

## Action Minutes

<b>Date of Meeting:</b> 09/06/2022		<b>Time:</b> 12.00pm	
<b>Location:</b> York Sports Club, Shipton Road, York		<b>Subject:</b> CPNY Committee Meeting	
<b>Present:</b> Tracey Chambers (TC), Ashley Cohen (AC), Shaun Davies (SD), Tom Hajdas (TH), Richard Harrison (RH), Chris Kendall (CK), Michael Nicholson (MN), James Usmar (JU), David Walker (DW), David Broome (DB)		<b>Apologies:</b> Gabriel Garcia Gomez (GG), Sinead Pattison (SP)	
<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>Pharma Sponsor</b>	Shemenara Al Younus from Bristol Myers Squibb explained how they were providing some education around a holistic approach with the DMS service between primary and secondary care.	INFO	
<b>Apologies</b>	Gabriel Garcia Gomez and Sinead Pattison	INFO	
<b>Declarations of Interest</b>	None.	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>	ID reported as follows: <ul style="list-style-type: none"><li>NHS Priority Plan sent to PCN Leads</li><li>New timings in place for committee meetings</li><li>Healthwatch York attending the meeting today*. Healthwatch North Yorkshire have been contacted</li><li>PCN Lead funding bid submitted to NHSE&amp;I</li></ul> (*Healthwatch York representative did not attend meeting)	INFO	
<b>PSNC Regional Rep’s Report</b>	DB reported that: <ul style="list-style-type: none"><li>Year 4 negotiations have now begun</li><li>The new CEO, Janet Morrison, is now in post</li><li>Covid costs claims being finalised</li><li>Drug Tariff issues are causing a substantial amount of work</li><li>RSG encouraging contractors to vote</li></ul>	INFO	
<b>Healthcare &amp; Networking Manager Update</b>	CR explained that: <ul style="list-style-type: none"><li>Current PCN Lead vacancies exist in Tadcaster &amp; Selby, South Hambleton &amp; Ryedale and Whitby Coast &amp; Moor. Possible candidate identified for Whitby Coast &amp; Moor. James Usmar has stepped down from the role for Richmondshire but is seeking a replacement and Hayley Usmar is also seeking a replacement for Hambleton North</li><li>No recent GP CPCS activity data available due to technical issues with NHSBSA in producing it</li><li>Karen Stone very busy working with GP practices to support progress and overcome any issues</li><li>Hypertension data is three months behind but so far 114 BP checks performed and 28 ambulatory checks carried out</li><li>Enough PCN Lead funding in reserve for the next quarter</li></ul>	INFO	
<b>Optom Hypertension Pilot</b>	ID explained that NHSE&I funding had been provided to operate a joint pilot service with Humber LPC where Optom refer into CP with potential Hypertension cases. The pilot is underway in North East Lincolnshire but is expected to be rolled out across Humber Coast & Vale from 1 <sup>st</sup> July 2022.	INFO	
<b>PCN Leads Session</b>	Nine PCN Leads joined the meeting for this agenda item via Zoom:  Tamzin Burn (West Outer & NE York) – GPs like the Hypertension case-finding service but need to get more pharmacies signed up. Meeting monthly with the CD. Karen		

