

## Action Minutes

<b>Date of Meeting:</b> 17/09/15		<b>Time:</b> 10.00am		
<b>Location:</b> Pavilions of Harrogate, Harrogate		<b>Subject:</b> CPNY Committee Meeting		
<b>Present:</b> Tamzin Burn (TB), Derek Clarke (DC), 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)		<b>Apologies:</b> Gill Treharne, Adnan Yousaf (Resigned)		
<b>Other Attendees:</b> Jack Davies (JD) – CPNY CEO, James Sprangle (JS) – CPNY EO, David Broome (DB) – PSNC Regional Representative				
Open Section				
Issue	Details	Who	When	
<b>Declarations of Interest</b>	There were no declarations of interest.	INFO		
<b>Minutes of the Last Meeting</b>	The minutes of the last meeting were declared as an accurate record.	INFO		
<b>Matters Arising</b>	JD updated the committee regarding Safe Places. Despite the training and information being delivered earlier in the year, delays have now resulted in the initiative going live during the Autumn of 2015.	INFO		
	JS will terminate his employment with CPNY on Friday 16 <sup>th</sup> October 2015. His last day of work will be Wednesday 14 <sup>th</sup> October 2015.	INFO		
<b>Buddies and Pre-Meeting Visits</b>	The committee believes it can carry out its routine functions in a tight, focused manner and use CPNY time more productively by visiting contractors.	INFO		
	It was proposed and agreed upon unanimously that the committee is to trial shortened meetings that begin at 1.00pm to allow for buddy contact beforehand.	INFO		
	Committee members will be reimbursed for the full committee day and may contact buddies at a time that best suits them, whether that be in the morning of the day, or at a more convenient time.	INFO		
	The purpose of these visits is to increase contractor engagement and begin service delivery discussions.	INFO		
	During these visits, there will be a briefing form to fill in. This form will prompt committee members to ensure issues discussed during the visits are raised at committee meetings.	INFO		
	There will be opportunity to discuss these issues during the standing CPNY meeting agenda item, "Contractor Matters".	INFO		
	<b>Action</b>	A buddy visits form is to be drafted, including questions for contractors.	JD	ASAP
	<b>Action</b>	AM is to check if she can acquire any old Boots versions of the form for use.	AM	ASAP
<b>Strategic Plan Update</b>	JD updated the committee regarding strategic plan developments and progress.	INFO		
	DB posed the question of how much information CPNY should share with CHL on its cost model without falling foul of competition law.	INFO		
	A new buddy visits system was agreed and is to be undertaken and tested.	INFO	19 <sup>th</sup> Nov 2015	
	<b>Action</b>	The buddies left from Adnan Yousaf and Bhavin Morjaria as a result of their resignations are to be re-assigned to committee members appropriately.	JD	ASAP
	<b>Action</b>	As the above issue of sharing CPNY information with CHL could not be agreed upon, Mike King and Steve Lutener are to be contacted for the best way to progress and resolve the issue.	LC	ASAP
	<b>Action</b>	Plan to be reviewed at CPNY Strategic Planning away day.	ALL	18 <sup>th</sup> Feb 2016
	<b>Action</b>	Financial modelling to be undertaken to assess the cost of the Pfizer experiment.	JD/DC	ASAP

