**LPC Meeting – Wednesday 9th March 2016**

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

9am – 5pm

Present: Lisa Fisher, Richard Brown, Tanzil Ahmed, Jenni Scott, Chris Howland-Harris, Alan Smith, Jerry Long, David Tomlinson, Matthew Robinson.

Apologies – Natalie Sherlock, Sadik Al-Hassan, Roger Herbert, Stuart Moul.

Declarations of Interest – None

CCA nomination for report – Tanzil.

Amendments to Training Log – HLP Leadership Training – Chris HH.

Welcome Matthew Robinson from Boots to Avon LPC committee.

Minutes & Action Points from previous meeting

Minutes and action points reviewed and agreed for February and Debbie will post them on the website.

Job Specification for NMS/MUR coach completed and will be sent out to contractors. Discussion around what will happen after the 6 month period is up.

Committee have agreed that the new price of £180 + Vat is acceptable for a sign above the door to identify the LPC as being present, Debbie will check the LMC is happy with this. If not the committee have agreed that the first quote is also acceptable.

Treasurers Report – Set & Approve next year’s Budget.

February accounts shared with the committee.

Debbie and Richard will check if the LPC need to send any more invoices for PharmOutcomes services.

Importance of people claiming back fill for attending HLP courses discussed, we have the funds to pay for this in the grant received.

Discussion around the new venue at Cadbury House and what this is costing, the attendance figures are lower than the other 2 events. This event has been running since last May, we have booked events up to May of this year, it has been agreed this will be reviewed again after this time.

Chris has proposed that Avon LPC fund the set-up of the Local Provider Company (LPrC) with £12000. A vote has been taken and it has been unanimously agreed that Avon LPC will provide £12000 to the LPrC for set up costs.

2016-2017 budget discussed and agreed.

Minor Ailments Scheme

Discussion around the Minor Ailments scheme finishing and the impact this will have on the GP surgeries. Richard will show the statistics to Phillip from Avon LMC to show him the impact this could potentially have on the GP surgeries when this scheme finishes in pharmacy.

Richard telephoned Jon Hayhurst and it seems that a number of surgeries have already said they are unhappy that the minor ailments scheme is ending. It is unknown at the moment what will happen going forwards.

Richard has left a message for Janet Newport, he will be finding out what is happening. If there is no change he will inform her we will be contacting the Bristol Post that this is happening, in order to raise the profile of this.

LPrC Update

The phone around will be important to make sure contractors have received and read the letter/email about the LPrC. We need to check understanding and see if contractors have any questions about this.

The committee need a response from the contractors to know thoughts and potentially if they would vote in favour and/or if they would be a member of this LPrC.

LPrC section/information will be on the LPC website and also will upload a frequently asked questions page.

On 11th May a meeting will be held, there will be a presentation to explain the process and vote on the possible formation of the LPrC. There will be a chance to vote by post prior to the meeting.

Phone Around – Independent Pharmacies

The committee telephoned all the independent pharmacies to advise of the LPrC possible set-up. The overall feedback is that most pharmacies knew about it and were favourable to it.

Service Funding

Richard wants guidance from the committee on how to deal with negotiations with commissioners, cuts need to be made but not at the expense of the pharmacies. The committee have agreed that Richard should negotiate with the cuts in mind but to get the best deal he can for the pharmacies.

Governance Review

The committee split out into groups to review the governance document to bring the document up to date, amendments made.

Strategic Plan Review

Review of the current strategic plan document, a new plan will be looked at in next month’s meeting.

Conference

Date has been set as 12th October 2016.

Venue - Debbie has contacted Fry’s to get initial costings and ideas for a venue for October, Richard will have a look around the venue when he runs the EPS event this month to see if it is suitable.

Discussion around possible ideas for the event and key note speaker, this will be discussed at next month’s meeting in more detail.

HLP Update

South Gloucestershire project will be starting soon.

The second phase of the Bristol project is underway, there are 10 pharmacies involved. Set up meetings have been held and the feeling is good amongst the pharmacies. All pharmacies in Bristol were contacted to seek EOIs.

Judith will provide updates about the progress as it goes along.

Chief Officers Update

Richard sent an update to all the committee prior to the meeting with details of his achievements for this month. The committee find this useful to receive this prior to the meeting.

AOB

* Re-election of the roles within the committee will happen next month. Lisa will contact Natalie to discuss re-election of the vice-chair position.
* Jerry will not be at the next meeting but is happy to continue as treasurer for the committee.
* No significant change relocation application received for Bullen Healthcare Group Ltd
* Private PGD’s - Richard has been recommended a name of a company who could help explain how they do private PGD’s at our pharmacy funding training event, he has also invited the NPA to attend our training event. Richard will have a look to see if there is someone else that can talk about private PGD’s that is not linked to a company, we have to be careful we do not endorse a certain company. Richard will keep the committee up to date with his research.