	<p>Stone currently training up Haxby surgery with GP CPCS. Attending a PCN collaborative group which is useful as discusses changes in medications and DOACs Andrew Squire (Scarborough Core) reported that the Hypertension case-finding service was progressing with pathway work being carried out. He was struggling with gaining expressions of interest for the proposed CVD project due to a lack of detail currently. No exact data but he feels that the number of GP CPCS referrals may be falling. (TH commented that Eastfield Surgery were doing many referrals since Karen Stone had trained them up).</p> <p>Amir Hassan Iqbal (Selby Town) explained he had spoken to all pharmacies to ensure they know what they are doing with GP CPCS referrals. So far there have only been referrals received from Scott Road surgery. Beech Tree Surgery keen but were awaiting training. Ongoing pathway work being carried out for the Hypertension case-finding service.</p> <p>Clare Taylor (Ripon &amp; Masham) – GP CPCS has still not gained momentum. Day Lewis doing a handful of Hypertension interventions.</p> <p>Warren Cunningham (Hambleton South) reported that he had numerous email exchanges with the PCN's Practice Pharmacist. Slow progress is being made on GP CPCS. Hypertension case-finding service not up and running as yet.</p> <p>Penny Bates (York City Centre) – Jorvik surgery booked on the GP CPCS training with Karen Stone. Receiving around 4 referrals per day currently.</p> <p>Katherine Dodsworth (Priory Medical) – new to the role. GP CPCS referrals are steady. Meeting arranged for 13<sup>th</sup> June with the CD to plan a way forward together with Hypertension case-finding service etc.</p> <p>Vikki Furneaux (York Medical) – pharmacies invited to a meeting about eRD next Monday. Had a conversation with York Hospital around the smoking cessation referrals as a Public Health smoking cessation representative was concerned about how this pathway fitted with theirs. GP CPCS figures steady but increased slightly around the recent bank holiday. Presented at the York Collaborative meeting and received really well.</p> <p>James Usmar (Richmondshire) reported that he is standing down from the role and in the process of seeking a replacement. The PCN Pharmacist is planning a relaunch of GP CPCS referrals. Not all pharmacies responding to emails regarding the Hypertension case-finding service.</p> <p>JU wished to pass on his huge congratulations to Vikki Furneaux and Tracey Chambers for their invitation to St James Palace for an evening hosted by HRH Prince Charles, to celebrate the work and achievement of community pharmacy teams in addressing the challenges of the past two years.</p>	INFO	
<b>Palliative Care Scheme Update</b>	5 pharmacies in York claimed £1,200 per year. The CCG consider it unfair to spread that cost across all pharmacies. As such, the scheme will be reviewed in April 2023 when there will possibly be a common scheme across the ICS.	INFO	
<b>Treasurer's Report</b>	<p>CK reported that he had moved to using the PSNC template for recording transactions. Currently holding £90K of NHSE&amp;I funds for future health and wellbeing projects. He explained the way the annual accounts had been presented differently this time to reflect the significant amount of deferred income now held.</p> <p>(The current bank balance as at 8<sup>th</sup> June 2022 is £258,369).</p> <p>ID mentioned that 20% of the expenditure budget had been spent during the first quarter.</p>	INFO	
<b>Virtual Outcomes Update</b>	ID stated that the number of pharmacies now using the online platform is 95.	INFO	

	<b>Action</b>	ID asked the committee if they were happy to renew the licence for another year at a cost of approximately £2,500. LS tasked with finding out why some pharmacies are not using the system.	LS	Sep 22
<b>Awards Event Update</b>	LS updated the committee on how the planning was coming along for the Awards event to be held on 19 <sup>th</sup> June: <ul style="list-style-type: none"> <li>• Celebrity host Jess Robinson has been booked</li> <li>• 28 nominations received</li> <li>• Judging panel had representatives from NHSE&amp;I, City of York Council, Healthwatch and York CVS</li> <li>• Number of attendees so far 140</li> <li>• Clinical Directors and Practice Managers/Pharmacists invited</li> </ul>		INFO	
<b>LMC/NHSE&amp;I Update</b>	ID reported that: <ul style="list-style-type: none"> <li>• The LMC have similar concerns over their workforce as CPNY</li> <li>• NHSE&amp;I local team have provided funding for WICS (Walk-In Consultancy Service), OPTOM Hypertension Referrals and WIMS (Walk in my Scrubs)</li> <li>• NHSE&amp;I local team in process of “finding a pot” to continue funding PCN Lead support</li> </ul> JU commented that the new Community Pharmacy Clinical Lead appointed to the ICS should be canvassed to make the PCN Lead role a properly remunerated role.		INFO	
<b>PharmOutcomes Licence</b>	ID explained that he had investigated what the annual licence cost of subscribing to PharmOutcomes would be and this would currently be £12,201 plus VAT. JU commented that deciding whether or not to go ahead was difficult because of the likelihood of losing money in the first year but if we did not go ahead, we are in danger of missing opportunities implementing new services. The committee agreed unanimously to go ahead and purchase a licence.		INFO	
<b>CPCS and GP Referrals</b>	Anecdotal evidence of slight increase in referrals to date but no real figures available since CPCS went to “Provider Pays” model as Pinnacle needs to reproduce lots of individual reports into one and time consuming. CR mentioned that the lack of data is frustrating for Karen Stone who is unable to see what level of success she is achieving with training the surgeries.		INFO	
<b>DMS Update</b>	Since moving to ‘Provider Pays’ model again, the data available is limited as some pharmacies may now record their referrals on a platform other than PharmOutcomes.		INFO	
<b>ICS Formation Update</b>	The ICS is currently recruiting a Community Pharmacy Clinical Lead (they have extended the closing date for applications following pressure from CPNY and Humber LPC).		INFO	
<b>Subgroups Feedback</b>	Governance	<b>Constitution Review</b> JU fed back that this group reviewed the existing Constitution and decided that although some of the terms used needed updating to reflect new organisations such as the ICS, the main substance of the document was still largely applicable. The group checked that PSNC were updating their template soon and they confirmed that they were, so this will be available to use shortly. The Committee voted unanimously to keep the Constitution as is for the time being.	INFO	
		<b>Action</b> It was identified that the Corporate Governance document on the website needs updating with new committee members details etc.	LS	ASAP
	Service Support	<b>WICS (Walk-In Consultation Service) – where to target?</b> TC fed back that this was a difficult task without yet having seen the Service Spec but on what information was available the most important thing would be to get lots of feedback from patients, in particular identifying who had signposted them or not signposted them in order to prove the concept and why not just a CP referral under CPCS.	INFO	
		<b>Action</b> JU suggested that this group (TC, SD, MN) should reconvene with Caroline Hayward of Humber LPC once the draft service specification was ready via Zoom to progress.	TC/SD/ MN	ASAP

	Finance	<b>Expenses Policy Sign Off</b> CK fed back that this group had reviewed the re-formatted version of the policy and decided to make the following changes: <ul style="list-style-type: none"> <li>• Claims for expenses must be submitted within 3 months rather than the current 6</li> <li>• Expenses submitted by 15<sup>th</sup> April each year (in readiness for year end)</li> <li>• Expensive items should be signed off by CEO/Chair/Treasurer</li> <li>• Locum expenses changed to meeting expenses</li> <li>• Update rate of £350 per day/£35 per hour</li> <li>• Train tickets/hotels to be booked by CPNY office only</li> </ul>		INFO	
		<b>Action</b>	ID to circulate new Expenses policy to Committee	ID	ASAP
		<b>Action</b>	ID to email James Wood at PSNC re. Clyde & Co (HR central department) in light of the RSG	ID	ASAP
Interacting with the Wider NHS	A discussion was held around PCN Leads and other pharmacy staff being invited to various meetings and representing community pharmacy at various levels. DB said that presentations made to other areas of primary care/NHSE&I should ideally be endorsed by CPNY however pharmacies are autonomous and we cannot direct them to do so.				
	<b>Action</b>	It was decided that a 'mapping' exercise of what meetings were currently taking place in each locality and who was attending (to the best of CPNY's knowledge) should be undertaken. A starting point could be to ask PCN Leads to let us know which meetings they attend.		ID/CR	ASAP
	<b>Action</b>	ID to ask Nigel Wells to cascade a message to pharmacies around who attends meeting and requesting that they perhaps check with CPNY if appropriate for them to attend etc.		ID	ASAP
Pharmacy Wellbeing Service	LS reported on the service so far: <ul style="list-style-type: none"> <li>• Extended another 6 months until October 2022</li> <li>• To date, 42 self-referrals into the service (19 of these in May)</li> <li>• Multiples are beginning to use the service more and requesting pharmacy visits</li> <li>• 9 Boditrax visits carried out and Lydia will re-visit after 12 weeks to see lifestyle changes and progress made (being received really well)</li> </ul>			INFO	
Future Meeting Dates	<b>Action</b>	Meeting dates for 2023 were agreed upon as follows: 19 <sup>th</sup> January 2 <sup>nd</sup> February (Strategy Day) 20 <sup>th</sup> April 8 <sup>th</sup> June 14 <sup>th</sup> September 16 <sup>th</sup> November  (LS to check school term dates and book venue/s)		LS	INFO
AOB	<b>Action</b>	ID requested that the Committee review a poster that North Yorkshire CCG had asked us to agree to promoting GP CPCS referrals to patients. A few changes were suggested that ID would pass on.		ID	ASAP

### Future Meeting Dates 2022:

Time	Day	Date	Venue
10am	Thurs	15 <sup>th</sup> Sep 2022	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Thurs	17 <sup>th</sup> Nov 2022	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW

### Future Meeting Dates 2023:

Time	Day	Date	Venue
10am	Thurs	19 <sup>th</sup> Jan 2023	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Thurs	2 <sup>nd</sup> Feb 2023	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW (Strategy Day)
10am	Thurs	20 <sup>th</sup> Apr 2023	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Thurs	8 <sup>th</sup> Jun 2023	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Thurs	14 <sup>th</sup> Sep 2023	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW (AGM?)
10am	Thurs	16 <sup>th</sup> Nov 2023	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW