**LPC Meeting – Wednesday 30th April 2025**

9am – 5pm

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

Present: Richard Brown, Lisa Fisher, Philip Bush, Robert Townsend, Paula Paniagua Mora, Simon Harris, Ramesh Yadav, Imran Ahmed, Ali Hashemian.

Apologies – Philip Hunt, Chris Shields, Tim Rendell, Paddy Gompels, John Hughes, Philip Bush.

Declarations of Interest – None.

Minutes from last meeting - Minutes reviewed form CPSW, Avon and CPAW by the committee. CPSW have already been signed off. Avon’s minutes reviewed today.

Treasurers update including bank account & Accountant

Dee (current Avon Accountant) will be the accountant for Community Pharmacy Avon & Wiltshire.

The committee have agreed that Robert will claim backfill to complete the activities for setting up the accounts for the new committee.

Discussion around the scrutiny process of the accounts, having a credit card and processes going forwards.

HR updates including benefits

Discussion around the recruitment process and how this will work going forwards.

* The committee have agreed the CEO has the final decision on a new member of the Operations Team.
* The committee have agreed the CEO can confirm the employment status - employed/self-employed.

PPM has highlighted the importance of transparency in decisions going forwards, discussion around this.

Consistency across employees is important, discussion around the differences in equipment each staff member has. The committee agree all employees should have the offer of the same equipment and it is up to the employee if they wish to take up the offer.

Screens, mouse and keyboard will be offered to all employees, up to £170 per employee (£150 screen, £20 keyboard and mouse).

Discussion around the use of mobile phones for employees -

* The committee agreed that they will provide a sim to the staff that would like one and pay the same amount to the staff that wish to use their own phones (up to £10 per month).
* The committee agreed that they will pay the staff members up to £200 every 3 years to put towards a mobile phone. This can be used how the employee seems wishes, if a phone is bought outright a receipt is required and the amount reimbursed on expenses up to a maximum of £200.
* Any money received must be refunded on a pro-rata basis if the employee leave the LPC during the 3 years

Caroline Quinn has joined the LPC as the workforce lead - 1 day a week.

New pharmacy contract, thoughts and reflections

Discussion around the new contract and feedback sought from the LPC committee

CEO update / Operations Team update

* 3 Roadshows coming up in May being run by the operations team, careful consideration was given to the locations.
* 30% of pharmacies have signed up to the data sharing agreement so far in Swindon & Wiltshire area, this is a priority, RB will ensure this is completed as soon as possible.
* The operations team have all started working on their respective roles, there has been a lot of handover happening in the background. This is starting to settle into more of a routine but this is ongoing.
* The operations team will come to the May committee meeting for lunch and Richard will provide a team building event in the afternoon.
* In the July meeting the Ops team will provide an update to the committee and all will go for an evening meal. Save the date to be sent out to committee and Ops team.

Pharmacy contract applications to review

The committee discussed the following applications:

* SNJ Health Ltd Portishead, BS20 6EH - change of ownership and location. The committee discussed the location and agree to support the application. RB will pass to Sarah Cotton (SC) to reply to the application.
* SKS Pharma Ltd, BS22 8EN - Relocation. The committee discussed the relocation and agree to support the application only on completion of the proposed closure. RY and LF have a conflict of interest and did not take part in the discussion.
* AI Pharm Ltd, Tadpole Garden Village - New Application. The committee discussed this and agreed that this cannot be supported as there is no lack of provision.

PNAs

Swindon PNA out for public consultation, BANES PNA coming very soon. Wiltshire and BNSSG PNAs awaiting pre-consultation document.

Committee are happy to respond to the public consultation and will continue to feed into the pre-consultation document.

Review Strategy and finalise following new contract

Review of the strategy and concluded the strategy document.

Approach to services not adequately funded

The LPC is supportive of contractive disengaging from locally commissioned services not adequately funded.

NHSE and ICB restructures

AOB