

Action Minutes

Date of Meeting: 24/03/2022		Time: 12.00pm	
Location: Mercure Fairfield Manor Hotel, Shipton Road, York		Subject: CPNY Committee Meeting	
Present: Tracey Chambers (TC), Ashley Cohen (AC), Gabriel Garcia Gomez (GG), Tom Hajdas (TH), Michael Nicholson (MN), Sinead Pattison (SP), James Usmar (JU), David Broome (DB)		Apologies: Richard Harrison (RH), Chris Kendall (CK), David Walker (DW)	
Other Attendees: Ian Dean (ID) – CPNY CEO, Laura Smart (LS) – CPNY EO, Caroline Robertson (CR) – CPNY Healthcare & Networking Manager			
Issue	Details	Who	When
Pharma Sponsor	Amanda Hetherington from SMA Nutrition gave a short presentation around the increase on focus around supplying infants and children with supplements to help reduce colic symptoms. ProCol and Vitamin D were discussed.	INFO	
Apologies	Richard Harrison, Chris Kendall and David Walker. Shaun Davies not in attendance.	INFO	
Declarations of Interest	None.	INFO	
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">Levy Holiday for March actionedCommittee expenses form altered to reflect increase to £350 per day/£35 per hourMental Health training taken up by 5 pharmacies so farFuture dates rooms booked	INFO	
PCN Leads Session	Seven PCN Leads joined the meeting for this agenda item via Zoom: Clare Taylor (Ripon & Masham) reported that work had been started on the Hypertension service; she had talked to the CD about referrals but there hadn't been any yet. Discussions with the PCN pharmacist were taking place around dosette boxes. Andrew Squire (Scarborough Core) said that his area was well underway now with eRD and GP CPCS referrals. Re. the Hypertension service, he was just finding out which pharmacies wanted to be involved and then he would let the surgeries know. Penny Bates (York City Centre) had attended a Unity Health meeting who are trying to engage with GP CPCS but not as successfully as they could be just yet. She has had a meeting with her CD. Due to meet the Practice Manager at Dalton Terrace. On with Hypertension but not all pharmacies engaged; Day Lewis considering it. Flu discussions for next season have started. Samina Khan (Knaresborough & Rural) reported that she had been liaising with all pharmacies in connection with GP CPCS and some pharmacies considering delivering the Hypertension service. Vikki Furneaux (York Medical) explained that eRD was slowly increasing. YMG had gone 'crazy' with making GP CPCS referrals but things had settled down now. A Hypertension service meeting is planned for April to explain how all involved can benefit. Two staff members had started on an independent prescribing course. Warren Cunningham (Hambleton South) reported that he had no more contact with his CD but he was in touch with the PCN pharmacist. There were some GP CPCS referrals coming through now each week but not as many as one would like.	INFO	

	<p>James Usmar (Richmondshire) reported that his PCN had only sent one test referral so far for GP CPCS. First eRD received.</p> <p>CR commented that now PCNs were becoming more operational, PCN Development Managers were starting to appear which meant additional opportunity for gaining valuable contacts.</p>			
	Action	CR to send out the NHS Priority Plan to all PCN Pharmacy Leads.	CR	ASAP
Treasurer's Report	<p>In CK's absence, ID reported that the Executive had discussed the finances the previous day as the bank balance was ever growing but much of the monies held were not resulting from contractors' levy. DB mentioned that Humber LPC had put a plan in place to ensure monies were 'ringfenced' and accounted for separately to provide clarity to committee members.</p> <p>(The current bank balance as at 24th March is £179,929).</p> <p>ID talked through the budgets for 2022/23 explaining that there are items in there such as purchasing a new camera for hybrid meeting and an extra £95K was soon to be received from NHSE&I for various projects.</p> <p>JU commented that he believed much more should be spent on committee members' activity such as pharmacy visits and he asked for the members commitment to this.</p> <p>Bearing in mind that the outcome of the Review Steering Group vote might mean the need for some alterations to the budget during the year, a vote took place to approve the 2022/23 budget. AC proposed and MN seconded.</p>		INFO	
	Action	ID asked for all expenses to be submitted within the next few days before year end.	ALL	31/03/22
	Action	A new expenses policy created by PSNC to ideally be used by all LPCs was tabled. LS highlighted the mention of PAYE for committee members and PCN Leads, where expenses are sometimes claimed personally. ID to ask the accountant about aspect so the policy would not be signed off yet.	ID	ASAP
Pay Review of CPNY Staff	ID, LS and CR left the meeting while the committee considered and decided upon this.		INFO	
PSNC Regional Rep's Report	<p>DB reported that:</p> <ul style="list-style-type: none"> discussions for Year 4 of the contract had only just commenced; PSNC had been pushing for decisions by April 1st but this would not happen PSNC pushing for extra monies for contractors as always Smoking service within the DMS service had now been launched Drug Tariff reform work going on No prescription charge increase as yet 		INFO	
Review Steering Group	ID stated that the Prospectus of proposals was due to be published in April. Contractors to be encouraged to engage with the proposals and vote.		INFO	
Strategic Plan	Action	JU informed the committee that there would be a quick run through of the Plan today and then another Zoom meeting would be convened in April to fully sign off. ID to issue meeting invitation.	ID	ASAP
	Action	JU/ID talked about changing the time/structure of future committee meetings from September 2022 and a discussion was held around this. It was decided to start earlier at 10am with a 3/4pm finish, with sub-	ID	Sep 22

