

**Community Pharmacy Scotland
Board
Wednesday 10th August 2011**

MINUTES

**Minutes of the meeting held at 42 Queen Street, Edinburgh
on Wednesday 10th August 2011, commencing at 10.00 a.m.**

PRESENT: Martin Green (in the Chair), John Currie, Ian Cowan, Ian Duncan, Eleanor Fairbairn, Colin Fergusson, Alan Glauch, Stuart Johnstone, Robbie McGregor, Bruce Pimlott, Campbell Shimmins.

APOLOGIES: Fiona McCready, Alasdair Macintyre, James Semple and Carol Watt.

IN ATTENDANCE: Harry McQuillan, Elspeth Weir, Pat Keanie, Jenny O'Donnell (for item 5) Carol Farley (for items 6 & 16) and Malcolm Clubb (for items 11, 13 & 15).

1.	Incorporation Responsibilities	Action	Times
	<p>The CEO advised the Board that CPS, as an incorporated body, became operational as of 1st August 2011. He advised that, as this was the first meeting of the Board as Directors of the new company, it needed to consider the appointment of a Chairman and Vice Chairman. Mr Fergusson nominated Mr Green as Chairman and Mr Shimmins seconded. This was approved unanimously. Mr Green nominated Mr Semple as Vice Chairman and Mr McGregor seconded the nomination. The Board agreed unanimously. The CEO advised that these appointments would be put to the next meeting of the Council of CPS for confirmation.</p> <p>The CEO gave the Board declaration of interest forms to review and fill out; he asked that they be returned as soon as possible to Mrs Keanie to be kept on record.</p> <p>Declaration of Interest</p> <p>The CEO declared to the Board that he now held a share in a pharmacy. He assured the Board that steps had been taken within the office to prevent him from seeing any individual contractor data. At this point the CEO removed himself from the meeting to allow the Board to discuss the situation.</p> <p>The Chairman also declared an interest in the same contract as the CEO. A full and lengthy discussion then took place on the implications arising from these declarations. The Board decided that it wished to have assurances that the necessary safeguards were in place within the office to protect the CEO and other contractors. Dr Weir was asked by the Chairman to pursue these steps.</p> <p>The Board made it clear that it had not at any time doubted the CEO's integrity and did not have any issues with him continuing in his role as long as the necessary safeguards were put in place. The Board also agreed that the CEO should be advised to raise concerns with it if at any time he felt his ability to carry out his job was being compromised</p> <p>The Board also indicated that it did not have an issue with the CEO and Chairman having a partnership and agreed it had been the right thing for them to declare their interest. It determined that it would be inappropriate for the Chair to be involved in future discussions on the CEO's remuneration package.</p> <p>The CEO was asked to return to the meeting and was informed of the Board's decision.</p>		
	Action: Dr Weir to assess and put in place safeguards within the office.	ECW	Aug11
2.	<p>Minutes of the Meeting held on Wednesday 8th June 2011</p> <p>The Minutes of the meeting held on Wednesday 8th June 2011 were adopted and signed by the Chairman</p>		

3.	<p>Matters Arising from the Minutes</p> <p>The Chairman advised the Board that most actions from the previous Board meeting had been completed or were on the agenda for updates. The CEO updated the Board on the advice received from Dundas and Wilson re financial implications and VAT changes. He advised that CPS could not claim VAT back on the voluntary levy, the main source of income, and it would therefore appear it would not be worth while changing to become VAT registered.</p> <p>The Chairman asked that the proposed meeting with wholesalers to discuss supply shortages be pursued.</p>		
	<p>Action: The CEO advised that he would circulate the advice from D&W re Voluntary Levy and VAT Implications.</p>	CEO	Aug11
4.	<p>Report on Community Pharmacy Scotland Financial Position</p> <p>Mrs O'Donnell presented to the Board the financial statement for July 2011, the last month of the financial year. She advised that CPS had spent £8k more than budgeted for in the month but the end of year out turn was a positive balance of £65k.</p> <p>Budget for 2011/12</p> <p>The Board approved the updated budget figures for 2011/12.</p>		
5.	<p>Simplification of the Business Rules</p> <p>Mrs Farley updated the Board on discussions held between CPS, PSD and ISD on the Simplification of Business Rules. The group tasked to do this had been meeting since October 2010. She advised that in July the group had agreed a way forward as set out in the agenda paper. PSD was currently attempting to analyse any cost implications there might be from application of the proposal. A discussion was held by the Board on the proposal and some concerns were highlighted. The Board agreed that the concept was a good one. It agreed it was happy for the proposal to move forward and asked Mrs Farley to report back with timescales, clarification on choices of pack sizes and to provide examples of how the changes would impact upon previously identified problem items.</p>		
	<p>Action: Mrs Farley to report back to the Board in September on Simplification of the Business Rules Timescales.</p>	CAF	Sept11
6.	<p>Financial Package for 2011/12</p> <p>The Chairman updated the Board on the discussions which had been taking place on a number of proposals from SG. A draft circular had been received and a summary of that had been produced and circulated to the Board. The areas under consideration were:</p> <ul style="list-style-type: none"> • Supporting CMS • Supporting AMS / Quality and Efficiency Initiative • Migration from Transition <p>These areas had been discussed at the finance plenary meeting held on 5 August and the Chairman reported back on the discussions.</p> <p>Supporting CMS</p> <p>SG had proposed that a payment be made to contractors in September to support CMS implementation. The Contract Team had been in favour of this and the Board was in agreement with this proposal.</p> <p>Supporting AMS /Quality and efficiency initiative</p> <p>SG had also proposed that a new payment stream be introduced to support electronic claiming and that where a contractor failed to reach a level of 80% for electronic claiming then the transitional payment/shadow fees payment would be reduced. The Board rejected this proposal as unrealistic due to ongoing ePharmacy issues. The</p>		

	<p>Chairman explained that he had put to SG that contractors needed support and that over the course of the next few months contractors should complete the proposed training pack; that meaningful information be provided on the level of claiming and that an eHealth check should be provided if and when contractors failed to show improvement. The Board approved this approach. The Board agreed that it was necessary to work for the remainder of 2011/12 on improving throughput from ePharmacy to demonstrate quality. If by April 2012 contractors had not engaged then a payment penalty could be considered.</p> <p>Migration from Transition The Chairman said that at the plenary he had put to SG that it was not possible to move from transition to a partial capitation model with a dedicated payment line for CMS when there had been no testing of the model. The proposed timescales were unrealistic. He had suggested that a shadow payment system be set up instead to monitor the effect of any change.</p> <p>The Board discussed the purpose of the proposals and how they could impact on patient care. It agreed that the timescales given were not feasible, that more discussion was needed on what contractors were being expected to deliver and that any change to payments had to start in shadow form. The Board noted that SG was also proposing to separate out remuneration for dispensing to patients in care homes from other dispensing activity.</p> <p>Financial Framework The CEO advised the Board that the figures set out within the latest Financial Framework had been wrong as information had been provided at a late stage on CIP payments made early in 2010/11. The outcome was that there was an overspend of some £1.3m on the global sum, for 2010/11 rather than the predicted underspend and this would have to be taken into account when money was allocated for CMS support in 2011/12.</p>		
7.	<p>Contract Services Update</p> <p>Creation of a Performers List The Chairman advised that SG had put forward that it intended to introduce legislation which would authorise NHS Boards to draw up performers' lists for pharmacists working in their area. SG had said this linked to the PVG legislation but the concern was that it could be a precursor to moves to introduce pharmacist contracts. A working group was to be established.</p> <p>CMS Support Dr Weir advised that the CMS paper prepared after the Board's discussion day had been shared with SG in June and discussed at the service plenary meeting on Friday 5th August. She advised that Christine Gilmour, Director of Pharmacy for Lanarkshire was present and John Cromarty acting as an observer for the Scottish Pharmacy Board of RPS. SG had not been keen to see CMS development using a medicine specific focus but had been willing to provide support for IT development. SG had also prepared support material for contractors to use when interacting with patients who were receiving a High Risk Medicine or a New Medicine. Material would be incorporated into the PCR. The timeframes for implementation were not known. After a brief discussion the Board agreed that it was content to progress with the idea and that the suggestions offered a tool for engagement with patients. Dr Weir advised that further information is available through the office from either Mr Clubb or Mr Barclay if required.</p>		
	Action: Dr Weir to progress SG proposals for new initiatives to support delivery of CMS.	ECW	Aug11
8.	<p>Domiciliary Oxygen Therapy Service The Chairman advised the Board that at the previous meeting in June discussions had</p>		

	<p>taken place on changes to the provision of the Domiciliary Oxygen Therapy Service (DOTS). CPS had since written to the Minister to highlight the issues and to request a meeting with her. A reply had now been received which advised that the timelines seemed to have changed but the overall vision had not. A copy of the letter from the Chairman of the Advisory Group had also been circulated.</p> <p>The Chairman asked the Board how it wished to progress this situation. The Board agreed that its concerns remained and there was a need to ensure patient care over the winter period. The CEO advised that there was to be a meeting of the Chief Executives of the NHS Boards on 21 August and he suggested that a letter be sent to Derek Feeley, acting Chief Executive for the NHS in Scotland, setting out our concerns. The Board agreed that this be done. The Board noted that BOC, the sole supplier of oxygen to community pharmacies in Scotland had been in touch with the office, and agreed that a meeting should be arranged with them in advance of 21 August.</p> <p>The Board considered a draft letter for the Chairs of the PCCs to advise them of what was happening and agreed it should be sent.</p>		
	<p>Action: CEO to invite BOC to discuss Home Oxygen Service issues. CEO to write letter to Derek Feeley highlighting issues around Dom Oxygen Service issues. Letter to be issued to PCC Chairs</p>	<p>CEO CEO ECW</p>	<p>Aug11 Aug11 Aug11</p>
9.	<p>Vehicle for Service Delivery</p> <p>Dr Weir presented to the Board a draft template for service delivery areas as had been agreed at the June Board meeting. She advised that the purpose of the template was to provide an outline of the areas to be covered within the service specification, whether for NHS or Private Services. The Board discussed whether the idea was to develop services which could be discussed at the local or national level and the material which would be needed to support these discussions, with the aim for both being to build up contractor funding streams. The Board considered the design of the template and after a discussion it was decided that Dr Weir would update the template with the changes suggested and bring back to the Board meeting in September: Dr Weir advised that the report from the review of the PHS services was due out in August and that could give an opportunity to develop a new service area.</p>		
	<p>Action: Dr Weir to update Vehicle for Service Delivery template and present at September Board.</p>	<p>ECW</p>	<p>Sept11</p>
10.	<p>Attendance at Party Conferences</p> <p>Mr Clubb reported to the Board the proposed plan for attendance at the party conferences in autumn 2011. He presented a number of options to the Board. After reviewing the options paper set out by Mr Clubb the Board decided to maintain the status quo and attend the autumn conferences jointly with RPS and to re-visit the matter in the spring again. It was also agreed to have a pool of names to provide support for future conferences. Mr Green, Mr Johnstone and Mrs Fairbairn all added their names to the list.</p>		
11.	<p>Courier Service – Update</p> <p>The CEO advised that he was continuing to attempt to source an alternative supplier to SPDS for prescription uplifts. An update paper had been circulated giving prices from Parcelforce and DX Couriers. He advised that Parcelforce remained keen to undertake this work. The Board discussed whether sufficient contingency was available if the costs were met from within the CPS budget. It was agreed that the voluntary levy could be increased if need be. The Board asked the CEO to progress with Parcelforce. Notice would have to be given to SPDS and information sent out to all contractors informing them of any changes being made.</p>		

	Action: CEO to progress contract with Parcelforce for the collection of contractor's prescription. Notice to be given to SPDS. Information to be sent to all contractors on position of courier uplift of prescription collections.	CEO C/S	Aug11 Aug11
12.	Parliamentary Activity Mr Clubb gave a synopsis from when Nicola Sturgeon spoke on 8 June 2011 in the main chamber to outline her ideas for taking Scotland forward. He highlighted the key areas which she had identified. Mr Clubb then went on to give an update on the Health Committee, MSP appointments and advised on MSP visits that had been arranged over the summer recess. He highlighted the key areas which were being discussed. Mr Clubb advised that he had had several discussions with RPS about the idea of a cross party working group to look at the single issue of access to records. It was felt that this would attract support from other healthcare professionals. After discussion the Board decided that Mr Clubb should pursue a CPG on access to health records. The Board thanked Mr Clubb for his report. Mr Clubb advised that there would be a need soon to develop a position on minimum pricing for alcohol.		
	Action: Mr Clubb to pursue the idea of a single issue CPG.	MC	Sept11
13.	Vaccination Services The CEO updated the Board on a meeting which he had attended on 24 th June 2011 with Gareth Brown. He advised that before community pharmacies could provide NHS flu vaccination services a change to legislation was required and this could take from eighteen months to two years. The CEO told the Board that the Cabinet Secretary was very disappointed in this situation and keen to find a solution and interim arrangement. The CEO advised that due to the July Board meeting being cancelled he had taken it upon himself to inform SG that CPS wished to undertake provision of travel advice and treatment for the NHS. The Board was asked if it was content to do so. The Board agreed unanimously that the CEO had made the right decision and it was content. CPS is now awaiting more information from SG.		
14.	Press Activity Mr Clubb updated the Board on PR and Communications activity from January 2011 to July 2011. He advised that Benchmark continued to work with CPS personnel to ensure the profile of the organisation remained high. He added that Benchmark had been working to secure additional mainstream media coverage and during the first six months of the year thirty pieces of coverage had been secured. In total the PR value secured is well in excess of fees paid to them.		
15.	Scottish Prison Service – Early Release of Prisoners Mrs Farley updated the Board on her recent meeting with Tom Byrne (Pharmacy Adviser) of the Scottish Prison Service to clarify details on the proposed contract to secure dispensing by pharmacy contractors for prisoners released from prison early. Mrs Farley advised that at the meeting it had become clear that this would only happen if there was a sudden capacity issue within the prison service e.g. a sudden influx of new prisoners or a riot within a prison. From November the healthcare needs of prisoners released on license would be met by the NHS rather than the Prison Service. After a full discussion the Board agreed that this idea was coming to nothing and it should be set aside for the time being.		
16.	Report on Meeting with GPhC Inspectors Dr Weir gave the Board an update on a meeting on 9 August between the CEO, Policy Development Department and the GPhC Inspectors, Deborah Zucker and Russ Liddell,		

	<p>who are currently working in Scotland. Topics discussed had included:</p> <ul style="list-style-type: none"> • The way the Inspector's role had changed to reflect the new emphasis on regulation. • The way the Responsible Pharmacist Regulations were being put in place in some instances. • CPS Electronic RP Log Book – update required. • CPS provided information to the Inspectors on PVG • CD Requirements –for prescriptions, Stock orders, Private Requisitions and the way duplicate forms were sources. • Off Site Dispensing – the Inspectors had no issues with this. • Technician Registration – and the impact for those who had missed the deadline. <p>A follow up meeting has been arranged for the second Tuesday in August 2012 as both parties felt it to be very informative.</p>		
17.	<p>Provision of Insurance Services</p> <p>The CEO advised the Board that CPS Insurance Services went live on 1st August 2011 with the corresponding telephone number and email address operational. He told the Board that a press release had been issued with minimal coverage being received. All contractors were informed in the August mailing and full details are on the CPS website. The CEO asked the Board to encourage people to ask for quotes. Kinnell Corporate had also been in contact regarding a possible new scheme to provide cover for Impaired Travel.</p> <p>The CEO reported that Andrew Willoughby, Kinnell had been contacted by the NPA offering to buy them out. The Board agreed that further information should be obtained from the NPA.</p>		
18.	<p>PVG Checking</p> <p>The CEO advised the Board that CPS, as an umbrella organisation for the PVG scheme, was up and running within the office. He advised the Board how the system worked within the office and that one application had been processed to completion and another sixteen were pending. The Board agreed that information on contractors' obligations should be sent out to contractors.</p>		
	Action: information to be sent to contractors on PVG and their obligations.	CEO	Sept11
19.	<p>Webstats</p> <p>The CEO updated the Board on the latest Webstats for the CPS website which continued to show an increase. The Board was asked to note that CPS now appeared first when a Google search was initiated because of changes to the way information was held.</p>		
20.	<p>AOCB</p> <p>Dr Weir informed the Board of a NHS National Event and a Fringe Quality event taking place on 23 August in Glasgow at the SECS. She advised that CPS were attending the Quality Fringe event with the stand and also contributing to refreshments for the evening. The Board was asked if anyone would like to be part of the event to please notify the office.</p>		
	Action: Directors to notify office if wishing to attend Fringe event.	Board	Aug11
	Date of Next Meeting Wednesday 14th September 2011, at 42 Queen Street, Edinburgh		