**LPC Meeting – Wednesday 7th February 2018**

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

9am – 5pm

Present: Lisa Fisher, Jerry Long, Richard Brown, Becky Barratt, Emily Stone, David Tomlinson, Sadik Al-Hassan, Hilary Collyer, Plinio Perrone, Alan Smith, Roger Herbert, Stuart Moul, Chris Howland-Harris.

Apologies – Tanzil Ahmed

Declarations of Interest – Sadik has recently been elected as local councillor.

Hilary has moved branch of Day Lewis but has agreed she will still stay on the committee.

CCA nomination for report – None

Amendments to Training Log – None.

Review of Jan Minutes & Action Points.

Minutes agreed and will be posted on the website.

Contract applications.

Applications reviewed.

An application to open a pharmacy in Portishead with unforeseen benefits was looked at in detail by the committee. The committee have agreed that the applications do not outline what the unforeseen benefits are and so they cannot support these applications. Richard is going to put together a reply and share with the Executive Committee before submitting the response.

Treasurers report

The savings account has not been opened yet as it has encountered a few problems and has been quite complicated. Discussion around the need to get another account opened soon. The bank is asking for all committee details which the committee have agreed is acceptable, Jerry will look into sorting this for when the new committee are elected in April.

Review of the accounts up to the end of January.

Job Specifications

Richard and Lisa have revised the job specifications prior to the meeting, these were reviewed with the committee. Pharmacy Support Manager – Jerry Long. Healthy Living Pharmacy Project Manager – Judith Poulton. Implementation Manager – Judith Poulton.

Chris has suggested Judith should attend the next committee meeting to update the committee and give them more detail around her roles. Lisa shared an update with the committee that Judith had provided.

Discussion around the re-election of the committee in April, there are 4 independent places available, David is stepping down from the committee but Ramesh Yadev from Chew and Keynsham Pharmacies has nominated himself. We have received 4 nominations Chris, Stuart, Roger and Ramesh, therefore there is no need to vote on the nominations.

Stuart is in the process of applying for the role of PSNC Regional representative. He is submitting a policy statement later this month and has asked for guidance around this application, discussion around Stuart being an independent contractor representing pharmacy and the importance of this.

New Job Role at Avon LPC - Communications

Emily has successfully been growing our communications via online social media for the past few months and as a result of this we have been recently contacted by 2 local MP’s. The executive committee have proposed this should be a role within the LPC, it is currently taking around 2 hours a week. Feedback from Emily about how this role would work and how much time this would take.

The committee have decided that they would like this to be an official role within the LPC, Lisa and Richard will work on this role profile and send it around to the committee for comment.

Strategic Plan to Educate the Budget & Approval of the Budget 2018/2019

Review of the work completed at last week’s meeting, the committee broke into groups to discuss the content. Amendments made and the strategic plan has been agreed.

Discussion around the setting of the budget taking into account the proposed new communications role.

Draft budget – Discussed potential income and outgoings for 2018/2019. The committee agreed this is a working budget and we are managing our available resources responsibly, especially as possible new income revenues are being looked into.

Online Training and Email Communication Update

Discussion around the positive feedback of the online training, the committee have lots of quotes and have now uploaded the national campaign ‘Children’s health’.

Committee members then telephoned pharmacies who have not accessed the training to highlight the online training and the benefits for the team.

Figures show that the wider pharmacy teams are accessing the training and not just the pharmacist, it is likely that even more people are likely to gain benefit if several people watch this on one screen. Those who like the benefit of the certificate are likely to log on independently.

AOB

Discussion around the upcoming flu season and the new vaccines available and the importance in communicating this to the contractors.