		group work to be held at the beginning of the day. It was also decided to invite Healthwatch to future meetings.		
	Action	CR asked about the continuation of PCN Leads funding as officially this runs out at the end of April 2022. ID to ask NHSE&I if further monies would be available.	ID	ASAP
LMC/NHSE&I Update		ID reported that the LMC were as unhappy with the contents of the flu letter as CPNY was (confusion caused around ordering of flu vaccine). NHSE&I local team were able and willing to approve several bids for additional funding which was good news.	INFO	
Flu Service – Final Update		ID reported: <ul style="list-style-type: none"> Nationally over 3 million flu vaccines delivered by CP Likely NY CPs will achieve over 70K this season Current vaccination service coming to an end All PCN areas have achieved over 80% of over 65s 	INFO	
CPCS/DMS and WICS Update		CPCS: referrals steadily increasing across all patches but not live in all areas DMS: Harrogate District Hospital – total referrals since ‘go live’ in February 2020 - 1025 (slight increase in 21/22 to previous year) York District Hospital (including Scarborough Hospital) – total referrals since the ‘relaunch’ in December 2019 – 2,723 (slight decrease in 21/22 to previous year) WICS (Walk-In Consultation Service): new service where pharmacies can accept self-referral patients for minor ailments.	INFO	
ICS Formation Update		Two places look likely to be formed which align with CPNY perfectly: York and North Yorkshire and Humber (within the existing Humber Coast & Vale set up).	INFO	
Sub Groups		The committee decided to review the two topics altogether as a group due to the number of committee members missing.	INFO	
	Service Support	RSG promotion events? It was considered whether a promotional event could take place at the AGM on 9 th June 2022 but decided this would be too late as the vote would have taken place by then. Care needed to be taken on not influencing contractors on which way to vote so decided to not hold an event but to promote the importance of voting via the weekly update.	INFO	
	Contractor Support	WICS (Walk-In Consultation Service) how to implement? This is in the early stages of planning but so far Humber LPC are creating a PharmOutcomes platform and will manage the pharmacies we have signed up (paying them etc.). The idea behind the project is to fill the gap of those pharmacies not receiving any GP CPCS referrals however it may not be fair to exclude others that are interested and enthusiastic. Important that the project is a success and demonstrates take up from patients so expressions of interest to be sought once the project is nearly ready to launch. More thought to be given to how many pharmacies required but around 50-60 to sign up considered ideal.	INFO	
Pharmacy Wellbeing Service		LS reported on the service so far: <ul style="list-style-type: none"> Extended another 6 months until October 2022 due to initial success Another £120K has been allocated to Primary Care for 2022/23 – we are holding £60K but spend to go through a committee To date, 24 self-referrals into the service (20 mental health, 4 weight management) Plus 3 returners to the service for additional coaching Mental Health First Aid training (Captivating Training Solutions) – 5 pharmacies signed up so far 	INFO	
Future Meeting Dates	Action	It was decided to bring the meeting start on 9 th June forward to 12 noon as likely to be lots to be discussed around the RSG proposals once published.	LS	ASAP

AOB	Action	ID requested that all committee members let him know which of the new sub-groups they would like to be in: - Finance - Services & Profile Raising; or - Governance.	ALL	ASAP
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Future Meeting Dates 2022:

Time	Day	Date	Venue
12pm	Thurs	9 th Jun 2022	York Sports Club, Shipton Road, York – AGM (7pm)
10am	Thurs	15 th Sep 2022	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Thurs	17 th Nov 2022	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW