

## Action Minutes

<b>Date Of Meeting:</b> 22/01/15		<b>Time:</b> 10:00am		
<b>Location:</b> Scarborough R.U.F.C.		<b>Subject:</b> CPNY Committee Meeting		
<b>Present:</b> Ian Dean (ID), Richard Harrison (RH), Gill Treharne (GT), Tom Hajdas (TH), Elliot Goran (EG), Samina Khan (SK), Bhavin Morjaria (BM), Warren Cunningham (WC), Shaun Davies (SD), Tamzin Burn (TB), Lorraine Gell (LG)		<b>Apologies:</b> Derek Clarke, Liz Colling, David Broome, Annette Mauder, Adnan Yousaf		
<b>Other Attendees:</b> Jack Davies (JD) CPNY CEO, James Sprangle (JS) - CPNY EO				
Closed Section				
Issue	Action		Who	When
<b>Declaration of Interests</b>	CEO proposed use of a more formal declaration in relation to the agenda. Committee agreed.		ALL	
	No declaration interests were declared.		ALL	
<b>Minutes of Last Meeting</b>	Agreed as an accurate record.		ALL	
<b>Matters Arising</b>	<b>Action</b>	Funding proposal to be submitted to Public Health England, regarding dementia training days.	JD	Feb 14
<b>CEO Update</b>	<b>Action</b>	Healthwatch contact details to be forwarded to JD.	BM	ASAP
	<b>Action</b>	JD requested a CPNY member to lead in the Craven Minor Ailments scheme. BM volunteered and will coordinate with JD.	BM & JD	ASAP
		PharmOutcomes to be piloted late March/early April 2015. The benefits are a shared system, faster payments with less checking, access to a web page with populated data, system rollout training events and shared data with CPNY.	INFO	
	<b>Action</b>	A Multiple and Independent required for pilot. TB declared the interest of Boots.	TB	
	<b>Action</b>	Press Pack to be emailed to the committee.	JS	ASAP
	<b>Action</b>	CPNY members to follow @CPNY_News on Twitter.	ALL	
	<b>Action</b>	GT presented Smoking Cessation information, and will meet with Emma Davies to feedback the Committees views on the service.	GT	4 <sup>th</sup> Feb
<b>New Expenses Policy</b>	New Expenses Policy discussed and agreed upon by the committee.		All	
	<b>Action</b>	Policy to be uploaded to the CPNY site.	JS	ASAP
	<b>Action</b>	Committee to email bank details to JD. (Sort code & account number).	ALL	ASAP
	<b>Action</b>	Invoice Expenses Forms to be discussed and amended as suggested, and then emailed to the committee with instructions.	JD & ID	ASAP
<b>Media Contacts</b>	Media contacts for different areas were discussed and agreed upon: <ul style="list-style-type: none"> <li>▪ <b>North Yorkshire</b> – Derek Clarke</li> <li>▪ <b>Harrogate and Rippon</b> – Derek Clarke &amp; Bhavin Morjaria</li> <li>▪ <b>Selby</b> – Lorraine Gell &amp; Alex Crew to be approached</li> <li>▪ <b>Scarborough &amp; Whitby</b> – Liz Colling</li> <li>▪ <b>York Area</b> – Richard Harrison &amp; Elliot Goran</li> </ul>		INFO	
<b>Lead Committee Members</b>	Lead committee members were discussed and agreed upon: <ul style="list-style-type: none"> <li>▪ <b>Smoking Cessation</b> – Gill Treharne</li> <li>▪ <b>Alcohol</b> – Shaun Davies</li> <li>▪ <b>EHC</b> – Elliot Goran</li> <li>▪ <b>VoY CCG</b> – Richard Harrison</li> <li>▪ <b>Hambleton, Richmondshire &amp; Whitby CCG</b> – Derek Clarke</li> <li>▪ <b>Scarborough CCG</b> – Tamzin Burn</li> <li>▪ <b>Harrogate &amp; Rural District CCG</b> – Bhavin Morjaria</li> </ul>		INFO	

	<ul style="list-style-type: none"> <li>Airedale Wharfedale &amp; Craven CCG – Samina Khan</li> </ul>				
<b>EPS Update</b>	Leanne is to help pharmacies going live with EPS until the end of March. The committee aims to extend her time.			INFO	
	<b>Action</b>	David Broome to be contacted in regards to his EPS tips.		JS	ASAP
<b>Subgroups</b>	<b>Contractor Support</b>	<b>Action</b>	AGM (16/07/15) to take place in Boroughbridge, beginning at 7:15pm with a buffet at 6:30pm.		
		<b>Action</b>	Rachel Richardson to be AGM speaker for healthcare workers OR someone that can explain the Minor Ailments Scheme.		
		<b>Action</b>	Venues for CPLY meetings: <ul style="list-style-type: none"> <li>17/09/15 – Harrogate Yorkshire Showground</li> <li>19/11/15 – Parsonage Hotel Esrcrick OR Innovation Centre, York</li> </ul>		
		<b>Action</b>	Organize a meeting, which attending would suffice safeguarding at, on an annual basis.		
		<b>Action</b>	Organize a flu training refresher workshop at York or Harrogate.		
	<b>Service Support</b>	<b>Action</b>	Set up a meeting to understand if Pharmacists and Optometrists can work together.	JD	
		<b>Action</b>	Develop a cross referral form that may be used between Optometrists and Pharmacists.	JD	
		<b>Action</b>	Find out the type of eye drops to be supplied.	JD	
		<b>Action</b>	Distribute eye leaflets in MURs etc., signpost cross referral, supply eye drops (if able to do so as part of the Minor Ailments scheme). *All via Private-Rx.	JD	
	<b>Regulatory</b>	<b>Action</b>	In regards to Minor Ailments, collate the Humber and East Riding. LPN Chair, Mike Rymer to be contacted.	JD	
		<b>Action</b>	Preliminary budgets budget headings to be saved to Dropbox.	ID	ASAP
			Levy 2015/16 to stay at 11k per month.	INFO	
			Innovation fund spending to be reviewed to see how it impacts reserves.	INFO	
<b>AOB</b>	<b>Action</b>	Phone Meeting to be organized between WC, JD & JS in regards to waste.	JS	Jan 15	
	<b>Meeting Start Time</b>	Agreed future meeting to start at 10am.	ALL		
<b>CEO 3 Month Probation Review Feedback</b>	The review panel's conclusion was that Jack had looked long and hard at the questions set for him and answered them honestly and in some depth. In our opinion he was more than up to the challenges set for him when he was employed and this should continue.			ALL	
	The committee was also happy with James Sprangle's progress to date.			ALL	

#### Future Meeting Dates

Time	Day	Date	Venue
10am	Thursday	19 <sup>th</sup> March 2015	Innovation Centre, York
10am	Thursday	21 <sup>st</sup> May 2015	Crown Hotel, Boroughbridge
1pm	Thursday	16 <sup>th</sup> July 2015 (AGM)	Crown Hotel, Boroughbridge
10am	Thursday	17 <sup>th</sup> September 2015	Harrogate, Yorkshire Showground
10am	Thursday	19 <sup>th</sup> November 2015	Innovation Centre, York