<b>Committee Size Update</b>	CCA approved the reduction of their membership from 8 to 7. The reduction in CCA membership resulted in CPNY receiving resignation from Adnan Yousaf.		INFO		
	<b>Action</b>	50% of the £4,800 saved due to the downsizing of the committee is to be ring-fenced and used for future buddy visits.	ID	ASAP	
<b>Contractor Matters</b>	<b>Action</b>	A meeting is to be arranged with Horizons regarding duplicate slips for supervised consumption.	JD & SD	By end of Oct 2015	
	<b>Action</b>	Contractors with any Horizons issues are to forward them to JD.	ALL	By 7 <sup>th</sup> Oct 2015	
<b>Website – Google Analytics Update</b>	JS presented the data, which showed a clear improvement in contractor engagement and improved website usage by contractors.		INFO		
<b>Community Health Ltd Update</b>	JD updated the committee.		INFO		
	The joined GPs and CHL Smoke Free tender failed the threshold, as NYCC procurement auditors believed the financial capacity was not there to take on a sizeable contract.		INFO		
	<b>Action</b>	A feedback meeting concerning the Smoke Free tender is to be organised.	JD	Post 21 <sup>st</sup> Sept 2015	
	The Scarborough MOT Health Checks contract was issued again but CHL opted not to tender due to a lack of setup funding and increased numbers.		INFO		
	<b>Action</b>	A meeting is to be organised to progress JD towards his disengagement from CHL and to decide on the future of the company.	JD	Post 21 <sup>st</sup> Sept 2015	
<b>EPS Update</b>	ID updated the committee.		INFO		
	<b>Action</b>	One committee member is to go to in ID's place to the Project Board meeting.	LG	7 <sup>th</sup> Oct 2015	
	<b>Action</b>	JD to be contacted regarding smart card helpdesk issues and the Care Identity Service.	ID	ASAP	
	<b>Action</b>	The HSCIC supplier specific EPS training is to be included in the next newsletter.	JS	ASAP	
	<b>Action</b>	Details of EPS2 issues are to be sent to JD, as are any other issues such as Gaviscon prescriptions etc.	EG	By 20 <sup>th</sup> Oct 2015	
<b>LPC Conference Agenda Discussion</b>	<b>Action</b>	The attendees to book in for the 4 <sup>th</sup> November 2015 will be JD, ID and RH.	JD	ASAP	
	<b>Action</b>	Branded generics and EPS are subjects to be raised at the conference.	LC, JD, ID & RH	4 <sup>th</sup> Nov 2015	
<b>Service and CCG Feedback</b>	<b>NYCC - Alcohol</b>	Training dates for this service were circulated to contractors and posted on the CPNY website.		INFO	
		<b>Action</b>	The service is now live on Pharmoutcomes.	ALL	1 <sup>st</sup> Sept 2015
	<b>NYCC - EHC</b>	The new Service is to now go live on 1 <sup>st</sup> October 2015, as the PGD was not ready for previous date of 1 <sup>st</sup> September 2015.		INFO	
	<b>VoY CCG</b>	The Minor Ailments pilot is off to a slow start.		INFO	
		More triage training is to be organised for GP receptionists.		INFO	
	<b>HR&amp;W CCG</b>	The Emergency Supply Service paper was proposed to be presented to the CCG's SMT mid-October 2015.		INFO	
	A Pharmacy Development Plan follow up meeting is to occur with the CCG on 28 <sup>th</sup> September 2015.		INFO		

