

## Action Minutes

<b>Date of Meeting:</b> 21/11/2019		<b>Time:</b> 12pm		
<b>Location:</b> Mercure York Fairfield Manor Hotel, Shipton Road, York		<b>Subject:</b> CPNY Committee Meeting		
<b>Present:</b> Tamzin Burn (TB), Charles Christian (CC), Shaun Davies (SD), Ian Dean (ID), Tracey Chambers (TC), Tom Hajdas (TH), Richard Harrison (RH), Chris Kendall (CK), Tommy Ling (TL), Jonathan Taylor (JT), James Usmar (JU), David Broome (DB)		<b>Apologies:</b> None		
<b>Other Attendees:</b> Jack Davies (JD) – CPNY CEO, Laura Smart (LS) – CPNY EO, Dr Lincoln Sargent – North Yorkshire County Council (Director of Public Health), Jamal Hussain/Faisal Majothi – Vale of York CCG				
Issue	Details		Who	When
<b>Rokshaw Laboratories Presentation (Meeting Sponsor)</b>	Vanessa Reed (Commercial Manager) explained Rokshaw’s company background and plans for the ‘future of specials’. They would like to have a closer working relationship with LPCs so they can understand community pharmacy’s challenges and align their business accordingly.		INFO	
<b>Apologies</b>	None		INFO	
<b>Declarations of Interest</b>	There were no declarations of interest.		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>	JD reported as follows: <ul style="list-style-type: none"><li>• PSNC’s CPCF Grid of Services circulated to CPs</li><li>• NYCC Public Health sent information on the York University alcohol project</li><li>• NYCC Staff Flu Service fees renegotiated</li></ul>		INFO	
<b>New Office Update</b>	ID explained that progress on setting up the new office was on target for the moving in date of Monday 2 <sup>nd</sup> December 2019.		INFO	
	<b>Action</b>	ID mentioned that the landlord was arranging a formal lease agreement (despite originally stating this would not be necessary) and this may require the appointment of trustees. ID to seek advice from Gordon Hockey at PSNC.	ID	ASAP
<b>PSNC Regional Rep’s Report</b>	DB reported that PSNC is currently: <ul style="list-style-type: none"><li>• Negotiating next year’s 2020/21 contract</li><li>• Consultation on reimbursement ongoing</li><li>• An independent review of the roles and structures underpinning PSNC and LPCs has been commissioned to ensure that the national structure is ‘fit for the future’</li></ul>		INFO	
<b>NYCC’s Director of Health’s Annual Report</b>	Dr Lincoln Sargent (Director of Health) presented his annual report to the Committee which focused this year on poverty and health inequalities within communities.		INFO	
	<b>Action</b>	LS to send out report in Weekly Update as lots of interesting facts and important statistics.	LS	22/11/19
<b>New Independent Committee Member Selection</b>	ID explained that five candidates had put themselves forward. Each had submitted a written application which the Committee reviewed and then undertook four rounds of voting to decide upon the candidate to be elected.		INFO	
	<b>Action</b>	New independent contractor: Mohammed Ali of Stone Pharmacy in Selby selected. ID to notify all candidates of the decision.	ID	ASAP
<b>VoY CCG Update and LAMP (Lowering</b>	Jamal Hussain and Faisal Mojothi provided an update to the Committee on current CCG priorities: <ul style="list-style-type: none"><li>• Campaigning to reduce opiate prescribing and two new community clinics were currently being created in York and Scarborough which pharmacies would soon be able to refer patients into</li></ul>		INFO	

