

Action Minutes

Date of Meeting: 19/03/2020		Time: 12pm		
Location: Mercure York Fairfield Manor Hotel, Shipton Road, York		Subject: CPNY Committee Meeting		
Present: Jack Davies (JD), Tracey Chambers (TC), Richard Harrison (RH), Chris Kendall (CK), Tommy Ling (TL), James Usmar (JU)		Apologies: Mohammed Ali (MA), Charles Christian (CC), Shaun Davies (SD), Tom Hajdas (TH), David Broome (DB)		
Other Attendees: Ian Dean (ID) – CPNY CEO, Laura Smart (LS) – CPNY EO				
Issue	Details		Who	When
Apologies	Mohammed Ali, Charles Christian, Shaun Davies, Tom Hajdas and David Broome		INFO	
Declarations of Interest	None		INFO	
Minutes of the Last Meeting	The minutes of the last meeting were declared as an accurate record.		INFO	
Matters Arising	ID reported as follows: <ul style="list-style-type: none">EHC declaration on PharmOutcomes checked by NYCCUse of PharmOutcomes for CPCS highlighted in Weekly UpdateID communicated CPNY decision on repeat ordering policy to VoY CCGOICS reviewed with KKI and reminders sent to contractors signed upPCN Lead details posted on websiteBackfill now claimed by all PCN LeadseRD conversations still ongoingSeptember Committee Meeting changed to 17th September 2020		INFO	
PSNC Regional Rep’s Report	This agenda item was skipped as DB was absent from the meeting.		INFO	
CPNY Strategic Plan 2020/21	JD presented the draft Strategic Plan 2020/21 and this was agreed and signed off as a working document by the committee.		INFO	
Treasurer’s Report and Budget 2020/21	ID reported that the bank balance remained very healthy (£168,140 as at end of February 2020). He talked through the new budget for 2020/21 and this was agreed by all present.		INFO	
	Action	A discussion was held around adding a contingency fund for COVID-19 to the budget. Due to the current reserves held being fairly healthy, it was agreed that up to £40K for the financial year 2020/21 be available for this purpose if required.	ID	ASAP
COVID-19 Update	In response to the emerging COVID-19 situation, CPNY had issued a survey to contractors to gauge what some of the issues were around increases in prescriptions/deliveries, self-isolating staff, PPE required etc. More of these situation report surveys will be issued as the emergency evolves as a mechanism to keep abreast of contractor issues and to feedback to PSNC. CPNY had also arranged for 3 x A3 posters to be professionally printed and distributed to all pharmacies with the message to patients ‘do not enter with symptoms of coronavirus’. New information/advice was coming in constantly but the latest was that GPhC had confirmed that pharmacies can open without a pharmacist on site if necessary and all pharmacy inspections were suspended.		INFO	
	Action	LS to issue PSNC’s new COVID-19 update in Weekly Update	LS	20-03-20

June Meeting and AGM	It was decided to cancel the June committee meeting and AGM, in view of the fact that it was unlikely these would be able to go ahead. If possible, the AGM will take place on 17 th September 2020 instead.		INFO	
	Action	LS to cancel venue and take June date off CPNY website.	LS	ASAP
AOB	Action	JD informed the committee that due to these extraordinary circumstances, it was likely that quick decisions would need to be made and it would not always be possible for CPNY officers to consult the committee. He would keep a log of any such major decisions normally requiring agreement of the committee.	JD	Ongoing

Future Meeting Dates 2020:

Time	Day	Date	Venue
1pm	Thurs	17th Sep 2020	AGM - Pioneer Room, Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
12pm	Thurs	19 th Nov 2020	Pioneer Room, Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW