

Action Minutes

Date of Meeting: 15/09/2022			Time: 10.00am		
Location: Mercure Fairfield Manor, Shipton Road, York			Subject: CPNY Committee Meeting		
Present: Ashley Cohen (AC), Shaun Davies (SD), Gabriel Garcia Gomez (GG), Tom Hajdas (TH), Richard Harrison (RH), Chris Kendall (CK), Sinead Pattison (SP), James Usmar (JU)			Apologies: Tracey Chambers (TC), Michael Nicholson (MN), David Walker (DW), David Broome (DB)		
Other Attendees: Ian Dean (ID) – CPNY CEO, Laura Smart (LS) – CPNY EO, Caroline Robertson (CR) – CPNY Healthcare & Networking Manager, Emma Newlove and Yvonne Hadley – North Yorkshire Horizons					
Issue	Details			Who	When
Pharma Sponsor	Cathy O'Neill from Nestle talked about Althera, an infant formula for babies with allergy to cows' milk and explained the new Co-Miss Score Tool.			INFO	
Subgroups Feedback	Governance	Constitution Review and CPNY Code of Conduct JU fed back that this group had reviewed an updated version of the CPNY Code of Conduct. He explained that the document referred to the need for members to act selflessly and for fairness to all contractors to reign. JU read out the Code of Conduct to committee members who then agreed unanimously to sign it.		INFO	
		Action	Absent committee members still required to sign the document and then it will be posted on the website.	LS	ASAP
	Service Support	WICS (Walk-In Consultation Service) – where to target? CR fed back that the group had reviewed the service specification and had decided on a timeframe to launch (14 th November 2022). The following points were also made: <ul style="list-style-type: none">Expressions of interest in the service should go out to all contractorsTo be added to the spec – where did the person come from? Self-referral or GP?One pager prompt sheet for counter staff requiredNo caps for individual pharmacies – no limit on consultations until 3,000 carried out by North Yorkshire pharmacies collectively		INFO	
	Finance	Budget Progress CK said he would feedback on this under the main agenda.		INFO	
Hybrid AGM (Election of Chair)	A discussion was held around James Usmar continuing in the role of Chair of the committee as he is no longer a CCA representative (and holds no voting rights). He was happy to remain in the role and the committee unanimously agreed that he should do so until the next AGM.			INFO	
Apologies	Tracey Chambers, Michael Nicholson, David Walker and David Broome.			INFO	
Declarations of Interest	None.			INFO	
	Action	LS distributed blank Declaration of Interests forms and requested that these were completed today by all committee members and handed back to her.		ALL	15/09/22
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">Meeting with Humber LPC still to be arranged due to their holiday commitments.New Expenses policy circulated.PSNC will be providing HR guidance so 'no' to Clyde & Co.Nigel Wells contacted.Meeting dates confirmed and booked.			INFO	

	<ul style="list-style-type: none"> Poster on GP referrals updated. 		
	Action CK requested that a joint review between both LPCs be held at the end of the WICS pilot.	ID	March/ April 2023
PSNC Regional Rep's Report	DB was absent from the meeting but ID explained that David had explained that there was no right or wrong approach to the TAPR (Transforming Pharmacy Representation work programme) that had followed the outcome of the RSG result.	INFO	
RSG/TAPR/ Craven	ID reported that: <ul style="list-style-type: none"> Craven Pharmacies fall into CPNY (NYCC) and CPWY (West Yorkshire ICB) areas CPNY and CPWY have produced a joint paper to be considered by NHS England What's best for the contractors? Also need to consider the Humber LPC border ID commented that if there were no compelling reason for Craven pharmacies to be changed over to West Yorkshire LPC, then why change things? JU agreed that no changes should be made for now and to wait until we had more information from meetings with the NHS and after CPWY had discussed amongst themselves. The committee agreed unanimously with this assessment.	INFO	
HCNM Discussion	ID explained that CR's two year fixed term contract was due to end in June 2023 and that a decision needed to be made now on whether to extend this or make her a permanent member of staff etc.	INFO	
	Action Concern was raised amongst the committee about making CR permanent given the uncertainty following the RSG. LS commented that from an 'employee rights' perspective (given the potential for redundancy), it made no difference whether CR remain on fixed term contract or was a permanent employee once she had worked for us for a two year period; it still equated to continuous employment. AC asked LS to double check this was correct. The committee agreed to the intention to make CR a permanent employee at the end of her fixed term if this were the case.	LS	ASAP
Treasurer's Report	CK reported that the bank balance was now steadily decreasing month on month following the Awards event expenditure and paying back some 'held' monies for the NHS. Budgeting is on target and the excess funds held have now mainly been spent. (The current bank balance as at 15 th September 2022 is £209,449).	INFO	
Office Lease Renewal	ID explained that the: <ul style="list-style-type: none"> CPNY lease on the office expires later this year (30th November) Need to renew or remove everything! 	INFO	
	Action AC mentioned that we should ask for 6 or 12 month break clauses in the next lease agreement to protect CPNY financially.	ID	ASAP
	Nine PCN Leads joined the meeting for this agenda item via Zoom: Warren Cunningham (Hambleton South) reported that he had some real success with GP CPCS working with the PCN pharmacist closely – referrals are being made every day now. Neil Beecham (North Riding Community Health Network) – introduced himself as new to the role and explained that his first jobs were to get GP CPCS and Hypertension case-finding set up. Amir Hassan Iqbal (Selby Town) – Scott Road Surgery had now sent some CPCS referrals. Karen Stone has been to Posterngate to carry out some training. Few issues with informal referrals only from Beech Tree (so will offer Karen's training to them also). CR commented that the first Optom Hypertension pilot referral had been received by Stone Pharmacy. Amir added that no Hypertension referrals had		

PCN Leads Session	<p>been received from surgeries but they were being proactive and asking patients/customers to engage in the service.</p> <p>Tamzin Burn (West Outer & NE York) – there had been some activity such as a Hypertension proforma agreed with the PCN collaborative groups. Getting ready for flu season too.</p> <p>Debbie Reynolds (Whitby Coast & Moor) – new to the role, Debbie explained that she had so far met with CR and started making contact with the pharmacies and tried to arrange a meeting with the CD (she had emailed but heard nothing back as yet).</p> <p>Katherine Dodsworth (Priory Medical) – reported that she has now been in the role for 2/3 months and had been speaking to the CD about CPCS and Hypertension case-finding – they were jointly working on making it all as streamlined as possible.</p> <p>Vikki Furneaux (York Medical) – CPCS going pretty well in the PCN. All pharmacies really stretched but most active in Hypertension case-finding as well. Some work ongoing around inhaler switching. Changing Lives have some issues with dates and receipt logs.</p> <p>Lisa Brain (Mowbray Square) – feedback given by CR. Lisa had met with the CD last week to discuss CPCS, Hypertension case-finding and flu. Karen Stone was due to present at this meeting but had to postpone. No concerns in the PCN for meeting flu targets and quite a few HT referrals coming through from surgeries.</p> <p>CR reported that apologies had been given by Samina Khan, Andrew Squire and Penny Bates.</p>		INFO	
	Action	ID to arrange meeting with Changing Lives to address Vikki's concerns.	ID	ASAP
NY Horizons (Thirsk)	<p>Emma Newlove and Yvonne Hadley joined the meeting from North Yorkshire Horizons (drug and alcohol recovery service).</p> <p>Emma explained that they were a very small team which made it a challenge for them and pharmacies. Supervised consumption has dropped from 75% down to 32% due to the Covid pandemic and this is worrying for some patients. There is a definite need to retain the 'supervision' element of the service.</p> <p>A discussion took place around the issues faced in Thirsk where there was currently no pharmacy to send new patients too and these were currently having to travel to Northallerton which was far from ideal. CK commented that the fees need to be increased and investment in better resources (cupboards etc.) was required to encourage pharmacies to engage/continue with the service. AC asked whether there might be an option for pharmacies to deliver rather than doses always be collected. SD said that an idea could be for local pharmacies to split the workload: some delivering unsupervised and some doing the supervised. CK said that a retainer fee every month might help as well regardless of the number of clients.</p>		INFO	
	Action	Following the discussion it was agreed that it would be a good idea to arrange a meeting between Horizons, CPNY and Angela Hall (NYCC) to take ideas forward.	ID	ASAP
Hambleton Sharps Collection Service	<p>The service whereby pharmacies are paid to collect Sharps bins from patients for monthly collection by Hambleton District Council recently came up for renewal. CPNY asked for the fees to be reviewed before accepting renewal and agreed a 20% increase in monthly fee from £50pcm to £60pcm.</p>		INFO	
	Action	The committee remarked how this would be such a great service to have rolled out to the rest of North Yorkshire. ID explained that waste contracts are usually 5 years long and it has been difficult to achieve this so far. ID to email Gary Brown and request data (cost savings) to use for pushing this with other local authorities/district councils.	ID	ASAP

