

## Action Minutes

<b>Date of Meeting:</b> 16/11/2023		<b>Time:</b> 10.00am	
<b>Location:</b> Mercure Fairfield Manor, Shipton Road, York		<b>Subject:</b> CPNY Committee Meeting	
<b>Present:</b> Ashley Cohen (AC), Shaun Davies (SD), Tom Hajdas (TH), Richard Harrison (RH), Chris Kendall (CK), Sinead Pattison (SP), Stephen Shew (SS), Matthew Watters (MW), James Usmar (JU), David Broome (DB)		<b>Apologies:</b> Tracey Chambers (TC), David Walker (DW)	
<b>Other Attendees:</b> Ian Dean (ID) – CPNY CEO, Laura Smart (LS) – CPNY EO, Caroline Robertson (CR) – CPNY Healthcare & Networking Manager, Katy Tennyson (KT) – HNY ICB			
Issue	Details	Who	When
<b>Pharma Rep Sponsor</b>	The planned pharma rep sponsor was unable to attend.	INFO	
<b>Apologies</b>	David Walker (DW). Tom Hajdas (TH) had resigned due to the sale of the majority of Lincoln Co-op pharmacies in North Yorkshire.	INFO	
<b>Declarations of Interest</b>	None.	INFO	
<b>Minutes of the Last Meeting</b>	Additions required to the attendees as new committee members Stephen Shew (SS) and Matthew Watters (MW) required adding and CK asked that it be included in the minutes that CK, TC and SD had agreed to look at the Workplan.	LS	ASAP
<b>Matters Arising</b>	ID reported: <ul style="list-style-type: none"><li>• IP slides circulated</li><li>• Strategic Plan sent to Katy Tennyson</li><li>• Meeting dates for 2024 checked with CPE and other CPLs</li><li>• Concessions webinar promoted</li><li>• Faisal (medicines management) invited to this meeting but not available</li><li>• ICB Organogram circulated</li></ul>	INFO	
<b>Expenses</b>	RH yet to submit his claim for the September meeting.	INFO	
<b>Subgroups Feedback</b>	Due to the £645m funding details announcement at midnight, it was decided prudent to cancel the Subgroups sessions to make way for discussions around the new funding instead under new agenda heading ‘Recovery Plan Deal’.	INFO	
<b>PSNC Regional Reps’s Report</b>	DB reported that details of how the £645m funding had been allocated had been announced at midnight as well as news of: <ul style="list-style-type: none"><li>• An economic review to be undertaken</li><li>• Governance review to be filtered down to LPCs</li><li>• CPCF negotiations to push an increase in margin and improvements in the price concession system</li><li>• The new Pharmacy Vision launched</li></ul>	INFO	
<b>Recovery Plan Deal</b>	Summary of details announced:  <u>Pharmacy First</u> <ul style="list-style-type: none"><li>• To be launched on 31<sup>st</sup> January 2024 to include seven conditions and clinical pathways (six for DSPs)</li><li>• The current CPCS will cease to be but be incorporated into Pharmacy First as one service (pharmacies will need to re-register to provide Pharmacy First)</li><li>• £2,000 initial payment for pharmacies who sign up by 30<sup>th</sup> January 2024; then £1,000 per month in addition to consultation fee of £15 subject to minimums thresholds</li><li>• KT commented that this would be a good time for community pharmacy to have a presence on AMR boards</li><li>• DB mentioned that it was crucial locums were trained and on board with delivering Pharmacy First but they would need an nhsmail account to do</li></ul>	INFO	

	<p>so. KT responded that the ICB was already considering ways in which they could support locums with this as they may be able to host.</p> <ul style="list-style-type: none"><li>LS commented that the need for a minor ailments scheme in North Yorkshire to be commissioned by the ICB in line with that of Humber's was more important than ever now and KT agreed that the argument for this was stronger now</li></ul> <p><u>Pharmacy Contraception Service</u></p> <ul style="list-style-type: none"><li>To be extended from 1<sup>st</sup> December 2023 to include initiation of oral contraception</li></ul> <p><u>Hypertension Case-Finding Service</u></p> <ul style="list-style-type: none"><li>Relaunch on 1<sup>st</sup> December 2023 to include a better use of skill mix in pharmacies and focus on increasing ABPM uptake.</li></ul> <p><u>Write-Off Allocation</u></p> <ul style="list-style-type: none"><li>£112m earmarked to write-off overpaid delivery to pharmacies to eliminate clawback</li></ul>				
	<table><tr><td>Action</td><td>JU commented that consideration to what type of contractor support and events was needed was a priority. Consider asking Dr Nigel Wells (Executive Director of Clinical &amp; Professional) at the ICB to speak at any events.</td></tr></table>	Action	JU commented that consideration to what type of contractor support and events was needed was a priority. Consider asking Dr Nigel Wells (Executive Director of Clinical & Professional) at the ICB to speak at any events.	ALL	ASAP
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PCN Leads Session	<p>6 PCN Leads joined the meeting for this agenda item via Zoom (apologies received from Kar Lynn Chia, Lisa Brain and Andrea Denniss).</p> <p>Neil Beecham (North Riding Healthier Communities Network) – progress is now being made. Met with 4 PCN pharmacists to discuss their current agenda and how pharmacies can help. They are keen on HTCF but need to come up with a way of breaking down eligible cohorts so that 8,000 patients are not all sent a text at once advising of the service!</p> <p>Amir Hassan Iqbal (Selby Town) – busy updating the new team at the new pharmacy. Meeting with the CD booked in for the end of November. Continuing to push CPCS.</p> <p>Tamzin Burn (West Outer and North East York) – communications with pharmacies have slowed down although received a couple of queries around PQS. The CD is very excited about Pharmacy First and the contraception services. There had been great collaboration and coordination around flu/covid vaccinations and the GPs were happy about this.</p> <p>Christian Roberts-Walters (York City Centre) – trying to seek a communication channel with GPs over flu stock. Priority for the next quarter will be to get pharmacies up to speed with the new services.</p> <p>Debbie Reynolds (Whitby Coast &amp; Moor) – met with the PCN manager and had a positive meeting around the HTCF and contraception services. Due to flu/covid season it was decided to revisit in January with possibly arranging a PCN event to promote HTCF. GP text message referrals now coming into pharmacies.</p> <p>CR reported on behalf of Lisa Brain (Mowbray Square) – meeting regularly with the PCN team every 2 to 4 weeks. CPCS referrals have increased from three surgeries now. Aiming to meet with the CD in the new year.</p>	INFO			
Committee Member Engagement	<p>JU wished to raise the subject of committee member engagement. He pointed out the importance of all members taking part in discussions and providing support externally when required via meetings etc.</p> <table><tr><td>Action</td><td><p>CK requested that new sub-committee groups be set up as follows:</p><ul style="list-style-type: none"><li>Finance &amp; Governance (led by CK)</li><li>Service Development (led by JU)</li><li>Engagement &amp; Comms (led by TC)</li></ul></td></tr></table>	Action	<p>CK requested that new sub-committee groups be set up as follows:</p> <ul style="list-style-type: none"><li>Finance &amp; Governance (led by CK)</li><li>Service Development (led by JU)</li><li>Engagement &amp; Comms (led by TC)</li></ul>	INFO	
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	<b>Action</b>	KT mentioned that it was important that everyone was sending out the same message around the new services. ID mentioned that he would forward CPE's MP briefing which could help with consistent messaging.	ID	ASAP
<b>PharmOutcomes Licence</b>		ID explained that there had still not been a resolution with the invoice that CPH had issued.	INFO	
	<b>Action</b>	Following a discussion the committee agreed that ID/JU should write a formal letter to CPH with reasons why CPNY is unhappy to settle the invoice. ID to issue a draft version to the committee this coming Friday for comments prior to sending the final version.	ID	19/11/23
<b>Healthwatch Survey</b>		ID explained that the report had now been drastically rewritten and it could now be published if the committee were happy with this version.	INFO	
	<b>Action</b>	RH commented that some pharmacy opening hours were not stated corrected and that these should be updated to reflect the current position before publication. The committee voted unanimously that they were happy to sign the report off once these alterations had been made.	ID	ASAP
<b>Treasurer's Report</b>		CK reported that the budget was looking healthy so far this financial year in terms of no overspends. The levy invoices between CPNY and CPWY (due to the transfer of the Skipton pharmacies) had now been sorted and CPWY had paid the outstanding amount.  MW asked whether any of the current reserves held were ringfenced for anything. CK replied that the only budget line that was ringfenced was that for contractor support.  (Bank balance as at 14 <sup>th</sup> November 2023 is £101,148).	INFO	
<b>IP Pathfinder Update</b>		KT explained that 11 sites had been selected for the pilot across the ICB; 2 of these were York pharmacies.  £10K was available to help with IT issues locally in addition to the CLEO platform which was not ready yet but is expected to be activated by January 2024. Anticipated start date of 31 <sup>st</sup> January 2024.  A discussion was held around indemnity insurance for pharmacies while they are involved with this pilot. Important that concerns are raised with Anne Joshua.  KT also took the opportunity to mention that the Covid Medicines service had been extended to 31 <sup>st</sup> March 2025 but there were gaps in provision across North Yorkshire which she needed to address.	INFO	
<b>Healthcare &amp; Networking Manager Update</b>		CR presented her findings to the committee on the positive benefits of having PCN Leads in post and highlighted how much income had been derived from GP referrals into CPCS and HCTF over the past year (approximately £122K), and while this couldn't simply all be attributed to the efforts of PCN Leads, it was fair to say that a large proportion of it had been realised from engaging with PCNs and local encouragement.	INFO	
	<b>Action</b>	JU commented that PCNs require top-down pressure from the ICB to release ARRS or other monies etc. for PCN Leads. KT said it needed to be done locally at place level. After discussion, it was decided that a letter be sent to individual PCNs to highlight the fact that there is no longer any funding provided for Leads and the effects this will potentially have on helping to achieve targets in the DES contract and ultimately on patient outcomes.	ID	ASAP
	<b>Action</b>	KT suggested we let Karen Hiley know we are seeking PCN Lead funding also, as she holds a funding pot for workforce.	ID	ASAP
		JU started the discussion by suggesting that a mix of face to face and virtual events would be required for the Pharmacy First service.	INFO	

<b>Contractor Support required once the £645m funding has been announced</b>	<b>Action</b>	Book venues for face to face evening meetings in January 2024. Potentially Tuesday 16 <sup>th</sup> in York and Thursday 18 <sup>th</sup> in Scarborough.	LS	ASAP
	<b>Action</b>	Consider holding generic PGD/protocol/what is an SSP session as well.	ID	ASAP
	<b>Action</b>	CK commented that training for HTCF and ABPM in particular was needed to increase confidence.	ID	ASAP
	<b>Action</b>	KT mentioned that it might be beneficial for CPNY to prepare some mini bids should there suddenly be some WAF (winter access funds) monies available.	ID	ASAP
	<b>Action</b>	Improve social media presence. ID/LS/CR to watch CPE's social media webinar early 2024.	ID/LS/CR	2024
	<b>Action</b>	LS to put a reminder in the Weekly Update around special orders and ensuring that the prescriber has written the details on manually etc.	LS	ASAP
	<b>Action</b>	LS to include refresher in Weekly Update on where to access support with Smartcards.	LS	ASAP
<b>York Health Mela</b>	ID reported that: <ul style="list-style-type: none"> <li>Over 100 people visited CPNY's stand</li> <li>Over 50 BP checks were carried out</li> <li>MP Rachael Maskell visited the stand</li> <li>Should we do it again next year?</li> </ul>		INFO	
	<b>Action</b>	ID asked if CPNY should support the event next year. The committee said yes to considering doing so and perhaps looking at other events.	ID	Ongoing
<b>Future Meeting Dates</b>	<b>Action</b>	All committee members to note the dates for next year's meetings.	ALL	ASAP
<b>AOB</b>	<b>Action</b>	LS to issue reminder in the Weekly Update about VirtualOutcomes and its free training.	LS	ASAP

### Future Meeting Dates 2024:

Time	Day	Date	Venue
10am	Tues	16 <sup>th</sup> Jan 2024	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Thurs	8 <sup>th</sup> Feb 2024	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW (Strategy Day)
10am	Thurs	11 <sup>th</sup> April 2024	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Tues	25 <sup>th</sup> Jun 2024	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Tues	10 <sup>th</sup> Sep 2024	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW (AGM)
10am	Thurs	14 <sup>th</sup> Nov 2024	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW