**LPC Meeting – Wednesday 10th April 2019**

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

9am – 5pm

Present: Lisa Fisher, Richard Brown, Jerry Long, Sadik Al-Hassan, Hilary Forbes, Stuart Moul, Alan Smith, Heather Blandford, Morag McMeekin, Ramesh Yadav, Simon Harris (Observer from Day Lewis Pharmacy)

Apologies – Tanzil Ahmed, Tufael Siddique, Roger Herbert

Declarations of Interest –

Hilary to start role as ‘Champion’ for Sedgemoor PCN

CCA nomination for report –

Morag McMeekin

Amendments to Training Log – None.

Chair nomination - Sadik proposes Lisa for nomination, Heather seconds

Vice chair nomination - Ramesh proposes Stuart for nomination, Morag seconds. Ramesh proposes Alan for nomination, Stuart seconds

Treasurer - Heather proposes Jerry for nomination, Sadik seconds

Review of March Minutes & Action Points.

Minutes agreed and will be posted on the website.

Action points reviewed.

Contract applications.

Applications reviewed.

Treasurers report

Invoices still to be received approx 10k from NHS England and South Glos. PSNC 6 monthly levy paid 1/4/19. Accounts to be audited with accountant in the next few weeks.

QPS update

5 stores failed QPS gateway criteria; 2 independent, 1 DSP and 2 multiple. Average amount of contractors who passed QPS in Avon LPC was 97.8% compared to national average of 93%. When QPS final results come through, Jerry to finish them off as part of treasurer role.

Roger and Jerry have been visiting independents, concerns raised over wholesale surcharges. Contractors can switch their accounts so only certain lines can be ordered, Roger to share this information with contractors ongoing.

Accounts scrutiny

Stuart and Alan scrutinised accounts with Jerry and approved. A couple of queries were raised regarding discrepancies between descriptions. Queries raised have been actioned.

Governance Review

Governance statements have been reviewed and grading altered where appropriate. Richard to present a Chief Officer half yearly update to the committee in order to fulfil the exemplary standard for ‘Chief Officer’. Discussion that the treasurer and Chief Officer roles are separate and there is transparency of their joint business accounts, therefore the standard for ‘Chief Officer and Treasurer’ fulfils the criteria for exemplary. Jerry proposes that the vice treasurer role needs to be reviewed and also review who has access to paying bills using a card payment device etc. Discussion that PSNC rep Sian is invited to all LPC meetings and as she has attended previous meeting the standard for ‘PSNC regional representative’ can now be exemplary. Due to proactive engagement with Healthwatch and the development of a patient feedback group the standard for ‘Other professionals’ can be moved to exemplary. ‘GP practioners’ now marked as exemplary due to Barbara’s involvement with GPs. Due to reviewing the levy and setting it annually the ‘Reserves’ category is now marked as exemplary. Updated PDF will be uploaded to LPC website under ‘governance’.

Roadshow update

Attendance of around 100 over both sessions. Stuart suggests the need for a follow up to ensure ongoing support is given to contractors, Roger is able to undertake this as part of his role. Committee discuss the ethical challenges of deciding how to charge and who to charge for deliveries. Intention of opening up conversations and discussing ideas was achieved, and contractors are more confident to consider changing policy.

34 action plans produced and photographically documented. The categories which contractors showed most interest in were the evaluation of MDS, deliveries and PGDs. Roger has summarised the action plans and will generate a set of tools and resources in order to help with the highlighted areas of interest.

‘Your Area’ section of the LPC website listing local services to be continually updated. Heather suggests creating a survey monkey in order to try to capture other suggestions and ideas from attendees with the potential of expanding this to other contractors. Expanding this to all contractors may generate interest in further events and to capture more views. Richard proposes that Roger presents his follow up findings in order to develop the structure of further support.

Engagement officer salary and pension contribution reviewed and changes accepted by committee

MECC

14k grant awarded to provide MECC across the area, with Judith to become an accredited MECC trainer. 100 pharmacies to be visited, preferably in deprived areas. 50 in Bristol, 25 in South Glos and 25 in N. Somerset. Committee to undertake MECC light training in June LPC meeting. Aim to achieve a MECC champion in every store, who can then continue to coach the rest of the team. Project is being co-run alongside LMC who also received grant funding. Potential for an early cancer detection service to be run from community pharmacy, proposal being drawn up.

Thomas Kiely - Napp Pharmaceuticals

Presented to the committee about Flutiform k-haler

Barbara update

18 expressions of interest for the pharmacy/surgery relationship programme received, 1 more expected. First meeting scheduled for 13th April, 1 hour in duration to build relationship. Interest in ‘walk in my shoes’ project in North Somerset.

Help us help you campaign submission

Last date for submission is 14th April, no grace period. BANES have a link via NHSmail for submission, rest of Avon have submission through Pharmoutcomes. Judith sending numerous communication reminders however still many outstanding.

Strategic Plan 19-20 review

Committee reviewed and agreed on strategic plan 2019-2020, intend to review 4 monthly to check progress.

Social media update

Emily and Sadik propose the next level of social media communications may be to produce content to share rather than sharing existing articles. Committee to retweet Avon LPC tweets to extend network of recipients.

Charging for services review

Committee agree that the suggested fee that contractors could charge for MDS and deliveries should be removed from the LPC website due to concerns over competition. Statement is rewritten in order to remove the suggested numerical value and posted on the website with immediate effect.

Assessment tool for MDS is now live on the Avon LPC website.

AHS update

Tanzil has stepped down as director of AHS. Avon LPC need to have one director who is appointed by the LPC, in addition to at least another two directors. Decision as to who will be appointed will be discussed in May committee meeting. AHS to present financial report to LPC, date to be confirmed.

AOB

None.