	<b>S&amp;R CCG</b>	A Pharmacy Development Plan meeting occurred with the CCG on 2 <sup>nd</sup> September 2015. A provisional list of services was agreed and a follow up meeting was planned for 7 <sup>th</sup> October 2015.		INFO	
		<b>Action</b>	Sally Brown is to be contacted regarding attendance for the 7 <sup>th</sup> October 2015 meeting mentioned above.		JD
	<b>Harrogate CCG</b>	A Pharmacy Development Plan follow up meeting is to occur with the CCG on 14 <sup>th</sup> October 2015.		INFO	
	<b>CYC – Public Health</b>	The Level 3 Stop Smoking Service will be decommissioned on 31 <sup>st</sup> December 2015. There will be a contract variation to reflect the ending, which will allow community pharmacies to bridge the gap.		INFO	
		Public Health is working on an all embracing Well York service for June/July 2016. The new service will go out to tender.		INFO	
	<b>NYCC – Public Health</b>	Discussions were had with NYCC regarding a Falls Prevention service.		INFO	
		Pharmacies were invited to host flu jab clinics in independent living schemes throughout North Yorkshire. There are 20 schemes with 837 residents and approximately 200 staff. Pharmacists that want to participate in this work will need to be DBS checked.		INFO	
		The Smoking Cessation, Needle exchange and Supervised Consumption services are now live on Pharmoutcomes.		INFO	
		<b>Action</b>	Find out which DBS check covers staff for all services and communicate this to all contractors.		JD & JS
	<b>PSNC Regional Rep’s Report</b>	DB updated the committee regarding the 2015/16 PSNC Settlement and the same funding was agreed as previous years.		INFO	
<b>Treasurer’s Report</b>	ID updated the committee and distributed account summaries.		INFO		
	CPNY account balance: £72, 228.01 (PSNC Levy due to be paid 1st October 2015).		INFO		
<b>Correspondence</b>	There was no correspondence.		INFO		
<b>Harrogate CCG Priorities and Community Pharmacy</b>	Dr Rob Penman presented to the committee.		INFO		
	<b>Action</b>	MUR data is to be sent to Dr Penman.		DC	ASAP
	<b>Action</b>	COPD case data is to be sent to Dr Penman via JD.		LC	ASAP
	<b>Action</b>	The Audit C paper is to be sent to Dr Penman.		JD	ASAP
<b>Hambleton and Richmondshire Carers Centre</b>	Fiona Kaley presented to the committee.		INFO		
	<b>Action</b>	Fiona Kaley is to be contacted for more Carer Centre information.		JD	ASAP
	<b>Action</b>	Fiona Kaley is to be contacted for a Carer Centre newsletter article.		JS	ASAP
	<b>Action</b>	All Boots email addresses are to be sent to Fiona Kaley.		TB	ASAP
	<b>Action</b>	Promotion of the project is to occur closer to Carers’ Week and this requires planning from the CPNY Chair and CEO.		LC & JD	ASAP
<b>Strategic Conversation – COPD and Pharmacy</b>	<b>Action</b>	The final COPD training dates are to be included in the CPNY newsletter.		JS	By 2 <sup>nd</sup> Oct 2015
	<b>Action</b>	A meeting is to occur before the 7 <sup>th</sup> October 2015 Scarborough meeting for briefing.		LC & DC	By 7 <sup>th</sup> Oct 2015
	<b>Action</b>	Caroline Everett is to be contacted for a list of patients for discussion with LC.		DC	ASAP
	It was proposed and agreed upon that there would be one training session, per		INFO		

	locality, every quarter.		
	<b>Action</b>	A training schedule is to be arranged and some dates are to be postponed.	JD ASAP
	<b>Action</b>	A training calendar with all dates is to be produced and published on the CPNY website.	JS ASAP
<b>AOB</b>	<b>Action</b>	LG to be contacted regarding her issue with Palliative Care. Laura Angus is also to be contacted regarding this.	JD ASAP
	<b>Action</b>	The committee agreed to respond to the RPS/NAPC consultation using information provided by PSNC as a guide.	JD ASAP
	<b>Action</b>	The S&R CCG is to be contacted regarding their Paracetamol poster and campaign with the committee's comments and feedback. It was decided overall that the idea had merit, but the poster was not of a good standard and lacked accuracy.	JD ASAP

#### Future Meeting Dates

Time	Day	Date	Venue
1.00pm	Thursday	19 <sup>th</sup> November 2015	Innovation Centre, York Science Park
TBC	Thursday	21 <sup>st</sup> January 2016	Allerton Court Hotel, Northallerton
10.00am	Thursday	18 <sup>th</sup> February 2016	Strategic Planning Day - Innovation Centre, York Science Park, York
TBC	Thursday	17 <sup>th</sup> March 2016	Richmond, Venue TBC
TBC	Thursday	19 <sup>th</sup> May 2016	Skipton, Venue TBC
TBC	Thursday	21 <sup>st</sup> July 2016	AGM - Innovation Centre, York Science Park, York
TBC	Thursday	15 <sup>th</sup> September 2016	Malton, Venue TBC
TBC	Thursday	17 <sup>th</sup> November 2016	Harrogate, Venue TBC