Healthcare & Networking Manager Update	CR reported that there had been some momentum seen now on Hypertension case-finding. Some retraining of GPs needed on CPCS. PCN leads wish to see the Networking meetings continue. Clare Taylor (Ripon & Masham) has stepped down from the role and Andrew Squire (Scarborough Core) had just resigned also. Vacancies still in Richmondshire, Hambleton North, Hambleton South and Tadcaster. Working on a CVD proposal for Scarborough and approached public health on this who may be able to fund an initial pilot.		INFO	
LMC/NHSE&I Update	ID reported that: <ul style="list-style-type: none"> LMC Chair is currently off for personal reasons NHSE&I local team funding for WICS, OPTOM Referrals and WIMS (walk in my scrubs) NHSE&I local team in process of 'finding a pot' to fund continuing PCN Lead support 		INFO	
PharmOutcomes Licence	ID explained that a full licence had now been purchased by Humber LPC using the Optom Hypertension pilot monies. Caroline Hayward (CPH) would be training CPNY staff on how to use PharmOutcomes in the very near future.		INFO	
CPCS and GP Referrals	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.		INFO	
DMS Update	The data available is limited still but York Hospital has started to send us some through direct and plan to start DOACS shortly.		INFO	
ICS Formation Update	Katy Tennyson will be starting at the ICS as Community Pharmacy Clinical Lead on 1 st October 2022. Katy is known to ID and early engagement has already been requested.		INFO	
	Action	ID to invite Katy to attend a future committee meeting.	ID	ASAP
NHS CP Celebration Event	ID explained that: <ul style="list-style-type: none"> GPs recently held a celebration event to showcase successes NHSE&I want to run a similar event for community pharmacy A date had originally been set but the event is now postponed Re-scheduled event may now need to be combined with Dentistry and Optometry 		INFO	
Future Meeting Dates	Action	ID to check that no meetings planned for 2023 clash with PSNC meetings meaning that David Broome would be unable to attend.	ID	ASAP
AOB	Action	AC asked what commissioners (NHSE&I) are doing about pharmacy closures. LS explained that they were starting to review pharmacy closures more closely and would start issuing breach notices if the protocol for closures were not followed correctly. The committee accepted the closures were mainly happening with multiples and not independents and that there was an 'unfairness' surrounding this being the case. ID suggested that Helen Phillips and Hayley Patterson (Head of Primary Care and Programme Manager respectively) be invited to a future committee meeting to have a discussion around this.	ID	ASAP

Future Meeting Dates 2022:

Time	Day	Date	Venue
10am	Thurs	17 th Nov 2022	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW

Future Meeting Dates 2023:

Time	Day	Date	Venue
10am	Thurs	19 th Jan 2023	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Thurs	2 nd Feb 2023	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW (Strategy Day)
10am	Thurs	20 th Apr 2023	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Thurs	8 th Jun 2023	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Thurs	14 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