**LPC Meeting – Wednesday 15th February 2022**

Via Zoom

9am – 1pm

Present: Lisa Fisher, Richard Brown, Jerry Long, Matt Courtney-Smith, Isabel Franco, Alan Smith, Heather Blandford, Ramesh Yadav, Imran Ahmed, Ali Hashemian, Sadik Al-Hassan, Sian Retallick.

Apologies – Morag McMeekin.

AP – Action Point

Declarations of Interest – None

CCA nomination for report – Alan Smith.

In March the report will be reviewed and completed during the meeting - **AP**

Amendments to Training Log – None.

Review of January Minutes & Action Points.

Minutes agreed and will be posted on the website.

Contract applications. None

Treasurers Update and Draft Budget

Jerry shares the accounts YTD and explains the accounts system Xero runs on an accrual basis. Jerry presents the draft budget for next year. This will be revisited in the March meeting to go into more detail with it.

Lisa suggests that in March we invite AHS to attend **- AP**

Review of the committee honorariums. Sian asks why there is the use of honorariums rather than expenses. She observes that LPC’s all work differently. Jerry is at a treasurers meeting later today and he will raise this to see if all LPC’s should be doing the same thing.

Jerry provides an update of what a treasurer does on a day to day and monthly basis.

The committee discussed the treasurers honorarium in Jerrys absence, Richard set up a doodle poll for the committee to choose from 3 options.

The committee agree the extra hour 1:1 each month is a good addition and have agreed the amount will increase to £170 from £120.

VAT – Judith started charging VAT since February and Richard already charges VAT.

Discussion around whether Avon LPC should be VAT registered. Richard explains the rules around being VAT registered. We would have to charge VAT on invoices, can offset VAT incurred on expenses.

The levy income is a non- vatable income. The number of grants Avon is starting to gain is heading towards the amount needed to become VAT registered.

The contract for NHE is £100000 and needs to be allocated to a LPC to pay out to all different LPC’s.

There would be an additional small cost for the accountant to manage the additional VAT requirements.

The committee have agreed to Richard asking NHE more about this and agree that it is something Avon need to seriously consider becoming VAT registered.

Jerry returned from the Treasurers meeting – no LPC currently that is VAT registered, but others are considering the option. Honorarium payments have to be paid to a company not an individual. Jerry will look into this to check our payments are correct.

Engagement Officer Update

Debbie provides an update on her daily/monthly activities to the committee.

Strategic Plan 2022-2023

Richard shared the strategic plan as it currently stands, the committee discuss and make amendments.

Discussion around DMP/DPP to enable pharmacists to become an independent prescriber and other support that is available.

Richard will send the draft plan to all committee members to give them chance to reflect and make suggestions forward in Marchs meeting.

Conference Planning

The committee agree that we should hold this year’s conference face to face and live stream it.

Discussion around possible venues, Richard and Debbie will look into this.

Training Topics

March – ENT, to be run by Judith, Richard and Lisa.

May – Dermatology, suggestion to include insect bites.

July – revisit PGDs

September – Cardio Vascular

November - Contraception

After Easter - Contractor roadshow

Team Meal

Discussion around a good time to have this event , agreed May/June – Debbie will send a doodle poll to get a date - **AP**

Chief Officer Update

ICS update on progress being made towards the 1st July 2022 deadline for BNSSG CCG becoming an ICS with delegated responsibility for the pharmacy contract.

Sexual Health PGDs for BNSSG are currently being updated and are on our website with go live 1st March.

The PSNC Pharmacy Advice Audit is currently open and Avon LPC are pushing this to be completed. Richard has asked all members to encourage the completion of the audit.

PGD Development in BSNNG – dip testing of urine is being looked at, trying to work the best way to do this.

Currently looking at which PGDs are needed to move hay fever to pharmacy.

The Mapping exercise for PGDs and Hypertension case finding is being looked at– Richard shared how they plan on rolling out Hypertension Case finding service.

CPCS, the urgent treatment centre is live and is going well, looking to expand going forward. Starting to roll out to the A&E in the BRI, this will take a while to sign off and get this up and running.

Just about to go live with the 111 online pilot to pharmacy, Easton Day and Night and a Boots pharmacy have agreed to pilot this.

AOB

Part of the committee are reviewing the accounts this afternoon.