**Minutes Avon LPC , 2 Farleigh Court, Old Weston Road, Flax Bourton, North llSomerset. BS48 1UR – Wednesday 12thJune 2013**

# Closed Session

Present: M.Barbour, R.Dunne (late), S.Moul, G.Price, D.Tomlinson, L.Fisher, L.Sherlock, L. Holbrook, C. Howland- Harris, N.Sherlock, R.James

Appologies: H,Bhambra A. Banfield, J. Long, R. Brown (Cheif Officer)

Declaration of interest; No changes

Matters arising from minutes May 2013:

* Lisa report from Health and Wellbeing Board. Attended meeting as pharmacy and Avon LPC representative. Resulted in Chair planning a visit to her pharmacy.
* Lisa and Richard to represent LPC in care forum on health and wellbeing board next week along with CCG, police and health watch representation.
* David gave a pharmacy consultation response very well received.

Minutes from May 2013: Approved

CCA Report- Graham

Chairs Items:

1. Chief Officers Report:

* In profit from last training event. Very positive as next event may not draw as much sponsorship so will help with funding ongoing projects.
* Stuart raised point of how much it costs in Richards time for events. Agreed to ask Richard to feed this back for the next event. Generally thought this figure will drop with appointment of administrator.
* Feedback of COPD/ Inhaler demo event very positive. Attendance brilliant. Lack of response to the survey. Understood the ease of using it. Felt that when administrator post is filled we should return to the paper based system as it guarantees a higher number of responses.
* Feedback from delegates, not sure if they learnt anything new. Event intended as a refresh on COPD/ asthma with emphasis on getting hands on with the devices. Was felt by the committee that there should be clear objectives laid out before each event. These should be included when advertising. Three points of what information you will gain, what you will take home. This should then we made clear to reps & speakers so everything in the night is driven towards that. Peoples expectations should then be clear and fulfilled.
* Next event is drug and alcohol. Lisa and Richard will talk to shared care to make sure that we are covering areas that they are prioritising and also open the event to any other people they may know that would like to attend. Good opportunity to outline how we do already address issues within healthy living discussions in pharmacy through MUR’s and NMS work with shared care on how to get the most out of this.
* Graham raised point of contacting the people that ran the royal college of practitioner’s drug and alcohol event.
* All agreed anticoagulation good topic for Jan event.
* Pharmoutcomes licences granted EHC and Chlamydia treatment. Pilot in July. Stuart raised the amount of time being spent on this one project. Committee felt pharmoutcomes was a priority and the best way to feedback data. Vital for commissioning future services.
* Website update. Committee happy with progress and the date to go live 24th July. All agreed with Mikes decision to grant 2 extra days for Richard to work on meeting this deadline.
* Performance Decision Panel. Nothing to report as yet. Stuart clarified that LPC attendance would be purely for contractual support. The cost of Richard or Stuart attending the panel confirmed to be cost neutral to the LPC.
* Review of chief officer post. All happy with the post, how it is working, with Richard’s performance in the role & that the new chair role will offer more governance to the post as it has expanded.
* AGM. Discussed how to improve attendace. Stuart proposed splitting AGM and event. AGM now to be held in the afternoon open meeting on the 4th of September. Evening meeting on the 11th to be a contractor meeting with representation from the new NHS bodies.We would still have an introduction about LPC and our goals etc. Having a mix from the areas that we cover. Lisa concerned over attendance. Chris and Lydia volunteered to contact independents with personal invites. Will discuss this with Richard. Contact the CCA area managers to ensure attendance from multiples.
* Richard proposed that each of the speakers give a presentation to small group who would then move around and they would do presentation for example three times. It was felt by the committee this would not be good for the speakers. Lydia proposed that the speakers did presentation to all but then break out into a smaller group Q&A which could move around each speaker. Natalie proposed an LPC member be with each speaker taking note of important discussions then we could all come together at the end and the LPC members give a summary of the Q&A session. This format was agreed.
* Stuart raised concern over some of the events targeting small areas due to the rep used. He stated the dermatology event saying it was more of a psoriasis event. General feeling that the new approach having clearer goals and for evenings will help this. Clearer titles of what the evening involves and what you should take home should help with delegate expectation for the event.
* Decided the accounts would not be presented at this contractor meeting but at the afternoon AGM and also posted on the website. David proposed and it was agreed we needed to improve the way the accounts are presented. This will come into affect with the new administrator.

1. Update Engagement Officer

* No responses to job centre.
* Richard James found local jobs website with free posting. Agreed to put adverts in local post offices. Lydia proposed using twitter again. Natalie happy to do this. Job spec slightly different to that on the website in april. Lydia to contact Richard to update and then Natalie will tweet short advert and link.
* In the interim committee give permission for Richard to look into possibility of using a self employed administrator to pick up some items.

1. Treasurers Report – Jerry on holiday. Will E-mail out report and give full report next month.
2. Contract applications

Application to open pharmacy in the vicinity of the shops in the high street, Chew Magna by Ramesh Yadav. Strongly supported by Avon LPC due to the need of pharmaceutical services identified in the Pharmaceutical Needs Assessment for the chew valley. Felt need to clarify if it is a controlled or reserved locality.

For LPC Information - Three on-going applications for a new pharmacy contract in Lower Langford all decreed null en void due to delays causing a time lapse of more than 6 months since a change in regulation. All fees returned to applicants. Free to re- apply.

For LPC Information - Minor relocation of Co-op pharmacy from 143 St Michaels Hill, Kingsdown to the Family Practice, Western College, Bristol. No significant change so application granted by NHS England.

1. Any other business – Revisit strategic plan next meeting.

Coffee/Sub Committees.

Election held for a new chair person to take over the role in September. Lydia Holbrook appointed.

Sub Committees/Lunch

Meeting Closed 2.00

Afternoon session LPC business not included. Training session held on presentation skills.