<b>Antimicrobial Resistance)</b>	<ul style="list-style-type: none"> <li>Changes to repeat prescription ordering planned for patients aside from those patients who are classed as 'assisted patients' similar to neighbouring CCGs</li> <li>Self-Care campaign started 1<sup>st</sup> August 2019 (for 18 months) which heavily includes the message of 'Refer to Pharmacy'. Funded by the Humber Coast &amp; Vale STP Elective Group.</li> </ul>			
	<b>Action</b>	Red/black drug reporting on the agenda and possible scope for a pharmacy service whereby these are identified at the point of dispensing and reported to the CCG. ID suggested that a 'Top 20' list of the main red/black drugs could be put together and be updated periodically for pharmacies to work from. This idea to be reviewed at the next CCG meeting on 28 <sup>th</sup> January 2020.	ID	28/01/20
<b>PSNC National Review of Representation and Support of Community Pharmacy Contractors</b>	ID explained that PSNC had commissioned an independent review of the current local and national structures supporting pharmacy contractors to make recommendations for the future, with the objective of ensuring the best possible representation as they embark upon the delivery of the NHS Long Term Plan and the new Community Pharmacy Contractual Framework. The review is due to be completed by the end of March 2020.		INFO	
<b>PCNs Update</b>	<p>ID reported that the number of PCNs across North Yorkshire had now increased to 21 (from 19) as Nimbuscare is a super PCN and had now split into three localities. A new selection process for PCN Leads had been issued by PSNC on 9<sup>th</sup> October 2019. As CPNY has already undertaken their selection process, a 'confirmation process' has now been undertaken as well to ensure their guidelines have been met. Other tasks associated with PCNs being undertaken/ongoing are:</p> <ul style="list-style-type: none"> <li>CPNY and CPWY jointly facilitating an election to replace Jonathan Taylor in AW&amp;C locality</li> <li>Mapping of pharmacies to PCNs completed</li> <li>PCN Lead training to take place on 3<sup>rd</sup> December 2019</li> <li>Memorandums of Understanding to be issued and signed by PCN Leads at training</li> </ul>		INFO	
<b>CPCS Data Monitoring</b>	ID explained that so far 90% of pharmacies (136 of 150) were signed up to the new Community Pharmacist Consultation Service, which commenced on 29 <sup>th</sup> October 2019.		INFO	
	<b>Action</b>	Committee members to email any CPCS issues encountered so far to ID by 25 <sup>th</sup> November 2019 in readiness for a CPCS review meeting on 26 <sup>th</sup> November 2019.	ALL	25/11/19
<b>Treasurer's Report and Pharm Funding</b>	SD reported that the bank balance remained in very good shape at £147K at the end of October 2019. Some extra costs currently being incurred as the handover between Jack Davies to Ian Dean (new CEO) takes place but substantial income had been generated recently from pharma rep sponsorship and organising other LPC AGM events etc (a total of £20,450 raised so far this financial year).		INFO	
<b>Human Resources Capacity - CPCS Monitoring and CPCF</b>	ID/JD explained the increase in workload since the introduction of the new CPCF and in particular the requirement for LPCs to monitor the new Community Pharmacist Consultation Service.		INFO	
	<b>Action</b>	Proposal: LS increase her working hours to 26 per week to the end of March 2020 (in addition to TCAM Harrogate extra hours of 4 per week) and then be made permanent 30 hours from April 2020. The Committee agreed to a temporary increase in hours to the end of March 2020; to be reviewed again at the financial year end.	ALL	March 2020
<b>KKI Opioid Induced Constipation Service Update</b>	JD explained that 32 pharmacies had signed up to deliver the Opioid Induced Constipation Service and each pharmacy was tasked with making 20 interactions (paid at £13.40 each). Six pharmacies are currently delivering, 26 yet to start. Pharmacies have until 31 <sup>st</sup> July 2020 to complete their 20 interactions.		INFO	

