

Action Minutes

Date of Meeting: 19/11/15		Time: 1.30pm		
Location: Innovation Centre, York		Subject: CPNY Committee Meeting		
Present: 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)		Apologies: Gill Treharne, David Broome		
Other Attendees: Jack Davies (JD) – CPNY CEO, Laura Smart (LS) – CPNY EO, Kishore Sankla - Chief Executive Officer, Solutions4Health				
Open Section				
Issue	Details	Who	When	
Declarations of Interest	There were no declarations of interest.	INFO		
Minutes of the Last Meeting	It was noted that 'Caroline Evans' required changing to 'Caroline Everett'. Other than this, the minutes of the last meeting were declared as an accurate record.	INFO		
Matters Arising	JD reported that Rob Penman had now been sent the relevant MUR, COPD and Audit C information.	INFO		
	The training matrix had now been posted on the website.			
	RPS/NAPC consultation had been completed in accordance with PSNC's guidance.			
	S & R CCG had agreed to remove 'Pharmacy' and 'Supermarket' from the paracetamol poster.			
CHL Report	JD informed the committee that Adrian Naylor was now the Company Secretary. All relevant paperwork had been completed in the company set up of CHL, and comments had been received from all parties concerned in relation to the Memorandum of Understanding.	INFO		
	MCL took the decision not to carry out MOT checks. Ice Creates won the contract for the Scarborough pilot and have since been in touch with CPNY to ask for help with signposting.	INFO		
	JD advised the committee that although a future meeting was already planned with Solutions4Health in relation to the Smoking Cessation Service, he had arranged for them to undertake a presentation at this committee meeting. This was a change to the planned visit by Sharon Stoltz (Public Health, City of York Council), who had cancelled her attendance at this meeting.	INFO		
	There were no new tenders to report.	INFO		
LPC Conference Delegates' Feedback	LC reported that the Chairs and Chief Executives met the day before the conference. Her feeling was that the MAS could be off the agenda going forward. There was a suggestion from the floor to change the name to 'Triage and Treat' when negotiating locally.	INFO		
	LC also commented that there were no health budgets in place as yet (or mention of reductions). JD believed these may be completed by the end of November.	INFO		
	ID commented that it was taking some time for HSCIC to get round all contractors and carry out EPS training (which takes approx. 3 hours).	INFO		
	Action	Advise contractors of the intended rollout of EPS 2 in the new year via the weekly update email.	LS	20 th Nov 2015
	Action	Following a discussion around succession planning, TB is to find out whether one of her buddies would be interested in the 'PSNC Leadership Academy' programme and if so, pass the details to LC who will assist the pharmacist in writing a personal statement.	TB/LC	ASAP
LPN Meeting Feedback	DC informed the committee that he was retiring from Boots at the end of December and therefore tendered his resignation to the committee. However, he was happy to continue with his involvement in the Pfizer experiment.	INFO		

