**LPC Meeting – Wednesday 8th July 2015**

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

9am – 5pm

Present:, Richard Brown, Natalie Sherlock, Tanzil Ahmed , Stuart Moul, Jenni Scott, Alan Smith, David Tomlinson, Jerry Long

Apologies – Lisa Fisher, Chris Howland-Harris, Sadik Al-Hassan

Declarations of Interest – No Changes

CCA nomination for report – Natalie

Amendments to Training Log – Sadik, Natalie and Lisa have attended the media training event.

June Minutes Review. –

Minutes agreed and Richard will send to Debbie to enable posting on the website Thursday 9th July.

Change of Ownership Application/Relocation Application

Lisa has copies of the change of ownership, added to actions for September meeting

Letter regarding relocation of Easton Day Night Chemist, confirmation that it has been approved. At this stage there are no additional actions for the committee.

Healthy Living Pharmacies – Update from Judith Poulton

Healthy Living Pharmacy is all about having proactive teams actively promoting the health and wellbeing in their area. The first 3 months focussed on ‘set up’ focussed on the 3 areas of quality criteria: workforce, environment, and engagement.

Judith will be presenting HLP to the Health and Wellbeing Board in August.

**March-** 11 pharmacies attended the launch event and included the teams as well as the leaders. 1 pharmacy lost post launch. Judith researched clinical criteria and arranged appropriate training for healthy living champions.

Young People Friendly accreditation is preferable for HLPs.

Pharmacies need to have completed assessment section 1 plus 2 other sections (out of the 6) of the pharmacies own choice for Level 1 sign off.

All 10 pharmacies now have a qualified Health Champion

**April –** Set up social networking via twitter.

Judith discussed the alcohol LES with Katie Porter

**May**- Young People Friendly training evening meeting.

The HLPs experimented by setting up healthy living zones with great response to the Bowel Cancer Awareness week with double the number of interactions about the subject.

The weight management referral scheme was set up on PharmOutcomes, with a view to developing a weight management service within the pharmacies. Public Health are pleased with the number of referrals so far.

**June-** Alcohol LES completed and awaiting sign off.

Discussed pharmacies becoming involved in social prescribing.

Pharmacy’s role in NHS Health Check also being discussed with commissioners.

Barbara Coleman is very happy with progress having visited 3 of the HLPs.

HLPs mentioned in a Council Press Release regarding Men’s Health Week.

HLP newsletter being put together for the pharmacies.

Update finished off by quick review of each pharmacy’s progress. PharmOutcomes data showed the positive difference in number of service provisions for chlamydia, smoking, EHC, minor ailments, weight management of HLPs vs a control group vs total number of provisions in Bristol.

Judith’s focus will now be on coaching and supporting the leaders within HLPs, working on Level 2 services and continuing to network with different organisations.

Treasurer’s report

Some payments not made in June due to admin issues, therefore expense during July will look greater than a standard month.

Figures for April have now come through and average item cost has gone up 4.22% in April 2015.

Review of Healthy Living Pharmacy project costs show 38.2% of funds used in the first 3 months.

Discussion regarding daily locum expenses payment, should this be reviewed in light of locum costs coming down. It was felt that the payment reflects the value of the various committee members and could be better described as a full day attendance payment. Agreed that this should be discussed with whole committee at the next meeting with Richard doing some research beforehand.

We need to ensure our accounts are audited before we need to give the required 28 days’ notice for the AGM, although we can present non audited accounts.

Vice Chair Discussions and Selection

Three members have put themselves forward Natalie, Sadik and Roger.

These members were seconded by:

* Natalie seconded by Tanzil
* Sadik seconded by Alan
* Roger seconded by David

It was voted upon and the elected vice chairs are: Natalie and Roger.

The committee members would like to thank all three members for putting themselves forward.

Thanking outgoing committee members

Sam and Himmit have been long standing committee members who were also part of the exec committee.

The committee had previously made decisions regarding spend on exiting committee members, Richard and Jerry will look for invoices to see what had previously been spent on exiting member to maintain fairness.

Chief Officers Update

PharmOutcomes super license for the whole of the southwest means our expenditure would be £15,116 vs approx. £18,000 current spend. The super license provides 3 layers: LA layer, CCG layer and a layer for NHS England. We do not need to make a decision today, Richard was looking for agreement from the committee to continue the discussions. At June’s meeting we agreed to a super license covering Avon LPC and Somerset LPC, which has not yet been decided and will depend on the discussions of the South West super licence.

The LPC has been approached regarding a pharmacy based Acute Kidney Injury (AKI) review service, lasting approx. 15-20 minutes with a follow up approx. 4 weeks later via phone call. The service is similar to the structure for an MUR followed by and NMS style phone call and therefore Richard has given a ball park figure of around £56 based on these costs. AKI can cost in the region of £20,000 per patient per year to treat.

Alcohol Intervention Service- scratch card based, 75p per scratch card then £5 intervention with healthcare assistant based on scratch card results plus another £5 if the patient scores greater than 16 to send a referral letter to the GP.

Flu Vaccination is going ahead with service specification being finalised currently, with Richard liaising with Chris Howland-Harris over some of the finer clinical detail. Do we want to decide what a ‘good’ flu vaccination service looks like. The LPC will be organising training together with Numark and the NPA for contractors to attend. The aim is that the service specification and PGD is ready at the end of August to allow contractors to sign up before the end of September.

BGSW have so far not agreed to a flu vaccination service and therefore our BANES contractors will not be able to provide flu vaccination.

Delegates for PSNC Conference

The conference is the 3rd / 4th November 2015 in Birmingham, with the first day being for the Chair and Chief Officers and the second day for other committee members to join.

It was decided that Richard, Lisa and Natalie will attend.

AGM

Agreed that the AGM will be at our morning September meeting, we need to send out the invitation at least 28 days before.

Conference

Sue Sharpe confirmed as key note speaker.

Should we change from break out groups to more of a standard conference style, rather than break out sessions.

Structure would be: approx. 40minutes of LPC update including HLP, VTs of Dr James Calvert and Barbara Coleman. Ending with Sue Sharpe as key note speaker.

How do we get delegates to visit reps? Reps are unable to approach delegates so could we use a prize draw where delegates need to get sign off from various reps to be able to enter.

For the commissioners who are coming out to visit pharmacies in the afternoon of conference day we need to choose where they will go and with whom.

We have media outlets coming: Chemist and Druggist, Pharmacy Voice.

Decided that rather than invite local newspapers we would send out a press release after the event.

We need to agree a date to have an evening meeting during August to make some further arrangements before September meeting.

Implementation Manager Update

Martin is developing the Hospital discharge project and will be heavily involved in the flu vaccination service. He has also been ensuring contracts for services are back from pharmacies wishing to provide.

Martin has been on a PharmOutcomes training event so is now able to manage our administration as well as provide advice to pharmacies on how to use it.

We need to ensure Martin’s work is quantifiable so that we can show the benefit of taking on the Implementation Manager role. It would be useful for him to provide a report or attend a meeting to present his work so far.

Employee’s liability Insurance

We are unsure if we are currently covered, Jerry and Debbie to look into.

Pension enrolment

We are being asked for a point of contact for pension enrolment, Jerry will find out what paperwork needs to be filled.

AOB

None