<b>Virtual Outcomes Update</b>	ID reported that there were currently 62 active pharmacies accessing Virtual Outcomes on a regular basis. Total courses undertaken – 714 so far.		INFO	
<b>CCGs and Public Health Updates</b>	<b>AW&amp;C CCG</b>	<ul style="list-style-type: none"> <li>In the process of recruiting a new PCN Lead to replace Jonathan Taylor</li> </ul>	INFO	
	<b>VoY CCG</b>	<ul style="list-style-type: none"> <li>New Repeat Prescription protocol has caused some pharmacies to lose patients due to the unequal implementation of the policy (whereby GPs did not receive the template letter to inform DSPs and others until six weeks after the start)</li> <li>CPNY has sought clarification on a few points that the CCG has replied to</li> <li>CPNY will now meet to discuss with Ken Latta and if a satisfactory outcome cannot be reached, CPNY will escalate to NHS Resolution</li> </ul>	INFO	
	<b>HaRD CCG</b>	<ul style="list-style-type: none"> <li>NHS England has approved the merger between HaRD, HRW and S&amp;R CCGs from 1<sup>st</sup> April 2020 – to be known as the North Yorkshire CCG.</li> </ul>	INFO	
	<b>HR&amp;W CCG</b>	<ul style="list-style-type: none"> <li>Merger as above</li> </ul>	INFO	
	<b>S&amp;R CCG</b>	<ul style="list-style-type: none"> <li>Merger as above</li> <li>Developing a CVD identification service for all three PCNs, working with Y&amp;HAHSN, Scarborough Hospital and Pfizer</li> </ul>	INFO	
		<b>Action</b> Scarborough and Ryedale Partnership Board have approached JD to take on the role of Chairperson of the Board for 12 months but there is the financial implication of meeting attendance and travel expenses to consider. The Committee discussed and decided that the role was outside of the scope of the LPC and that JD should seek a separate arrangement personally if he wished to carry out the position.	JD	ASAP
	<b>CoYC Public Health</b>	<ul style="list-style-type: none"> <li>Healthy Start Vitamins Service – now started</li> <li>Champix Dispensing Service – now started</li> </ul>	INFO	
	<b>NYCC Public Health</b>	<ul style="list-style-type: none"> <li>Issued a consultation on their 'Primary Care Vision for NYCC Public Health'</li> </ul>	INFO	
<b>Flu Stats</b>	ID reported that currently 121 pharmacies are signed up to the national flu service for 2019/20. So far, 21,812 vaccinations have been administered and this is already ahead of the total for 2018/19 by 2,448 jabs (last year's total 19,364). ID remarked that 25,000 should easily be achieved.		INFO	
<b>Buddy Visit Feedback</b>	Forms handed in to LS for review.		INFO	
	<b>Action</b>	TB raised a query around the wording of compliance to the EHC declaration of competence on PharmOutcomes being unclear and a concern that this could potentially 'put off' contractors from delivering the service. LS to query with NYCC public health.	LS	ASAP
<b>Website Email Addresses</b>	<b>Action</b>	JD explained that some 'phishing' emails were targeting Committee Members' emails from the CPNY website. In an attempt to eliminate this risk, all agreed to change personal emails to the generic CPNY 'enquiries' email.	LS	ASAP
<b>CEO Change Over</b>	JD explained that ID had shadowed the retiring CEO from 8 <sup>th</sup> October to 15 <sup>th</sup> November 2019. From 18 <sup>th</sup> November 2019, ID to be 'in charge' with the retiring CEO (JD) having a watching brief.		INFO	
<b>AOB</b>	None		INFO	

### Future Meeting Dates 2020:

Time	Day	Date	Venue
12pm	Thurs	16th Jan 2020	Pioneer Room, Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Thurs	20 <sup>th</sup> Feb 2020	Park Lane Room, Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
12pm	Thurs	19 <sup>th</sup> Mar 2020	Pioneer Room, Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
1pm	Thurs	4 <sup>th</sup> Jun 2020	Park Lane Room, Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
12pm	Thurs	3 <sup>rd</sup> Sep 2020	Pioneer Room, Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
12pm	Thurs	19 <sup>th</sup> Nov 2020	Pioneer Room, Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW