**LPC Meeting – Wednesday 10th January 2018**

14a High Street, Staple Hill, Bristol, BS16 5HP

9am – 5pm

Present: Lisa Fisher, Richard Brown, Tanzil Ahmed, Chris Howland-Harris, Jerry Long, David Tomlinson, Stuart Moul, Plinio Perrone, Emily Stone, Mithun Makwana.

Apologies – Alan Smith, Becky Barratt, Roger Herbert, Sadik Al-Hassan, Hilary Collyer.

Declarations of Interest – None

CCA nomination for report – N/A

Amendments to Training Log – None.

Welcome to Mithun Makwana from Avicenna Pharmacy, who is a guest at this month’s meeting.

Some committee members need to still sign the policies and procedures.

Review of November Minutes & Action Points.

Minutes agreed and will be posted on the website. Discussion around the detail needed in minutes that are posted on the website.

Contract applications.

Applications reviewed.

Treasurers report

Review of the accounts to date.

This includes the HEE grant of £39000.

The HLP payments have now come to an end and the new savings account is in the process of being opened.

Budget 2018/2019

The HEE grant was a one off and is not included in 18/19.

No HLP income is expected in 18/19.

Minimal HLP expenditure expected, some mop up sessions may be required, this will be funded by the remaining HEE grant.

May need to review external sources of funding in the new financial year.

The Miscellaneous section on the accounts will be split down in 18/19 to include grants to prevent too much going in this section.

Webinar training for 18/19 has been included.

Lisa has highlighted the work Judith Poulton has been doing as Implementation Manager, she currently works 2 days a week to do this. The HLP work will stop going forward but will be replaced in 18/19 with HLP Webinars and this will take approx a day a week. This requires a new job specification going forwards.

Discussion around the monthly “Catch up” meetings held by Richard, Lisa, Jerry and Judith and the importance of these meetings to ensure everyone is aware of what is going on.

Stuart raised the concern about how the content of these meetings is fed back to the rest of the committee, discussion around this.

QPS Manager, the QPS support will reduce this year. Lisa has proposed the committee change Jerry Long’s title to Pharmacy Support Manager to cover the support Jerry gives the pharmacies, change of name agreed. The committee requested to view the job specification for this role to enable them to decide if 2 days a week is enough to fulfil the role.

Discussion around reviewing the job specifications of Engagement Officer, Implementation Manager and QPS Manager to ensure the committee is aware of all the roles undertaken by these individuals. New job specifications will need to be drawn up and agreed at next month’s meeting.

Lisa & Jerry visited some independent contractors yesterday, this highlighted the need for help in pharmacy and the benefit visiting pharmacies in person gives.

Virtual Outcomes & January’s Webinar

Richard has revamped the website and made it more mobile phone friendly.

The news section from the website now links to Facebook and twitter which now keeps this more up to date. Mail Chimp also links to twitter and sends a tweet about the subject.

We have started to use a new email system, mail chimp. There is a new weekly email going out on a Tuesday to bring together all the news for the week, this reduces the amount of emails pharmacies see from Avon LPC and keeps all the information together. Lloyds pharmacies haven’t been able to open the emails but they are going to allow us to send this to the NHS email addresses so they can access them in the stores.

Mail Chimp allows us to see in detail what people are clicking on to see what is important, Richard will keep track of the analytics to see if there is a problem with anyone not being able to access the emails.

The first webinar is live on the website; the topic is Obesity. The committee were sent the link to the first webinar to watch prior to the meeting.

It has received good feedback so far.

A preview was shown of the next webinar, suggestions given to show a short video of the presenter at the start to personalise the video. Chris pointed out that a Webinar is a two-way conversation and the title should really be different, maybe online training. Richard has the statistics of who has accessed the webinar and will contact them directly to advise them of the next one.

Topics for the rest of the year.

Judith has put forward some ideas for the webinars for the rest of the year, some are linked to NHS Campaigns and LPC training events. The committee are happy with the subjects suggested and have signed them off.

Working with other LPC’s

Richard and Lisa met with Gloucester LPC and they are keen to share resources between the LPC’s and work together. Gloucester LPC use Facebook to target the public and this works very well for them, Richard will show Emily how they are doing this.

A meeting has been made with Somerset LPC for the end of January.

Newsletters – Weekly & Quarterly

Discussion around if there is a need to have a paper based newsletter along with the weekly email newsletters. Emily suggested that Jerry could ask when he visits pharmacies if they like the paper newsletter.

Decision made to keep going with both as the general consensus around the room is that people like having the paper newsletter sent to the pharmacy, this will be reviewed again in the future.

Committee Elections

The nomination forms have gone out to all independent contractors, closing date is the end of January. If there are more than 4 applications, then it will go to a vote to the pharmacies.

The CCA and AIM reps get nominated by the companies directly.

Stuart has expressed an interest in applying for the PSNC South West representative.

Conference Venue 2018

Richard has visited the Aztec Hotel and Spa, it was nice but would cost a lot more than holding the event at Fry’s. The room for the food and reps was also a bit small for the numbers we usually have attend the event.

The decision has been made that the annual conference will be held at Fry’s Conference Centre in Keynsham. Debbie will confirm with Frys and cancel the Aztec West temporary booking.

Review of Strategic Plan 2017-2018

The committee reviewed items in our 2017-2018 strategy and RAG reported action points. We agreed that we made good progress and completed all the main actions.

There was discussion around whether we should hold a HLP conference for level 2 pharmacies. Logistically it may be difficult to get staff out of branch to attend. It was decided to discuss this with Judith and review at later date.

Chief Officers Update

The update was sent out to the committee prior to the meeting.

The Somerset Minor Ailment scheme has been run by Avon Healthcare services and the numbers have doubled.

Richard passed the Drug shortages information to the LMC and they have circulated this to their surgeries.

Break Out Groups – Ideas for 2018-2019 Strategic Plan

Groups fed back ideas on what we should be working towards for the next year. This will form the basis of the Strategic Plan.

AOB.

None.