

Action Minutes

Date of Meeting: 08/06/2023		Time: 10.00am		
Location: Mercure Fairfield Manor, Shipton Road, York		Subject: CPNY Committee Meeting		
Present: Tracey Chambers (TC), Ashley Cohen (AC), Richard Harrison (RH), Chris Kendall (CK), James Usmar (JU), David Walker (DW)		Apologies: Shaun Davies (SD), Tom Hajdas (TH), Sinead Pattison (SP), David Broome (DB)		
Other Attendees: Ian Dean (ID) – CPNY CEO, Laura Smart (LS) – CPNY EO, Caroline Robertson (CR) – CPNY Healthcare & Networking Manager, Sian Balsom - Healthwatch York				
Issue	Details	Who	When	
Apologies	Shaun Davies (SD), Tom Hajdas (TH), Sinead Pattison (SP) and David Broome (DB). Michael Nicholson (MN) had resigned (CCA rep).	INFO		
Declarations of Interest	None. LS confirmed that the annual Declaration of Interest form had now been completed by all committee members.	INFO		
Subgroups Feedback	(The committee decided to discuss the subgroup topics collectively rather than break out into groups).			
	Finance CK explained that there was an amount of £27K showing as deferred income in the year end accounts which was allocated for PCN Leads for 23/24 spend. ID mentioned that he had spoken to James Wood at CPE (formerly PSNC), to ensure that their levy charge would be reduced accordingly following the transfer of the Craven pharmacies as at 1 st April 2023. He explained that CPNY would continue to pay monthly and not quarterly in advance. The BSA have been notified to transfer the pharmacies to CPWY.		INFO	
	Action	A discussion took place around the IT budget and whether all licences were still required/beneficial. Slido to be cancelled and JU requested that the use of Survey Monkey be kept under review. RH mentioned that ‘Google Meet’ may be cheaper to use than Zoom.	ID	ASAP/ Ongoing
	Governance The committee reviewed the Strategic Plan for 2023/24.		INFO	
	Action	CK mentioned that a potential retainer fee for the Supervised Consumption service and the issues in Scarborough still needed to be discussed with Horizons/Changing Lives.	ID	ASAP
	Action	The Self-Assessment tool for LPCs to be completed at the September 2023 committee meeting.	ALL	Sep 23
	Service Development ID explained that Nimbuscare were looking at a ‘Liquid to Tablets’ project that they wished for community pharmacy in York to be involved in. The Committee considered a draft proposal document put forward.		INFO	
	Action	The committee decided that the concept was good but required more thinking about in terms of: <ul style="list-style-type: none">crushing tablets causes an issue if off licencecost of placebos for teaching swallowing techniquesnot suitable for acute care – long term onlyGaviscon unsuitable, Amoxicillin not a good idea with poorly child ID to let committee see updated proposal before it is issued to pharmacies.	ID	ASAP
Pharma Rep Sponsor	Joanne Richardson from Scope Eye Care demonstrated placebo eyedrops and then played an informative video on the viscosity of eye drops.	INFO		
Minutes of the Last Meeting	The minutes of the last meeting were declared as an accurate record.	INFO		

Matters Arising	<p>ID reported that:</p> <ul style="list-style-type: none"> the Craven pharmacies will have been transferred over to CPWY by NHSBSA by 1st June 2023 The results of the Pressures survey had been sent far and wide An updated list of PCN Leads circulated 	INFO	
Expenses	ID displayed a list of which committee members were yet to submit expenses for the April 23 meeting. Expenses claim forms were handed out to be completed during the meeting.	INFO	
PSNC Regional Rep's Report	<p>DB was not in attendance so ID provided an update:</p> <ul style="list-style-type: none"> Extra £645m awarded to community pharmacy for 23/24 and 24/25 Year 6 negotiations will start next year The extra monies should start to filter through from December 2023 and are likely to be spent on IT infrastructure and extensions of the Oral Contraceptive/Hypertension services initially 	INFO	
CPE Branding	ID explained that CPE is keen for all LPCs to adopt a similar branding to theirs – same logo in different colours. The committee voted unanimously to adopt the new branding.	INFO	
PCN Leads Session	<p>7 PCN Leads joined the meeting for this agenda item via Zoom:</p> <p>Jo Henry (Hambleton North) – reported that progress had been fairly slow. Hoping to meet with all pharmacies over the coming weeks. Had met with the CD but they were not overly keen on CPCS referrals however very interested in the Oral Contraceptive service. Setting a Whatsapp group up to communicate with other pharmacies.</p> <p>Liz Doran (York East) – had a meeting with GPs, given them a list of the services that pharmacies provide. Pocklington surgery had been positive about the Hypertension service but no referrals as yet. Invitation received to attend the Practice meeting at Stamford Bridge surgery.</p> <p>Debbie Reynolds (Whitby Coast & Moor) – attended PCN board meeting. Tried pushing CPCS but met with reluctance. Sending them the Toolkit to hopefully encourage engagement. The Hypertension service gaining momentum now. CD stepping down in June.</p> <p>Kar Lynn Chia (Richmondshire) – all 9 practices reluctant with CPCS, the main focus is on the Hypertension service. Meeting arranged with CD in July. High turnover of pharmacists in this area which makes things more difficult.</p> <p>Tamzin Burn (West Outer & NE York) – CPCS has really 'tailed off'. CDs not pushing it as much anymore as it is not a priority in their contract. Hypertension service going well however.</p> <p>Amir Hassan Iqbal (Selby Town) – acting as CPCS conduit between surgeries and pharmacies, which works really well as issues are encountered. A few Hypertension referrals are now being sent too with a few ambulatory ones required.</p> <p>Christian Roberts-Walters (York City Centre) - reached out to local pharmacies and managed to obtain contacts to set up a Whatsapp group. Attempted to contact CD but no response as yet. CPCS not really happening in this area.</p>	INFO	
Treasurer's Report	<p>The budget had already been covered earlier in the meeting during the subgroups work but ID mentioned that he had received confirmation from CPNY's accountants that the annual accounts for 22/23 would be prepared in CPE's desired format.</p> <p>(Bank balance as at 5th June 2023 is £130,745).</p>	INFO	
Pharmacy Workforce	ID and CR attended this NHSE (North East and Yorkshire) event to launch the new school of pharmacy and medicines optimisation faculty. The main topic of	INFO	

