

Action Minutes

Date of Meeting: 18/04/2023		Time: 10.00am				
Location: Mercure Fairfield Manor, Shipton Road, York		Subject: CPNY Committee Meeting				
Present: Tracey Chambers (TC), Ashley Cohen (AC), Chris Kendall (CK), Michael Nicholson (MN), Sinead Pattison (SP), James Usmar (JU), David Walker (DW), David Broome (DB)		Apologies: Shaun Davies (SD), Richard Harrison (RH), Tom Hajdas (TH)				
Other Attendees: Ian Dean (ID) – CPNY CEO, Laura Smart (LS) – CPNY EO, Caroline Robertson (CR) – CPNY Healthcare & Networking Manager						
Issue	Details	Who	When			
Apologies	Shaun Davies (SD), Richard Harrison (RH) and Tom Hajdas (TH). Gabriel Garcia Gomez (GG) had resigned (CCA rep).	INFO				
Declarations of Interest	None	INFO				
Subgroups Feedback	(The committee decided to discuss the subgroup topics collectively rather than break out into groups).		INFO			
	Finance CK talked the committee through the new budget for 2023/24. He explained that he had increased some expenditure budget lines from last year to take into account any ‘cost of living’ increases that may arise. He commented that it was always difficult to accurately forecast committee expenses as unknown how many committee members would attend each meeting. Now that the decision had been taken to transfer the Craven pharmacies to CPWY, it was noted that the PSNC levy needed adjusting. LS asked whether CPNY would continue to collect the same levy amount each month from contractors despite there being 12 fewer. CK explained that the same amount would be collected for the remainder of the year due to the increased PSNC levy but this would be reviewed once all the exact figures were known. ID mentioned that pharmaceutical company sponsors had been arranged for the remaining committee meetings up to November 2023. The budget for 2023/24 was unanimously approved by the committee.					
	Action	LS to chase up NHSBSA with an exact date of transfer of the Craven pharmacies for levy purposes.			LS	ASAP
	Action	A brief discussion took place around voting and ensuring that the committee had enough members to be quorate. It was agreed that if any voting were known to be required at a meeting, this should be clearly stated prior when the agenda/papers were sent out.			ID	Ongoing
	Governance The committee reviewed the Strategic Plan for 2023/24. ID mentioned that he had added the word ‘stakeholders’ into the last page.					
	Action	DB suggested that the finance section in the Plan be changed to ‘EVERY’ meeting; the committee agreed.	ID	ASAP		
	Action	The committee suggested that up update on progress on the Strategic Plan be a standing item on every committee meeting agenda going forward.	ID	Ongoing		
	Service Development ID explained that there had been a dispute over one committee member’s expense claim as it went back further than the previous three months’ allowed in the expenses policy. After some discussion by the committee, the following was agreed:					
	Action	The member in question would be paid his claim in full FOR THIS YEAR ONLY. The two other members who had not claimed for older expenses	ID	ASAP		

		would be asked to do so for fairness and all members asked to double check they had claimed for anything that could be backdated.		
	Action	All committee members to complete expenses claim form at meetings or bring with them. LS to bring hard copy claim forms to future meetings.	LS	Ongoing
	Action	ID to add to agenda an item to show who has/has not claimed their expenses to date.	ID	Ongoing
	Action	Review the expenses policy and make any changes required to make the policy clearer.	ID/CK	ASAP
Minutes of the Last Meeting	The minutes of the last meeting were declared as an accurate record.		INFO	
Matters Arising	ID reported as follows that the only item to mention was that James Wood at PSNC had been contacted 16/2 and 5/4 about the Levy recalculation but still awaiting response.		INFO	
PSNC Regional Rep's Report	DB reported that PSNC continued to work hard on price concessions and that the results of the Pressures survey had now been published.		INFO	
PCN Leads Session	<p>11 PCN Leads joined the meeting for this agenda item via Zoom:</p> <p>Amir Hassan Iqbal (Selby Town) – fed back that he had been busy dealing with PQS queries. Surgeries now come to him with any issues concerning any services so that he acts as the conduit between them and the pharmacies which works really well</p> <p>Neil Beecham (North Riding Community Health Network) – explained that his pharmacy had started delivering Covid vaccinations again now. Struggling to get feedback from local pharmacies on services and the Hypertension service slowed down.</p> <p>Tamzin Burn (West Outer & NE York) – reported that she had been supporting pharmacies with PQS and in particular the Palliative Care requirement. Flu is on the next PCN agenda to be discussed which is good news and she had been keeping surgeries in the loop with any pharmacy closures taking place.</p> <p>Vikki Furneaux (York Medical Group) – not as much as usual to report, as little engagement from pharmacies but she plans to visit them all in the coming weeks. The PCN want help to deliver Covid vaccination programme.</p> <p>Liz Doran (York East) – enjoying the WiCS service and trying to get the Hypertension service off the ground by contacting surgeries.</p> <p>Natalie Carr (Ripon & Masham) – reported that she had emailed pharmacies to ask how they are all getting on with the Hypertension service.</p> <p>Jo Henry (Hambleton North) – introduced herself as the new Lead. So far she had contacted all of the pharmacies on her patch and had a meeting planned with her CD.</p> <p>Lisa Brain (Mowbray Square) – explained that she is the only pharmacy in her PCN. She was trying to arrange a meeting with her CD to discuss the Oral Contraceptive service. WiCS going well and she wants to prioritise the Hypertension service now as well as the CD is not engaged with this as yet.</p> <p>Kar Lynn Chia (Richmondshire) – she had touched base with the CD who admits they are not keen on CPCS as feels like extra work. She is trying to convince them that pharmacies can really help with minor ailments if the service is used. Looking at purchasing software for BP appointments system (DB pointed out that there is a free booking system available on the NHSmail app already).</p>		INFO	

	<p>Debbie Reynolds (Whitby Coast & Moor) – she reported that she had visited each pharmacy and the PCN were now engaged with the Hypertension service. She had been invited to and attended a PCN board meeting and received the minutes afterwards.</p> <p>Emmanuel Ugboh (Filey & Scarborough) – introduced himself as the new Lead. He was just getting used to the role but was busy contacting pharmacies to find out how services were going: some CPCS and Hypertension referrals being received. He had meetings arranged with Filey Surgery and Hunmanby Surgery.</p>			
Healthwatch	There were no representatives available from either Healthwatch York or Healthwatch North Yorkshire to attend the meeting. ID explained that a draft survey for members of the public to complete on their local pharmacy had been sent to Sian Balsom but awaiting a response.		INFO	
	Action	CK asked if Healthwatch would be able to put a message out around repeats at bank holiday times.	ID	ASAP
Treasurer's Report	<p>CK reported that there was still 10% of the 2022/23 budget remaining at year end. Extra cash had left the bank in March of £9K (transferred to Humber LPC for WiCS - repurposed monies originally intended for Walk In My Scrubs). £27K received for PCN leads to be added to deferred income for spend in 2023/24.</p> <p>(Bank balance as at 17th April 2023 is £145,496).</p>		INFO	
Pressures Survey	Action	ID gave the committee an overview of the results of PSNC's latest Pressures Survey. It was agreed that the overview poster should be sent to local MPs/public health, local papers, LMC etc. for their information.	ID	ASAP
Healthcare & Networking Manager Update	<p>CR reported that there had been a big push from January to fill some of the PCN Lead vacancies and as such, three new Leads had been recruited. A new Lead for York East was looking hopeful too.</p> <p>Pharmacies working well together in some areas to increase CPCS referrals – and receiving some data on this now but not able to see exactly which pharmacy is doing what. Work going on to raise awareness around the new legislation allowing technicians to deliver the Hypertension service.</p>		INFO	
	Action	CK asked that an up to date list of Leads be circulated.	LS	ASAP
CPNY-CPH Joint Executive Meeting	<p>ID informed the committee that a joint Executive meeting had been held on 6th March 2023 to agree the best way forward to working together. The following points were discussed:</p> <ul style="list-style-type: none"> • Agreeing/discussing what joint working looks like • Mapping & understanding ALL of the stakeholder meetings to consider duplication avoidance • Transparency: understanding each other's roles, committees, and workloads • Ongoing meeting format: 'x' number of joint exec meetings each year? • Summer 2023 joint meeting of both full new committees? • Comms, 'no surprises policy', sharing intel etc. • Services funding discussions, development work etc. • Plus an MoU to wrap it all up in. <p>Decisions on each point are yet to be formalised, but the following suggestions:</p> <ul style="list-style-type: none"> • Quarterly joint executive meetings • Joint committee meeting early/late summer, which will also be a social event • PJM & ID to hold fortnightly meetings to keep in touch and discuss meetings. 		INFO	
	The committee were happy to go with the idea of a quarterly joint Executive meeting but suggested this not take place until the new committee was in place.			

