working relationships). Progress so far includes:</p> <ul style="list-style-type: none"> Objectives and Summary Action Plan devised Met with LMC to discuss – on board with the idea and their Chair agreed to carry out a pilot exchange visit with Boroughbridge Pharmacy (5th June) Working on an ERIC (Education, Research & Innovation Committee) bid for backfill to submit to HEE mid-June as they have agreed that the project does fit well with learning needs in terms of 'improving patient safety' Will find out if bid successful mid-July and then will launch the project either with/without the promise of a backfill payment of £150 each per pharmacy/GP practice. Tease campaign to start once Quality Payments review point passed In the meantime, continuing to raise awareness with stakeholders and a handful of pilots to take place 	INFO	
	Action	LS asked for volunteers to pilot the scheme. TC, TB and TL said they would be happy to do so. LS to match up to GP practices and organise exchange visits.	LS	ASAP
Treasurer's Report		<p>CPNY account balance: £107,881 (as at end of May 18)</p> <p>SD reported that the significant increase in bank balance was due to the WIMS (Walk in my Shoes) project monies of £16K having been received plus the result of the increase in levy. He also presented the budget tracking spreadsheet and commented that this was satisfactory to date with no issues. The annual accounts had been finalised and these would be reviewed in the subgroup activity.</p>	INFO	
Sub Groups	Regulatory	SD fed back that the group had reviewed the annual accounts and these were found to be an accurate reflection of 2017/18 activities. A member of the subgroup had asked why the payroll costs had been a little higher than forecast and JD explained that this was due to the pension scheme set up costs. A new 'tax declaration' form for committee members had also been reviewed and was approved by the subgroup (in an effort to protect/reduce the tax burden on CPNY should HMRC rule that a different treatment of expense claims is required in the near future).	INFO	
	Service Support	<p>TB fed back that her group had looked at a proposed 'infant feeding complications' service with S & R CCG. This is to prevent new mums always going to their GP first for reflux/colic. The subgroup's comments were:</p> <ul style="list-style-type: none"> May be heavily dependent on health visitors referring to pharmacy Will the service pay the difference in cost of more expensive milk? (otherwise parent may go to GP for free prescription) Number of minutes calculated to complete checklist unrealistic 	INFO	
	Contractor Support	CK fed back that his subgroup had worked on finalising the new buddy list to allocate some contractors to the new Committee members.	INFO	
		Action ID to finalise spreadsheet and return to CPNY. JD to distribute	ID/JD	ASAP
		Action The online training tool 'Virtual Outcomes' was also reviewed and it was agreed that this would be useful for health champions. The cost is £2,540 inclusive of VAT per annum (budget available). It was decided a licence be purchased to cover all North Yorkshire contractors for one year as a trial. CPNY will monitor how much it is	JD	ASAP

			utilised and review towards the end of the first year (how useful/value for money it is etc)		
Service and CCG Feedback	Adcal-D3 Project (Kyowa Kirin)	<ul style="list-style-type: none">This has been finalised now and the service will recruit 180 patients (to include 50 non-Adcal-D3 over the age of 50 years) who have been prescribed any formulation of Adcal-D3 for at least one month.Up to 36 pharmacies can take part and will receive £20 for each survey undertakenPharmOutcomes template being finalised		INFO	
	AWC CCG	<ul style="list-style-type: none">Medicines Management Task & Finish group have agreed to pilot a Reablement and Domiciliary MUR service (20/30 patients will be identified by GP and pharmacist taking part with NAPP verbally agreeing to provide proof of concept funding)Dr Jake Jeffrey (CCG SMT) has requested an AF service proposal			
	VoY CCG	<ul style="list-style-type: none">Joint CCG and CPNY AF Service bids to be submitted to the Health Foundation – Innovating for Improvement programme will focus on innovations to improve the workforce (£75K)The CCG’s pharmacy team has agreed to support a service proposal for Reablement and Domiciliary MURsServices brainstorming session arranged for 3rd July 2018		INFO	
	Harrogate CCG	<ul style="list-style-type: none">Still awaiting AF service proposal discussionStill awaiting Sharps Disposal service meeting with CCG and Harrogate District Council		INFO	
	HR&W CCG	<ul style="list-style-type: none">Still awaiting a meeting date to discuss AF service that is cost neutral or cost savingCare Navigation workshops (CCG and Heartbeat Alliance) taking place during June/July 2018 (CPNY attending to discuss pharmacy services/undertake presentations)		INFO	
	S&R CCG	<ul style="list-style-type: none">Commissioning Panel turned down AF service proposal due to substantive non-delivery of the Falls Prevention ServiceMeeting with Simon Cox (Chief Officer) on 11th June to discuss NAPC’s Primary Care Home: Community Pharmacy Integration and Innovation strategyUndertook joint CCG and CPNY media promotion to combat online pharmacy promotion in the areaInfant Feeding Complications service proposal being developed		INFO	
Service and CCG Feedback	CoYC Public Health	<ul style="list-style-type: none">Healthy Start Vitamins service ‘scrapped’ due to Public Health ‘changing their mind’ with the agreed fee of £1.50 and asking if contractors would deliver for 50p per intervention. CPNY politely declined.Meeting with Deputy Director on 11th June to discuss their support with HLPs and health campaigns (currently non-existent)		INFO	
	NYCC Public Health	<ul style="list-style-type: none">Currently re-procuring the North Yorkshire Stop Smoking service. The new contract will be awarded in October 2018 with the new service commencing in January 2019		INFO	
CHL	Liz Colling (CHL Director) joined the meeting for this agenda item. RH explained that since the last Committee meeting in March 2018, there had been a slight change to what was initially agreed in that the bank account had been closed and the balance remaining of £483 transferred into CPNY’s bank account – this will mean there are no longer any bank charges associated with CHL.			INFO	
	Action	LC explained that the accounts had been filed, and there was just £13 still to pay – JD to organise payment.		JD	ASAP

	Action	The Committee discussed the future of CHL as an entity and a vote was taken on whether or not to close the company. Unanimous to close so RH/LC to action this.	RH/LC	ASAP
Flu Jab Leaflets	Action	The Committee approved the printing/posting out of 1,000 flu leaflets to all pharmacies delivering the national flu service 2018/19 at a cost of around £2,800 (budget available).	JD	ASAP
AOB		JD mentioned that the new CEO of PSNC, Simon Dukes, would attend the next Committee meeting on 6 th September to outline the way forward for PSNC.	INFO	

Future Meeting Dates 2018

Time	Day	Date	Venue
12pm	Thurs	6th Sept 2018	New Earswick Folk Hall, Hawthorn Terrace, New Earswick, York, YO32 4AQ
12pm	Thurs	15 th Nov 2018	New Earswick Folk Hall, Hawthorn Terrace, New Earswick, York, YO32 4AQ

Future Meeting Dates 2019

Time	Day	Date	Venue
12pm	Thurs	17 th Jan 2019	New Earswick Folk Hall, Hawthorn Terrace, New Earswick, York, YO32 4AQ
10am	Thurs	21 st Feb 2019	Strategy Day Venue TBC
12pm	Thurs	21 st Mar 2019	New Earswick Folk Hall, Hawthorn Terrace, New Earswick, York, YO32 4AQ
1pm	Thurs	6 th June 2019	York Sports Club, Clifton Park, Shipton Rd, York, YO30 5RE
12pm	Thurs	5 th Sept 2019	New Earswick Folk Hall, Hawthorn Terrace, New Earswick, York, YO32 4AQ
12pm	Thurs	21 st Nov 2019	New Earswick Folk Hall, Hawthorn Terrace, New Earswick, York, YO32 4AQ