

Action Minutes

Date of Meeting: 16/07/15		Time: 2.00pm		
Location: The Crown Hotel, Boroughbridge		Subject: CPNY Committee Meeting		
Present: Tamzin Burn (TB), Liz Colling (LC), Warren Cunningham (WC), Shaun Davies (SD), Ian Dean (ID), Lorraine Gell (LG), Elliot Goran (EG), Tom Hajdas (TH), Richard Harrison (RH), Samina Khan (SK), Annette Mauder (AM), Gill Treharne (GT)		Apologies: David Broome, Derek Clarke, Adnan Yousaf		
Other Attendees: Jack Davies (JD) – CPNY CEO, James Sprangle (JS) – CPNY EO, Adrian Naylor (AN), Clare Naylor (CN)				
Open Section				
Issue	Details		Who	When
Declarations of Interest	JD, SK, GT, RH, EG, TH, ID (on behalf of Yorcare) declared their interest in the Community Health Ltd Update and LPC Directors agenda item.		INFO	
Minutes of the Last Meeting	The minutes of the last meeting were declared as an accurate record.		INFO	
Matters Arising	Christmas opening hours – Area Team have decided that if a pharmacy's core opening hours are on a Saturday, they will have to open on Saturday 26 th December 2015. Applications to change hours for this day will not be approved, other than for a substantive reason.		INFO	
	All flu vaccinations payments have now been processed.		INFO	
Buddies and Pre-Meeting Visits	Action	This issue was discussed at length by the committee and it was decided that it should be referred to the next Contractor Support subgroup session.	JD	By 17 th Sept
	Action	Fiona Castle to be contacted with the aim to learn from her buddy system.	JD	ASAP
Regional LPCs Proposed PSNC Conference Discussion Topics	Action	The committee agreed with proposal one in principle, with one amendment. However, proposal two was unclear and clarification is to be sought.	JD	ASAP
Committee Vacancy and Election	After much discussion it was unanimously voted that CPNY decreases the size of its committee to realise savings of approx. £5k per annum. EG voted to decrease to 13 members, and GT seconded this. For = 9 Abstentions = 2 Against = 0		INFO	
	Action	Contractors that expressed interest in the vacancy are to be written to and brought up to date regarding the decision that CPNY will no longer be electing a new member to post.	JD	ASAP
Tier 1 Dementia and Safe Places Attendees Feedback	JS presented the data to the committee.		INFO	
	Action	Safe Places to be contacted and urged to improve their efforts to stick to the agreed timetable set before the training occurred.	JD	ASAP
Website – Google Analytics	JS presented the data to the committee.		INFO	
	Action	Google analytics data to be evaluated further.	JS	By 17 th Sept
Community Health Ltd Update and LPC Directors	JD updated the committee regarding this issue.		INFO	
	AN gave insight into the Scarborough MOT Health Checks contract that was not awarded to any tender offer.		INFO	
	In support of CHL, CPNY agreed that JD should continue to provide company secretarial services and support for the existing smoking cessation tender. CPNY expects this arrangement to terminate on 1 st October 2015, as by then the outcome of the tender will result in revisions to the CHL operating model.		INFO	
EPS Update and Harrogate Training	ID updated the committee. The smart card system is to be in place with each pharmacy advanced to being fully electronic by 1 st September 2015.		INFO	

Service and CCG Feedback	Alcohol	Action	All new Alcohol IBA training dates to be distributed.	JS	ASAP	
	EHC	Action	New NYCC EHC service tentative date (1 st September) item to be included in the next newsletter.	JS	ASAP	
	VoY CCG	Action	Seek the five pharmacy names, re: palliative care stocks.	JD	ASAP	
			The MAS pilot went live on 1 st July 2015 and fee £7.50 was agreed.	INFO		
			Palliative Care stocks – a fee of £50 per year agreed and payment for out of date stock.	INFO		
			A Pharmacy Development Plan session was undertaken on the 30 th June 2015 with an action plan set for 22 nd July 2015.	INFO		
	HR&W CCG		TB attended a meeting with the CCG. George Campbell made it clear that any service they commissioned would need to be delivered from all pharmacies in all locations or at least be available from a location. An outline of the 7 strategic values of the CCG was discussed to highlight what their needs from pharmacies may be.	INFO		
NYCC – Public Health	Action	Contractors are urged to sign up to the NYCC Flu SLA (contract variation) and provide the job to NYCC eligible staff groups under their private PGD arrangements. Payment via Pharmoutcomes will be the same rate as the corresponding Seasonal Flu Jab scheme NHS England are offering.	ALL	ASAP		
Chair's Report	LC attended the LPC annual secretaries and chairs meeting in London and the regional meeting of local LPCs. There was a good degree of commonality in the issues discussed; particularly regarding prescription direction, EPS and provider companies.			INFO		
PSNC Regional Rep's Report	LC, ID and JD to attend PSNC Conference on behalf of CPNY.			INFO		
Treasurer's Report	Balance is £57,467.45. However, CPNY is expecting £6,142.60 from Health Education Yorkshire and the Humber, which brings the total to £63,608.05.			INFO		
Subgroup Work	Contractor Support	2016 meeting dates and locations were discussed decided. January – Northallerton March – Richmond (2pm start) May – Skipton (2pm start) July (AGM) – York, Innovation Centre September – Malton November – Harrogate			INFO	
		Service Support	The self-assessment was reviewed and graded appropriately.		INFO	
			Action	JD to implement an action plan to address any amber issues.	JD	ASAP
		Regulatory	The risk assessment log was reviewed and agreed appropriately.		INFO	
Action			A set meeting for signing declarations of interest to be agreed and confirmed.	JD	ASAP	
AOB	Action	Contractor Matters to be added to the CPNY meeting agenda.		JD	By 17 th Sept	
		LC and JD to attend Market Entry training on 30 th September 2015.		INFO		

Future Meeting Dates

Time	Day	Date	Venue
10am	Thursday	17 th September 2015	Pavilions of Harrogate, Harrogate
10am	Thursday	19 th November 2015	The Innovation Centre, York Science Park