**LPC Meeting – Wednesday 11th January 2017**

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

9am – 5pm

Present: Lisa Fisher, Richard Brown, Tanzil Ahmed, Jerry Long, David Tomlinson, Roger Herbert, Hilary Collyer, Anna White, Jenny Herdman, Stuart Moul, Alan Smith, Matthew Robinson.

Apologies – Sadik Al-Hassan, Chris Howland-Harris

Declarations of Interest – None

CCA nomination for report – Report completed.

Amendments to Training Log – Tanzil has completed the treasurer’s training.

Review of November Minutes & Action Points.

Minutes agreed and will be posted on the website.

Contract applications.

Applications reviewed.

Treasurers report & Draft Budget 2017/2018

Review of current finances and predicted increases for the next year.

Levy for next Financial Year

No increase for the LPC to pay PSNC, it has been confirmed this will stay the same.

Discussion around the upcoming costs including the £24,187 the LPC has to pay for judicial review.

Discussion around whether the committee could cut costs, committee head count, regularity of meetings, possibility of using conference calls, roles within the LPC such as - QPS Manager, Implementation Manager, HLP manager, Engagement Officer. Discussion around how we have already cut costs over the past 2 to 3 years, such as reduction in training, using the office for training events, relocating the office to Staple Hill from Flax Bourton.

Small breakout groups to discuss possible cuts to costs that the committee could make.

Avon’s levy is “variable” and changes depending on NHS income. Most LPC’s have a fixed levy. Comparison with other LPC’s and what levy they charge were discussed.

Proposed by Lisa Fisher to change the levy from “Flexible” to “Fixed” seconded by Tanzil Ahmed. Vote taken 9 for and 1 against. We will inform the contractors in writing.

David Tomlinson proposed we take the levy back to what it was in 2014 which was documented in the letter sent to contractors in 2014, seconded by Jenny Herdman. Vote taken 9 for and 1 against. We will inform the contractors in writing.

Avon LPC is currently running on 1 less committee member (a CCA representative), proposed by Stuart Moul to not replace that CCA member, seconded by Matt Robinson. Vote taken – unanimous. This will be communicated to the CCA.

It has been agreed that the committee will put together “A value for money document” to show what Avon LPC has done for the contractors. The committee will continue to review the costs throughout the year.

Quality Payment Support Manager & HLP Update

Nine workshops have been held, with over 80 people attending. SCR Training is being held tonight. All independent contractors have been called to offer them support with Quality Payments. Judith Poulton has put together all the information the pharmacies need to achieve HLP level 1, this can be found on the LPC website. Training for safeguarding and HLP has been organised for February.

Discussion around the “Gate Way” criteria for pharmacies, this is now on PharmOutcomes for the pharmacies to complete to show how much they have completed.

Discussion around needing a written report to show “Near Misses”, Richard has put together a service on PharmOutcomes for pharmacies to log their “Near Misses”, this will generate a report which will give them the proof they need.

HLP section, All information is in one place on the LPC website. Avon Healthcare Service (AHS) are offering face to face leadership training, there is a cost per pharmacy - £100 for a non-member, £70 for AHS members. HLP Champion training is also being offered – 2 half days, includes the exam – cost is £100 for non-members, £70 for AHS members, this includes the £20 fee for the exam.

There will be 3 Tier options, Bronze (Via LPC (free)), Silver (via AHS) & Gold (via AHS) depending on the level of support pharmacies require to be a HLP, there will be a cost for the AHS services, which will be confirmed.

Leah Morgan – Young Adult Carer Support & Development Worker

Presentation by Leah about young adult carers age 16-25 and the role she has at the carers support centre, this is a new role and deals mainly with how to support young carer’s. Leah is keen to identify more young carers.

Discussion around allowing young carers to collect prescriptions on behalf of the patient.

26th January is Young Carers Awareness Day; Richard has given Judith’s contact details to Leah to discuss speaking to the HLP pharmacies about promoting this event. Leah will write a piece about young carer’s for the next LPC newsletter.

Richard suggested an annual meeting for HLP”s to continue with support – to speak to Judith.

Review of Strategic Plan 2016/2017

Completed.

Break out Groups to complete Strategic Plan for 2017/2018

After discussions in break out groups, the following headings were determined for 17/18 strategic plan:

* Quality payments scheme
* Training and development
* Healthy living pharmacy
* New revenue streams
* Secondary care
* Communication (including with wider stakeholders, area manager meetings and contractors)
* Services and their implementation
* Long term conditions

AOB

* Letter regarding the proposed levy change for 17/18 reviewed – to be sent out via email to independents and one contact per multiple.