Oral Contraceptive Service	Action	ID explained that PSNC had not agreed to the start date of this new service and that their comms were not supportive of contractors engaging. Discussion took place as to what CPNY's stance should be and it was decided that any comms should mirror PSNC's for the time being and not actively promote contractors signing up.	LS	Ongoing
	Action	ID mentioned that he was receiving a 'media' email from PSNC on a regular basis highlighting any stories in the press etc. He would start forwarding these on to committee members for their information.	ID	ASAP
Walk-in Consultation Service	<p>LS reported on activity from 1st November 2022 to 17th April 2023:</p> <ul style="list-style-type: none"> • 3796 x consultations (54 active providers) • 297 x escalations (241 x urgent GP appts/15 x A & E/41 x urgent clinical/walk-in hubs) • 533 x signposted to non-urgent GP appts/69 x signposted to other i.e. nurse/dentist/physio • 1949 x GP appts saved/99 x OOH GP callouts avoided • 70 x A & E presentations avoided • 129 x NHS111 calls avoided • 684 x patients who would have 'gone without advice' - 23 of these resulted in urgent A & E/walk-in hub escalations above and 29 required urgent GP appts • 77% 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:</p> <p>3796 consults at cost of £53,144 (£14 each) 77% wholly dealt with by pharmacy 7% urgent escalations (urgent GP or A & E) 16% non-urgent referrals to GPs/other</p> <p>Where they would have gone: 70 x A & E presentations avoided £359 x 70 = £25,130 1949 x GP appts saved (after deducting referrals back to GPs) £39 x 1949 = £76,011 129 x 111 telephone calls £7 x 129 = £903 (estimated) Total £102,044</p> <p>Minimum Saving = £48,900 in just 24 weeks with just 54 pharmacies involved.</p> <p>LS also explained that extra funding of £28K and a repurposed £9K meant an additional 2,642 consultations were now available (making a total of 5,642) and she estimated these would be delivered by the end of May.</p> <p>To keep the pilot running, an additional joint funding bid had been submitted to the ICB by CPNY and CPH requesting £182K each, which would be expected to last until around end of September if successful.</p>		INFO	
	Action	AC suggested that a press release be issued on the pilot ending to be sent to Healthwatch and local papers etc.	LS	May 23
Cancer Fatigue Co-Lab	ID explained that Macmillan Cancer had approached CPNY to see if pharmacies could help patients with cancer related fatigue but he had explained that this would need to be a commissioned service as this support would be a lengthy intervention that required training first. Being trialled at Boots in Scarborough currently.		INFO	
AOB	JU asked when the Independent contractor election was due to start. ID confirmed that he was sending out the forms tomorrow (19 th April 2023). Apologies for the June meeting given by DB and MN.		INFO	

Future Meeting Dates 2023:

Time	Day	Date	Venue
10am	Thurs	8 th Jun 2023	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
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