

Action Minutes (Open Session)

Date of Meeting: 16/01/2025	Time: 1.15pm		
Location: Mercure Fairfield Manor, Shipton Road, York	Subject: CPNY Committee Meeting		
Present: Tracey Chambers (TC), Shaun Davies (SD), Richard Harrison (RH), Chris Kendall (CK), Sinead Pattison (SP), Stephen Shew (SS), David Broome (DB)	Apologies: Ashley Cohen (AC), Sophie Embling (SE), James Fallon (JF), Rui Guo (RG), Matthew Watters (MW)		
Other Attendees: Ian Dean (ID) – CPNY CEO, Laura Smart (LS) – CPNY EO, Caroline Robertson (CR) – CPNY Healthcare & Networking Manager, Holly Joyce (HJ) - Healthwatch North Yorkshire, Dan Atkinson (DA) – North Yorkshire Council, Phil Truby (PT) – City of York Council			
Issue	Details		Who
Pharma Rep Sponsor	Representatives from Pfizer talked about the Vydura migraine treatment and the Pfizer Pro website available for pharmacy to use.		INFO
Apologies	Ashley Cohen (AC), Sophie Embling (SE), James Fallon (JF), Rui Guo (RG), Matthew Watters (MW), Katy Tennyson (KT). Inquorate.		INFO
	Action	ID to send an email to all committee members after the meeting with details of any significant decisions which required comments/voting upon.	ID ASAP
Declarations of Interest	Action	None but ID mentioned that JF was yet to return his form.	JF ASAP
Minutes of the Last Meeting	The minutes of the last meeting were declared as an accurate record.		INFO
Matters Arising	None		INFO
Expenses	All up to date with expenses claims for November except SE.		INFO
CYC and NYC – Smoking Cessation	Dan Atkinson (DA) and Phil Truby (PT) from NYC and CoYC respectively joined the meeting. They wanted to explore the potential for pharmacies to supply Varenicline and Cytisine via PGDs to assist with a joint smoking cessation programme. This would be for supply only without advice. Need good rural cover and in deprivation areas.		INFO
	Action	RH said that fees need to be negotiated with CPNY. DA and PT agreed and stated they would draw up a draft specification and PGD by mid-February and then the service team on the committee can review and price up appropriate fees.	Service sub-group tbc Feb/M arch 25
Treasurers' Report	CK reported that the budget so far was in a good place with 35% remaining, so it probably will not be spent. Still looking into high interest accounts to transfer reserves to. Another levy increase to take place from 1 st April 2025 (from £15,500 per month to £17,000). Bank balance as at 15 th January 2025 was £69,825.		INFO
Regional Rep's Report	DB reported that there had been no official announcement or news on progress with the negotiations.		INFO
	The NPA had laid out 'five key tests' yesterday (15 th January 2025) that had been sent to government a year ago already by CPE.		INFO
PMRs are unable to process original pack dispensing yet but this is coming soon.			
PharmOutcomes	Action	SD had held a meeting with Jo Lane (Chair at CPH) concerning the merger of the two LPC accounts. ID explained that he had held a meeting with Helen Philips and Hayley Patterson at the ICB and they were not certain the amalgamation could take place in time for 1 st April 2025. They are looking into a data sharing agreement that will ensure CPNY can access their own data for free.	INFO

Strategic Plan Update	Action	The strategic plan was reviewed and a few semantic changes decided upon. All agreed that until the new contract has been published this is a difficult document to update.	ID	ASAP
Healthcare & Networking Manager Update		<p>CR provided an update on the PCN engagement leads (PELs):</p> <ul style="list-style-type: none"> Communication between PELs and ICB Locality Development Managers (LDM) continuing ICB funding feedback completed January 2025, next meeting March 2025. Q2 payments made Q2 hours claimed highlighted that PELs are struggling to achieve the expected hours for this role. An average 6 hours per quarter being achieved in total, as opposed to 8 hours per quarter per PCN. PELs have been informed and support offered by HCNM. Service data has been provided to PELs for January 2024 to October 2025 to help them identify priority areas and for use at meetings with CDs and PMs. HCNM had highlighted gap in data to ICB whereby the number of patients that had been signposted but did not qualify for a clinical pathway or signposted but then did not present at pharmacy with no follow up possible, was not available. OOH in York want to refer into Pharmacy First so looking into a process for this (possibly Accurx Mail) as they do not currently have PO licence. Hope to start referrals by end of January. UTCs to use promotional material for PF on site. <p>CR presented some PF data and LS commented that 41% of NY pharmacies had not met the minimum threshold for October. DB responded that PF was doing really well as far as the government was concerned but there was no downward movement on the thresholds currently.</p>	INFO	
	Action	CR presented some PCS data and RH asked whether this service could be promoted anywhere locally. LS said she would ask the Comms team at the ICB to promote on social media.	LS	ASAP
AOB	Action	ID to send Holly Joyce future meeting dates.	ID	ASAP

Future Meeting Dates 2025:

Time	Day	Date	Venue
10am	Thurs	3 rd April 2025	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Thurs	3 rd July 2025	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW
10am	Thurs	11 th Sep 2025	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW (AGM)
10am	Thurs	27 th Nov 2025	Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW