

## Action Minutes

<b>Date of Meeting:</b> 23/09/2021		<b>Time:</b> 12.00pm		
<b>Location:</b> Mercure Fairfield Manor Hotel, Shipton Road, York		<b>Subject:</b> CPNY Committee Meeting		
<b>Present:</b> Ashley Cohen (AC), Tracey Chambers (TC), Shaun Davies (SD), Gabriel Garcia Gomez (GG), Richard Harrison (RH), Chris Kendall (CK), Michael Nicholson (MN), James Usmar (JU), David Broome (DB)		<b>Apologies:</b> Tom Hajdas (TH), Tommy Ling (TL) David Walker (DW) absent		
<b>Other Attendees:</b> Ian Dean (ID) – CPNY CEO, Laura Smart (LS) – CPNY EO, Caroline Robertson (CR) – CPNY Healthcare & Networking Manager				
Issue	Details		Who	When
<b>Introductions</b>	ID introduced new CCA committee member, Gabriel Garcia Gomez (Lloyds representative). He explained that another new CCA member, David Walker from Boots had been recently assigned to the role as well.		INFO	
<b>Apologies</b>	Tom Hajdas and Tommy Ling. David Walker was absent.		INFO	
<b>Pharma Sponsor</b>	Beth Walsh from Alliance gave a short presentation to the committee on stoma care and the Opus Naturfit range of products available.		INFO	
<b>Declarations of Interest</b>	None.		INFO	
	<b>Action</b>	LS to collect forms from new members.	LS	ASAP
<b>Minutes of the Last Meeting</b>	The minutes of the last meeting were declared as an accurate record.		INFO	
<b>Matters Arising</b>	ID reported as follows: <ul style="list-style-type: none"><li>BMS Masterclass link had been circulated</li><li>Minutes of previous meeting had been updated</li><li>WhatsApp group had been set up</li><li>Levy payment holiday had been actioned in July</li><li>ID was now attending the Area Prescribing Committee</li></ul>		INFO	
<b>PCN Leads Session</b>	Three PCN Leads joined the meeting for this agenda item via Zoom:  Vikki Furneaux (York Medical Group) reported that she had attended a meeting with her CD the previous week and had been invited to other PCN meetings. Joint working together to promote Covid and Flu vaccination. CPCS GP referrals were going well; there had been nine in one day.  Penny Bates (York City Centre) explained that she was in communication with three GP practices within her PCN; however this was proving challenging timewise as she had been invited to three separate meetings with the three different practices rather than one covering the whole PCN.  Tamzin Burn (West, Outer & North East York) introduced herself as the newly appointed Lead but stated she did not as yet have anything to report as had only been in the role a few days. She was looking forward to getting started however.  JU (Richmondshire) - reported that he had been invited to a PCN board meeting in November. He was not sure what activity he would be able to contribute to yet. eRD discussions had been taking place but nothing agreed as yet. He had shared his Flu report with the PCN.  CR mentioned that so far York Medical Group had made 143 CPCS GP referrals which was a great start.		INFO	
	<b>Action</b>	LS to add Tamzin to the appropriate Gaggles for PCN Leads. ID to send the latest CPCS GP referrals data spreadsheet out to committee members in his weekly digest.	LS/ID	ASAP

PSNC Regional Rep's Report	DB reported: <ul style="list-style-type: none"> <li>The new PQS for 2021/22 had been announced – this had been ‘slimmed down’ a lot from last year’s and a big win was the addition of more conditions eligible for NMS</li> <li>The new Hypertension case-finding service had been introduced very last minute but was another important role for pharmacy</li> <li>Earlier advance payments available for ALL contractors who submit their Rx by the 5<sup>th</sup> of the month via MYS (payment will then be received around six days later)</li> <li>The collective amount of Covid Costs claims submitted by contractors totalled much higher than the original offer of £120m. It was expected to come in around £240m (the total advance was £370m).</li> <li>A CPCF review of Years 1, 2 and part of 3 was being undertaken and negotiations to start on Year 4 shortly</li> <li>Simon Dukes (PSNC CEO) is due to leave PSNC next week</li> </ul>	INFO	
	<div>Action</div> AC asked DB if there was an end date on the possibility of contractors being asked to provide evidence for post-payment verification of the Covid Costs claims, as it was important for contractors to have peace of mind that they wouldn’t continue to be potentially subjected to this at any point in the future. DB to raise and find out whether such a date exists.	DB	ASAP
LPC Conference	ID fed back on the conference as follows (adding to what DB had already reported on): <ul style="list-style-type: none"> <li>There had been some delays with LPC website upgrades but CPNY had signed up to Phase 1 so were first on the list anyhow</li> <li>PSNC highlighted that there were many changes ongoing and on the horizon for community pharmacy</li> <li>Maximising community pharmacy’s value and promoting this to PCNs was high on the agenda currently</li> </ul> <p>CK commented that hub and spoke does allow for some efficiencies although it still takes much time to sort out any issues that do arise.</p> <p>JU mentioned the issue around VAT and the provision of services by pharmacists only, and that this really does need to be resolved.</p>	INFO	
Review Steering Group	<p>Following various stakeholder workshops, it has been decided to move the contractor back to January/February 2022 rather than the proposed December 2021 vote.</p> <p>CPNY has been issued with their invoice for a share of the RSG costs – this is £1,155.</p> <p>DB mentioned that a new data analyst had been employed by the group.</p>	INFO	
Covid-19 Vaccinations	ID explained: <ul style="list-style-type: none"> <li>12-15 year olds now being invited for vaccination</li> <li>Booster doses confirmed for cohorts 1 – 9</li> <li>Co-administration permitted where it is “operationally expedient”</li> <li>Claims must be submitted within 3 months</li> <li>25 NY pharmacies to deliver Phase 3 Boosters</li> </ul>	INFO	
Flu Vaccinations	ID reported: <ul style="list-style-type: none"> <li>2021/22 service now well underway</li> <li>Many pharmacies reporting a large uptake</li> <li>No guidance suggesting the ‘order’ patient groups should receive vaccinations</li> </ul>	INFO	
CPCS and GP Referrals	An increasing number of practices have starting making referrals in recent weeks. CR and ID have attended several meetings with interested PCNs and learnings from practices are being shared. Karen Stone (funded by NHSE&I) has been jointly commissioned by CPNY and Humber LPC to support GP practices for six months.	INFO	
DMS Data	Harrogate District Hospital – 347 referrals from February to September York District Hospital (including Scarborough Hospital) – 785 referrals from February to September	INFO	

<b>Treasurer's Report</b>	<p>CK reported that the bank balance remained very healthy (£182,235 as at 20<sup>th</sup> September 2021). This was after the levy payment holiday afforded to contractors in July. 15K for PCN Lead training yet to be spent. The overall expenditure budget for 2021/22 is still on track with underspend so far to date.</p> <p>CK mentioned the new PSNC finance guide that PSNC were suggesting LPCs use. MN stated that he had been tasked by Lloyds to find out why CPNY were not using this new format to present the accounts. A discussion was held by the committee as to the best approach and a vote undertaken. The majority agreed to continue with the current method of accounting for now.</p>		INFO	
	<b>Action</b>	ID asked all committee members to submit any outstanding expenses claims reminding of the six month deadline in which to do so.	ALL	ASAP
<b>PCN Engagement</b>	<p>CR outlined how her role was going so far and progress made as follows:</p> <ul style="list-style-type: none"> <li>Gathered baseline feedback from PCN leads</li> <li>Met with Leads to plan next steps for working with PCNs and to encourage collaboration</li> <li>Contacted all CDs and arranged some meetings to reopen the conversation between community pharmacy and PCNs - 69% response rate</li> <li>Commenced flu planning and sharing of information with PCNs and having discussions about maximising take up of the flu vaccine</li> <li>Completed a WALK IN MY SHOES session</li> <li>Some progress made with GP CPCs (supported by Karen Stone)</li> </ul> <p>Issues identified: more funding required for Leads to free up their time to collaborate with PCNs; extra training welcome; build more confidence in community pharmacy being essential part of PCNs.</p> <p>In answer to a question posed by AC, CR confirmed that her role was one of 'facilitator' and although she was helping to arrange initial meetings with CDs her ongoing role would be to support rather than organise all activity.</p>		INFO	
<b>PQS Update</b>	ID informed the committee that the new PQS for 2021/22 had been announced. The main changes are the inclusion of NMS provision as part of the Gateway criteria and a new weight management domain element.		INFO	
<b>PQS/PCN Lead Training</b>	A discussion was held around training and it was decided that the usual two hour-long evening workshops may not be suitable. AC commented that Leads need coaching/negotiations skills training.		INFO	
	<b>Action</b>	Half hour long 'drop-in' online sessions to be organised instead as a trial for PQS. Consideration to be given as to what kind of training to provide for PCN Leads.	ID/LS/CR	ASAP
<b>Sickness Policy</b>	A discussion was held around this. JU stated that CPNY should not be compared to large companies and that discretion would always be used in special circumstances.		INFO	
	<b>Action</b>	Review again and consider writing a full sickness policy in the new year.	JU/TC	Jan/ Feb 22
<b>Pharmacy Wellbeing Service</b>	<p>LS reported on the service so far:</p> <ul style="list-style-type: none"> <li>The six month pilot covering both NY and Humber LPC commenced 19<sup>th</sup> April 2021</li> <li>Dedicated wellbeing coach for pharmacy, Lydia Clark</li> <li>To date, 14 self-referrals into the service (11 mental health, 3 weight management)</li> <li>3 x Webinars held so far (wellbeing, mental health, healthy lifestyles) with over 50 attendees</li> <li>Several face-to-face visits undertaken</li> <li>Awaiting confirmation of extension for another six months</li> </ul>		INFO	
	<b>Action</b>	RH asked if it would be possible to be provided with a real-life case study of how someone had been helped by the service. LS to request this.	LS	ASAP

<b>Future Meeting Dates</b>	<b>Action</b>	Dates discussed and agreed for 2022 meetings. ID to disseminate in his weekly digest and LS to update website.	ID/LS	ASAP
<b>AOB</b>	<b>Action</b>	LS suggested that the 'comedy' picture in the AOB slide ought to be changed given current times.	ID	ASAP

### Future Meeting Dates 2021:

Time	Day	Date	Venue
12pm	Thurs	18 <sup>th</sup> Nov 2021	York Sports Club, Shipton Road, York, YO30 5RE

### Future Meeting Dates 2022:

Time	Day	Date	Venue
12pm	Thurs	20 <sup>th</sup> Jan 2022	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Thurs	3 <sup>rd</sup> Feb 2022	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW – <b>Strategy Day</b>
12pm	Thurs	24 <sup>th</sup> Mar 2022	TBC
2pm	Thurs	9 <sup>th</sup> Jun 2022	TBC – <b>AGM (7pm)</b>
12pm	Thurs	15 <sup>th</sup> Sep 2022	TBC
12pm	Thurs	17 <sup>th</sup> Nov 2022	TBC