Education Event	discussion was how newly qualified prescriber pharmacists will be mentored when they enter the workforce in 2026.			
Healthcare & Networking Manager Update	CR reported that training had now been organised for PCN Leads on 28 th June 2023 – nine would be attending the bespoke training organised by Captivating Solutions (Lynette Roberts).		INFO	
CPNY-CPH Joint Executive Meeting	Action	A discussion was held around where a joint committee meeting or social gathering with CPH could take place. LS to find out where Humber members lived to see if a mutually agreeable venue could be decided upon.	LS	ASAP
New Committee Update	ID explained that he had held a conversation with Rob Severn at the CCA to chase up new members. He had said we should hear soon who had been appointed. LS pointed out that the composition of contracts held was rapidly changing at the moment with there soon to be more independent contractors than multiples.		INFO	
Healthwatch Survey	<p>SB explained that there had been a total of 60 responses to the survey and a formal report would be produced but in the meantime, the main points were:</p> <ul style="list-style-type: none"> • Most respondents visited their pharmacy monthly • 90% of visits were to collect prescriptions • 50% often purchased OTC medicines • 20% were happy to ask for healthcare advice • 2% had their BP checked • 75% rated the level of service at their pharmacy as either excellent or very good however 25% said it was poor <p>Ad hoc comments received were: ‘would like pharmacies to be properly funded’ ‘good flu/covid vaccination service provided’</p>			
Walk-in Consultation Service	<p>LS reported on activity from 1st November 2022 to 7th June 2023:</p> <ul style="list-style-type: none"> • 5127 x consultations (54 active providers) • 395 x escalations (321 x urgent GP appts/20 x A & E/54 x urgent clinical/walk-in hubs) • 765 x signposted to non-urgent GP appts/96 x signposted to other i.e. nurse/dentist/physio • 2595 x GP appts saved/156 x OOH GP callouts avoided • 111 x A & E presentations avoided • 164 x NHS111 calls avoided • 903 x patients who would have 'gone without advice' - 27 of these resulted in urgent A & E/walk-in hub escalations above and 37 required urgent GP appts • 75% of walk-ins helped by pharmacy without need for signposting/escalation • 6% of walk-ins informally referred by surgery <p>LS had also estimated some monetary savings from the service: 5127 consults at cost of £71,778 (£14 each) 75% wholly dealt with by pharmacy 8% urgent escalations (urgent GP or A & E) 17% non-urgent referrals to GPs/other</p> <p>Where they would have gone: 111 x A & E presentations avoided £359 x 111 = £39,849 2595 x GP appts saved (after deducting referrals back to GPs) £39 x 2595 = £101,205 164 x 111 telephone calls £7 x 164 = £1,148 (estimated) Total £142,202</p>		INFO	

	Minimum Saving = £70,424 in just 31 weeks with just 57 pharmacies involved! Total referrals = 5,642 515 left to be delivered over next 2 weeks The joint funding bid submitted to the ICB by CPNY and CPH requesting £182K each was unsuccessful due to budgets not yet set.			
	Action	LS to send Sian Balsom final WiCS figures	LS	ASAP
	Action	Nigel Wells (ICB Executive Director of Clinical & Professional) to be sent final figures and CPNY potentially present figures to Richard Dodson (ICB Director of Finance) jointly with CPH?	ID/LS	ASAP
LPC Conference	ID asked who would attend the conference on Thursday 12 th October. It was decided that ID should attend in person (London) and JU to attend virtually.		INFO	
AOB	ID asked what time of day the AGM should be held. Agreed that lunchtime was the best time in the absence of an event attached.		INFO	
	JU asked about PQS and comms around it now it had started, even though not supported by CPE so limited mention from them currently. LS to put reminder out to contractors in the Weekly Update.		LS	ASAP

Future Meeting Dates 2023:

Time	Day	Date	Venue
10am	Tues	12 th Sep 2023	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW (AGM)
10am	Thurs	16 th Nov 2023	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW