

**Minutes of Medicines Commissioning Committee Meeting,
Wednesday 26th February 2014, 12:30 – 14:30
Tuke Room, West Offices, York**

1. Apologies / Attendance

		FEB	MAR	APR	MAY	JUN	JUL	AUG
Chair & GP Prescribing Lead - VoYCCG	Dr Shaun O'Connell (SO'C)	✓						
Strategic Lead Pharmacist- CSU	Mrs R Ainger (RA)	✓						
GP Prescribing Lead – S&RCCG	Dr G Black (GB)	✓						
Principal Pharmacist - Medicines Information	Mrs J.E. Crewe (JEC)	✓						
Consultant Anaesthetist	Dr P Hall (PH)	✓						
Deputy Chair & Consultant Physician	Dr D Humphriss (DH)	A						
Chief Pharmacist	Mr D Pitkin (DP)	✓						
Senior Pharmacist - Clinical Effectiveness, CSU	Mrs D Tomlinson (DT)	✓						
Consultant Physician	Dr PE Jennings (PJ)	✓						
Consultant Rheumatologist	Dr M Quinn (MAQ)	✓						
Management Assistant – VoYCCG	Helen Dalton (HD)	✓						

Guests: Alice Ridley, Team Administrator, VoYCCG
Pennie Furneaux (PF), Policy and Assurance Manager, VoYCCG

Minute		Action
2	<p>Declarations of Conflicts of Interest:</p> <p>PF introduced this item and explained that the group will need to keep a record of the conflicts of interest annually. The group will also need to keep a record through the minutes of any specific conflicts of interests at each meeting. PF circulated a draft annual declarations of conflicts of interest form and some discussion took place around how much detail is required. PF explained that the requirement is to maintain an openness on an individual level as well as an organisational level. DP explained that the Trust have a set of Standards for Business Conduct which require the trust to maintain a register of potential conflicts of interests.and for individuals to make appropriate declarations.</p> <p>PF to establish with provider organisations the guidance the employees need to establish their organisation's conflict of interest. Discussion took place around the definition of a conflict of interest and the difference in requirements for the detailed annual declarations and the declarations at the beginning of meetings. It was agreed that declarations are about acknowledging any potential conflicts and taking into consideration any perceptions of these. It was agreed that the annual declaration of interest form would be re-drafted and circulated for comment. This will then be formally agreed at the next meeting. IT was proposed a register of conflicts of interest for committee members to be established.</p> <p><i>Action: PF/SO'C to circulate an updated draft copy of the annual declaration of interest form to be agreed at the next meeting.</i></p>	PF/SO'C
3	<p>Terms of Reference:</p> <p>The group discussed the drafted Terms of Reference.</p>	

<p>SO'C explained that this committee as yet does not have any delegating authority, but he expects that the Vale of York CCG Governing Body will grant this.</p> <p>Discussion took place around the TAG recommendations and whether they would be ratified at this committee. It was agreed that represented parties would ratify MCC recommendations at their respective organisation committees. Any issues arising from such committees would be escalated here. RA explained that whilst this is as far as possible a joint decision making committee, if an agreement cannot be made, it is ultimately the Commissioners decision whether to commission drugs or not.</p>	PF
<p>Action: Governance Team to work up a sub-group mandatory and terms of reference for each one.</p>	
<p>Discussion took place around whether the applicant would need to attend meetings to present the drugs. It was decided that the application form would be detailed and written so that such as a decision can be made at the meeting without applicants attending. The Appeals Process can include presentations by applicants if necessary. RA suggested that appeals can only be about the process rather than the decision reached. GB suggested that the group agree to let applicants re-submit if further medical evidence comes to light.</p>	PF/SO'C
<p>PF asked how Risk Support Management fits into the process. It was agreed that PF and SO'C would discuss this outside of the meeting.</p>	RA
<p>Action: PF/SO'C to discuss Risk Support Management. RA to draft Appeals Process</p>	
<p>Application Form – It was agreed that RA would amend the application form incorporating the new title and reference to finance section and then circulate it by email prior to the next meeting. SO'C asked for feedback by email and any other issues about the application form.</p>	RA
<p>Action: RA to amend form and circulate</p>	
<p>SO'C explained that it would be advantageous for the chair to be independent of the decision making. The Vale of York CCG is considering the need for suitable representation and that in the interim, GP representatives from the CCGs would chair.</p>	All
<p>SO'C reported that the Vale of York CCG are in the process of recruiting extra GP representation. GB reported that SRCCG are also looking into this. SRCCG are planning to look at this.</p>	
<p>It was felt the previous suggestion that YHFT have four pharmacists places on the committee was not necessary and that two would suffice and that deputies could attend in their absence.</p>	SO'C
<p>It was agreed that representatives from LYPFT and TEWV would be invited at the Mental Health providers.</p>	
<p>It was agreed that non-medical prescribers would be invited from each represented organisation.</p>	

	<i>Action: Members of the Trust and CCGs to speak to potential further members.</i>	
4	Date of next meeting: 12:30 – 14:30, Wednesday 19 th March 2014 Giles Room (F022), West Offices, York	