

Action Minutes

Date Of Meeting: 19/03/15		Time: 10:00am		
Location: The Innovation Centre, York		Subject: CPNY Committee Meeting		
Present: Liz Colling (LC), Ian Dean (ID), Richard Harrison (RH), Tom Hajdas (TH), Warren Cunningham (WC), Adnan Yousaf (AY), Annette Mauder (AM), Tamzin Burn (TB), Lorraine Gell (LG)		Apologies: Derek Clarke, Shaun Davies, Samina Khan, Bhavin Morjaria, Gill Treharne, Elliot Goran		
Other Attendees: David Broome (DB) PSNC Regional Representative, Adrian Naylor (AN), Jack Davies (JD) CPNY CEO, James Sprangle (JS) - CPNY EO				
Closed Section				
Issue	Action	Who	When	
Legal Entity Feedback	The committee tackled this item on the agenda first, so AN could aid the discussion and then leave for the members only section.		INFO	
	M&As were amended so that Associated Suppliers will be able to supply services just as members will.		INFO	
	A joining fee of £150 per premises was confirmed.		INFO	
	It was agreed that a late joining fee would be discussed and agreed by the directors of the company.		INFO	
	The name <i>Community Health Ltd</i> was agreed.		INFO	
	Action	CCA board members to be approached/written to before the contractor vote	LC	ASAP
	Action	Letter and contractor offer document to be posted to all none CCA members. These documents, M&As and Rules to be emailed also	JD	27 th March
	Action	Deadline set for committee comments on the contractor offer document. (Email to JD - jack.davies@cpny.co.uk)	ALL	12pm 24 th March
	Action	None CCA members to be contacted by Committee Members.	All	By 5 th May
	Action	Q&As for the use of buddies when contacting contractors to be produced	JD	ASAP
	Action	Postal votes to be sent out.	JD	5 th May
	Action	Presentation for 21 st May EGM to be prepared.	JD	By 21 st May
	Agreed the company to be up and running by 1 st July		INFO	
	Action	The decision to appoint a solicitor to review M&As was voted on unanimously by the committee.	JD	ASAP
	To set the company in motion, the committee appointed RH as director and JD as secretary, so that the company could be registered. They will resign at the first meeting before election.		INFO	
	As the committee will appoint 2 of 5 directors, it was voted and agreed that they will be TB and ID.		INFO	
Action	Flowchart (to include within offer document)	JD	ASAP	
Action	Buddy system to be used to encourage the yes vote from contractors.	ALL	By 27 th March	
Declarations of Interest	There were no declarations of interest.		INFO	
Minutes of the Last Meeting	The minutes of the last meeting were agreed as an accurate record.		INFO	
Matters Arising	It was agreed that there will now be 7 meetings a year, including the strategy meeting that committee member are to attend.		INFO	
	Action	Tom Hajdas, and Samina Khan are to forward their bank details. They may	TH/SK ASAP	

		be included on expenses forms.			
	Action	A letter to all committee members is to be produced as a warning for repetitive absence in regards to CPNY meetings.	JD	Before next Meeting	
Pharmoutcomes Proposal	Action	Find out CoY's and NYCC's intentions, in regards to purchasing Pharmoutcomes.	JD	ASAP	
	Action	Find out the exact full-service cost of Pharmoutcomes, and also the cost to run a 6 month minor ailments service in York, a trial period for a waste project in all areas, and a "pay-as-you-go" service.	JD	ASAP	
Resetting of Buddies List		A geographic buddy list was desired.	INFO		
		It was agreed that committee members are to meet their buddies 6-7 times a year.	INFO		
	Action	Committee to discuss buddy changes with absent colleagues. Once agreed upon, the changes are to be sent to JS via email – james.sprangle@cpny.co.uk .	ALL	ASAP	
Dementia & Safe Places Training Update		The following CPNY delegates were agreed to lead their events: York – JD, Harrogate – AM, Scarborough – LC, Skipton – SK, Northallerton – WC.	INFO		
	Action	Samina Khan to be asked if she is available to lead the Skipton training event.	JD	ASAP	
		North Yorkshire libraries launched a dementia leaflet.	INFO		
	Action	Check who is taking leaflets to each of the training events.	JD	ASAP	
	Action	Research obtaining the dementia leaflets for all pharmacies and request leaflets for training events.	TB	ASAP	
	Action	Committee members to encourage buddies to attend the training events.	ALL	ASAP	
EPS Update and Training		JD presented the EPS live progress and a committee discussion commenced.	INFO		
	Action	Contact Dr Ingram to construct EPS and Repeat Dispensing training content.	JD	ASAP	
	Action	Look into joined training with GP practices.	JD	ASAP	
	Action	Contact the following in regards to Repeat Dispensing training: Joanne, local GPs, Practice Managers and Rob Penman (Harrogate CCG).	JD	ASAP	
	Action	Potential sponsors for training events to be emailed to JD.	RH	ASAP	
Services and CCGs Feedback	Action	LC talked about Alliance and will email committee members the information.	LC	ASAP	
		JD presented information regarding Alcohol Pathway.	INFO		
	VoY CCG		For the minor ailments pilot sites it was agreed that there would be a mix of the following – multiples & independents, extended hours, ownership access, location, health centres, high street pharmacies, community based pharmacies etc.	INFO	
			JD updated the committee in regards to the Alex Molyneux situation. A meeting is to occur.	INFO	
	Harr/HRW CCG		JD fed back information to the committee.	INFO	
	Scarb CCG		LC and TB updated the committee.	INFO	
Strategy Development – Way Forward	Action	First draft strategy and implementation plan.	JD	By end 10 th April	

Proposal	Action	Update the committee bi-monthly.	JD	
	Action	CPNY officers to meet 15 th April. An invite to this is to be sent to CPNY members.	JD	ASAP
Self-Evaluation	It was agreed that CPNY would aim to reach the green (good) zone and the self-evaluation would be added to the strategic development action plan.		INFO	
Regional Meeting Feedback	LC updated the committee and a discussion commenced.		INFO	
Subgroup Work	Contractor Support	This subgroup devised a list of questions for the CPNY satisfaction survey.	INFO	
	Service Support	This subgroup listed possible changes in regards to strategic development.	INFO	
	Regulatory	This subgroup analysed services costs and the finance 2015/16 budget.	INFO	
NYCC and VoY CCG Prep	The committee prepared for the NYCC and VoY CCG open section meetings.		INFO	
AOB	Action	It was agreed that the cough would be added to the minor ailments service.	JD	ASAP

Future Meeting Dates

Time	Day	Date	Venue
2pm	Thursday	21 st May 2015 (EGM)	Crown Hotel, Boroughbridge
2pm	Thursday	16 th July 2015 (AGM)	Crown Hotel, Boroughbridge
10am	Thursday	17 th September 2015	Harrogate, Yorkshire Showground
10am	Thursday	19 th November 2015	Innovation Centre, York