**LPC Meeting – Wednesday 10th February 2016**

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

9am – 5pm

Present: Lisa Fisher, Richard Brown, Tanzil Ahmed, Jenni Scott, Chris Howland-Harris, Sadik Al-Hassan, Roger Herbert, Alan Smith, Stuart Moul.

Apologies – Natalie Sherlock, David Tomlinson.

Declarations of Interest – None

CCA nomination for report – Tanzil.

Amendments to Training Log – None.

One change of ownership application – Day Lewis PLC for Willow Tree Pharmacy, 1 Trevelyan Walk, Henbury, Bristol BS10 7NY.

Minutes & Action Points from previous meeting

Minutes agreed, Debbie to post on the website.

Discussion around NMS/MUR’s.

Treasurer’s report

Review of accounts up to the end of January.

Budget planning for 2016-2017 will be put on the agenda for next month to set the budget for the next financial year. Various options were discussed to ensure the best utilisation of the funds available to benefit all contractors.

Local Provider Company (LPrC) – Update and Discussion.

The sub-committee met last week to discuss this, agreed that Avon does not want to lose the opportunity to bid for services. The PSNC has set out straight forward guidelines which have been reviewed and the sub-committee have agreed they will use these.

The rules and articles ensure the company is set up with a protection that means no one company can take it over. It would consist of 5 directors, of which 2 would be appointed by the LPC. This means the LPC would have a degree of governance over the board, both LPC appointed representatives would have to agree with any change to allow it to happen.

Funding of the LPrC - a discussion around what the company could do. Cost of setting up the company along with a small amount of administration, agreed that £1200 would be sufficient for this.

Cost of joining and entry – the sub-committee discussed an early sign up cost would be around £150, if they joined later it would be around £400. There could be an ongoing annual fee to help maintain the company if it is not self-funding.

PSNC say that is it possible for the LPrC to approach the LPC for a loan, discussed a loan of £10,000 in the first year.

The initial Expression of Interest would go to the leads of the CCA’s and the independent contractors. It would include an explanation of the LPrC, what it means to join and the costs involved if the LPC decide to form the LPrC.

Discussion on sharing of data between LPrC and Avon LPC, a large amount of the information needed is available for everyone to access.

Chris will contact Steve Lutner to ask if Avon LPC are able to gift the money to the LPrC.

Discussed how to communicate this out to the contractors, a letter will be sent out initially then an engagement evening will be arranged to explain this to the contractors, before the final decision is made to set the company up. The sub-committee will put together the letter to send out to the contractors.

Voting will be by post as well as on the night to give everyone the opportunity.

During the upcoming training events in March/April we will make sure there is a representative from the LPC to discuss this topic with the contractors.

The phone around in March will be focused on calling Independent contractors to discuss this topic with them.

Phone round South Gloucestershire pharmacies

The committee telephoned all of the pharmacies in South Gloucestershire to see how much they are aware of the LPC and what we offer.

Change in account signatories

Forms completed to ensure we have the correct signatories on the LPC accounts.

Newsletter

Sadik, Jenni & Tanzil will be taking over the Newsletter going forward.

Chief Officers update

This was circulated to the committee before the meeting, committee felt it was good to have this beforehand.

Cost for First Aid Training.

The first aid courses would consist of a three hour accredited session running from 19:00 - 22:00, the cost for the three courses £2520 for 3 evening events (plus venue costs). If people want to attend the second stage the LPC would facilitate this but they would have to fund this part themselves. There would also be the usual costs from the room hire and catering.

The feedback from the contractors from events has been that they would like first aid training.

The committee have voted and agreed this would be a good event to hold – Richard will book this.

Richard will check if the qualification is recognised for health and safety in work.

HLP and Implementation manager update

In Avon we are below the national average for MUR and NMS per month. We have not reduced our surplus as we set in the budget. It was suggested that we employ someone 2 days a week to help the pharmacies that are struggling with NMS and MUR which will bridge the gap when income is cut later in the year.

Vote taken and unanimously agreed to advertise for a NMS/MUR’s delivery coach for 2 days a week, to help increase the numbers across the area.

AOB

Debbie has looked into a sign for outside the office, the cost is £283.00 – measurements checked by the committee. This was the company suggested by Avon LMC. It has been agreed this is expensive and Debbie will look for a cheaper alternative.

Lisa and Judith appeared on the radio for Health watch last week to promote pharmacy.