**LPC Meeting – Wednesday 11th November 2015**

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

9am – 5pm

Present: Lisa Fisher, Richard Brown, Natalie Sherlock, Tanzil Ahmed , Jenni Scott, David Tomlinson, Chris Howland-Harris, Sadik Al-Hassan.

Apologies – Alan Smith, Stuart Moul, Roger Herbert.

Declarations of Interest – Sadik has had a change of job within Co-Op – Managed Care Central Dispensary Manager.

CCA nomination for report – Natalie

Amendments to Training Log – None.

Minutes & Action Points from previous meeting – None taken as this was conference day, visits made to pharmacies with commissioners.

Action Point carried forward - Gifts to be bought for previous committee members – Lisa.

Review of contract applications

Somerdale site applications – BANES PNA states lack of provision in chew valley area out of hours – As part of a closed discussion the committee made its recommendation to be communicated to NHS England.

Pucklechurch application – has gone for appeal.

Easton Day & Night application – Approved, but has gone to appeal.

Implementation Manager Update – Martin’s role has been changed to a training role on a sessional basis. Judith will now work 2 days a week with HLP and 1 day a week for the implementation role.

Treasurers Report.

Review of accounts up to the end of October, accounts available on the shared drive for further review. PharmOutcomes invoices have just been issued.

Conference Review

Time with commissioners was valuable and well received; it would be good to revisit this annually. 2-3 hours was a good amount of time. The packs were useful, but next time we could send it electronically first to give them chance to review it first and have questions ready to ask. Next time we could make it more relevant to the local areas. Richard will add PDF versions of the packs to the shared drive.

Next time could review with all commissioners together afterwards over lunch.

Date for next year’s conference – 12th October 2016.

Basecamp was a good tool in the organisation of the event.

The venue was good, sponsors were happy with the set up. It is very important that the committee members circulate and speak to contractors/sponsors. Location was good, close to a motorway is important.

Employee of the year was suggested as an idea for next year.

Content of the evening – HLP section was good, important to have engaging speakers. Good variation of content and timings were good. Extra screens were useful but the sound could have been better at the back.

Feedback from the commissioners was very good.

Hospital Discharge Project

Project is going well; it has been rolled out across all BNSSSG. Some coaching was needed on how to use PharmOutcomes. This project is relatively small currently just 1 ward in Southmead hospital taking part in the pilot.

Richard is going to help Southmead set this up.

Lisa has been speaking to the pharmacies who receive a discharge request to advise what they do with the discharge and how to contact the patient. Feedback from the pharmacies has been very good.

Training Calendar for 2016

January - Women’s Health, suggested by Bayer.

February – Check34 training/workshop event will be held at the office in Staple Hill, this will be targeted at the independent contractors. Maximum of 20 people, a charge may be imposed (£30) if people book and do not attend; they will have the opportunity to give us 48 hour’s notice without charge.

March – EPS

May – First Aid training – 3 hour session would be a first stage accreditation, delegates would then be able to do more training to get further accreditation.

June – Osteoporosis

Sept – Diabetes/Flu

Nov – Mental Health

A rota will be set up for committee members to help run the events – Debbie to send a doodle poll to committee members.

January and March have been booked with Cadbury House, we will continue with these 2 events and then a decision will be made whether to continue with this venue.

Flu Update

8000 flu vaccinations in BNSSSG

1200 in Banes

Around 3000 at risk patients have been vaccinated.

There is a text service; this allows the person to text to find out the nearest pharmacy offering the flu vaccination - Richard will look into this.

Some pharmacies are not using PharmOutcomes to log their flu vaccinations, this will be a

Repeat Dispensing

Richard met with Debbie Campbell from North Somerset CCG, she is going to send a letter advising not to over order on repeat prescriptions otherwise the service may get taken from pharmacy.

As an LPC we will be proactive and send communication to all pharmacies about the importance of only ordering repeat medicines that are needed.

Richard will put a survey on PharmOutcomes to ask pharmacies to log over a 2 week period where they see unnecessary repeat medicines and what the reasons for these being ordered was.

Lunch supported by Lisa Rosewarne of Tillotts Pharma UK – Debbie to send details of November’s training event.

Break out groups:

* Phone calls to North Somerset Pharmacies – All committee members called pharmacies to ask what they know about the LPC and whether we can assist them further. Feedback given, majority where aware of the LPC and what is being done for them. Shows many are not aware of new venue in North Somerset. Richard & Debbie will look at the feedback and look how we can engage with the North Somerset area.
* Newsletter – preparation for publication
* Visit Lloyds Bank – postponed due to Stuart’s absence.
* Governance & Action Plan review

Review of governance action plan – this has been updated.

Lisa has asked if anyone wishes to take over Natalie’s newsletter responsibilities when she is on maternity leave.

Treasurers training day is coming up – Jerry and another committee member to attend a future date as not possible for this one. Need to find out when the next date is that can be attended.

Review of the last year for Avon LPC – to go on next month’s agenda.

Invoices are filed in date order and are easy to access.

“We are here to support you please contact us” needs to be added to the website – Debbie.

This will be reviewed quarterly.

Strategic Plan – review conducted, the plan is still on track for the year. Action plan amended where necessary.

It has been noted that we do not use Twitter effectively; this will be looked at in more detail next month.

Suggested we could hold an LPC meeting in a different area so we can invite different people, such as local MP’s.

Create a section on the shared drive called LPC plan to put the strategic plan and the governance plan – Debbie.

Chief Officers Update

Update made during the day.

AOB