	There was a discussion around who would attend the next meeting as DC would be on holiday. It was proposed that AM and TB might both attend.	INFO	
	Action JD must be advised so he can let the meeting organisers know.	AM/TB	ASAP
	ID proposed thanks to DC for all of his contributions over the years to the committee. His skills and valuable input would be greatly missed.	INFO	
	Action DC's replacement is to be discussed at the Officers' Meeting on 16 th December 2015.	JD	16 th Dec 2015
EPS Update	ID updated the committee and reported that progress was slow with GP surgeries going live but numbers are steadily increasing.	INFO	
	RH asked if it were possible to obtain figures on the percentage of prescriptions issued via EPS.	INFO	
	Action To be looked into and information forwarded with the weekly digest email.	JD	20 th Nov 2015
	Action Constance Pillar to be invited to the January meeting.	JD	ASAP
	AM mentioned that EPS is undergoing maintenance on 26 th November and this may be something that contractors need to be made aware of.	INFO	
	Action Staff to investigate and include in weekly update if necessary.	LS	20 th Nov 2015
Contractor Matters & Buddy Visits	JD reported that Pam Brompton at Upper Poppleton had an issue over a request for her to 'bubble wrap' tablets for local care homes.	INFO	
	Action RH will speak to Pam.	RH	ASAP
	Many concerns surrounding EPS from contractors in terms of the extra workload it generates. Under the 'terms of service' in the contract this may be an issue that needs addressing.	INFO	
	Action LC to approach Alastair Buxton at PSNC regarding a pilot study in our area.	LC	ASAP
	SD/WC reported issues arising around the amount of data that is requested on the Horizon and Pharmoutcomes systems during consultations.	INFO	
	Action JD and SD to compile a list of issues.	JD/SD	ASAP
	A discussion around flu training took place. TB stated that some contractors were not doing the training because they did not believe they would recoup the cost (£99).	INFO	
	Action LS to include information on margins in the next newsletter.	LS	4 th Dec 2015
	Action It was decided to include a 'buddy visit' feature in the next newsletter so that contractors could see some of the actions that have resulted from these.	LS	4 th Dec 2015
	There was a discussion around DBS checks and the issuing of condoms.	INFO	
	Action JD to check what the DBS requirement is in relation to the issuing of condoms.	JD	ASAP
	JD mentioned that the current buddy list is being reviewed.	INFO	
Action Buddy list to be reviewed at the next Officers Meeting.	JD	16 th Dec 2015	
Skills Analysis Survey	LS presented the results of the training needs survey to the committee. 'Safeguarding Children and Vulnerable Adults' was a highly sought after area of training identified. LC commented that she was concerned to set up training where DBS questions arise; it was decided therefore that DBS checks should form part of this training.	INFO	
	JD mentioned that Jo Lane would start work at CPPE on 1 st January 2016.	INFO	
	Action JD to contact Jo with a view to organising the 'Safeguarding' training.	JD	ASAP
Solutions4Health – Smoking	Kishore Sankla, Chief Executive Officer for Solutions4Health gave a presentation to the committee.	INFO	

Cessation Service and Community Pharmacy's Involvement	Action	SD and JD to financially model the service against the proposed figures.	SD/JD	ASAP	
		Solutions4Health requested that CPNY circulate their introduction letter to contractors. However, it was agreed it was inappropriate at this stage to circulate the letter.	ALL	ASAP	
	Action	JD to inform Solutions4Health of this decision.	JD	ASAP	
	Action	Reference is to be made to the smoking cessation service in the next newsletter, to make contractors aware of its existence.	LS	4 th Dec 2015	
Service and CCG Feedback	Smoking Cessation	Contract awarded to Solutions4Health.	INFO		
	NYCC – Alcohol	Service implementation FAQs posted on website.	INFO		
	NYCC - EHC	YorSexualHealth would like more pharmacies to undertake STI screening. TB commented that they would have to pay for this service.	INFO		
	Pfizer Experiment	Steering group being set up Caroline Everett as the Chair, and a few clinicians involved. Pfizer contributing £10K but was not requiring statistics, only results.	INFO		
	VoY CCG		JD reported low MAS numbers due to GP non-referrals. CCGs to take this issue up with them.	INFO	
			Palliative Care Service commissioned 1 st November 2015.	INFO	
			Emergency Supplies SLA is being worked up by another group.	INFO	
		Action	Issues around 'Specials Costs'. LC proposed that we mention in the February newsletter that Laura Angus will be contacting those contractors that it affects. JD to raise the issue at the next Vale of York CCG meeting and agree the way forward with Laura Angus.	LS/JD	2nd Dec 2015
		Action	Issue around 'Branded Generics'. RH would like to put a proposal together with the LMC. RH to draft a letter and send to LC.	RH	ASAP
	HR&W CCG		New Chief Officer, Janet Probert starts on 1 st December 2015.	INFO	
			CPNY to engage with Heartbeat in relation to the Minor Ailments Scheme.	INFO	
	S&R CCG		Expressions of interest being sought for palliative care service (deadline 30 th November 2015).	INFO	
		Action	JD to email Rachel Ainger to find out what it is she wishes to discuss surrounding flu issues.	JD	ASAP
	Harrogate CCG		JD reported that the CCG will not be commissioning any new pharmacy services this financial year. The following will be discussed as part of the 2016/17 plan: reablement service, Dom MURs, COPD case finder, emergency supplies.	INFO	
	CYC – Public Health		CYC is intending to commission a 12 month pilot to assist with the development of our Integrated Wellness Service.	INFO	
Action		JD to request a copy of the presentation from a meeting he recently attended.	JD	ASAP	
Action		Following her cancellation to attend this meeting, JD will organise a future meeting with Sharon Stoltz, Public Health as soon as possible.	JD	ASAP	
NYCC Public Health		CPNY started discussions in September 2015 regarding a Falls Prevention Service. A meeting is to be held on 9 th December to progress this further and explore funding options.	INFO		

Flu Vaccinations Update	JD reported that there had been an increase in take up due to some of our recent publicity campaigns. 90 contractors were now providing flu jabs; this is up 2 from 88 at the time of the last meeting.	INFO	
Treasurer's Report	ID updated the committee and distributed account summaries. The budgets would be reviewed in the new year. LC commented that cash flow would need to be considered in relation to the Pfizer project.	INFO	
	CPNY account balance: £64,741	INFO	
External Comms	JD reported that the number of website hits per month had now levelled off to just over 1,000 per month, which shows that contractors are regularly referring to the site for advice etc. General feedback from buddies is that they use the site frequently.	INFO	
	Following on from discussions with MP Kevin Hollinrake, JD raised the possibility of putting together a lobbying plan in an effort to prove that pharmacy works and that they can deliver services.	INFO	
	Action LC to consider this and JD to include it as an agenda item at the February Strategy day.	JD	16 th Feb 2016
Correspondence	There was no correspondence.	INFO	
AOB	JD reported that we had to change the wording on our logo very slightly from 'at the heart of the community' to 'the heart of the community', following a request from PSNC.	INFO	
	JD mentioned an issue surrounding leaflets that Pharmacy2u had been sending out to patients. These were considered misleading by some contractors.	INFO	
	Action JD to be made aware of any future issues or complaints.	ALL	Ongoing
	WC raised the issue of no mechanism on Pharmoutcomes to claim the £300 annual retainer fee from Horizons.	INFO	
	Action JD to investigate.	JD	ASAP
	JD reported that there were four non-completers of the CPAF survey.	INFO	
	There was a discussion around the 'Leadership Academy' programme and that Tommy Ling of Day Lewis pharmacy was hugely passionate and keen to become involved with the LPC.	INFO	
	Action JD to email him details of the programme.	JD	ASAP
	A discussion around the future of buddy visits took place. ID confirmed that additional budget of £2,500 had been allocated to support extra time for these visits.	INFO	
	Action LC asked that this be included as an agenda item at the next Officers' Meeting.	JD	16 th Dec 2015
	The date of next year's AGM in July was changed from the 21 st July to 14 th July 2016.	INFO	
	The start time of the January committee meeting time on 21 st January 2016 was also brought forward to 12 noon.	INFO	
Action LS to inform venues of these changes.	LS	ASAP	

Future Meeting Dates

Time	Day	Date	Venue
12pm	Thursday	21 st January 2016	Allerton Court Hotel, Northallerton
10am	Thursday	18 th February 2016	Strategic Planning Day - Innovation Centre, York Science Park, York
TBC	Thursday	17 th March 2016	Richmond, Venue TBC
TBC	Thursday	19 th May 2016	Skipton, Venue TBC
TBC	Thursday	14 th July 2016	AGM - Innovation Centre, York Science Park, York
TBC	Thursday	15 th September 2016	Malton, Venue TBC
TBC	Thursday	17 th November 2016	Harrogate, Venue TBC