**LPC Meeting – Wednesday 13th April 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, Matthew Robinson, Roger Herbert, Sadik Al-Hassan, Jerry Long.

Apologies – David Tomlinson.

Declarations of Interest – None

Jerry has left Lloyds pharmacy with immediate effect, he is attending this meeting to update on the treasurer’s report. Jerry has been successful in the role for NMS/MUR coach for Avon LPC, Roger completed the recruitment process.

CCA nomination for report – Not needed.

Amendments to Training Log – None

Appointment of Officers

Natalie has resigned as member of the LPC.

Chair – The committee have discussed the role of Chair and this will be reviewed over the next few months to decide how the roles will evolve.

Roger Herbert has proposed Lisa Fisher for the chair role, seconded by Chris Howland-Harris. Vote taken and Lisa has been reappointed as Chair of Avon LPC.

Lisa has agreed she will send out a monthly report to the committee.

Vice Chair – Stuart Moul has proposed Chris Howland-Harris, seconded by Alan Smith.

Vice Chair – Stuart Moul has proposed Roger Herbert, seconded by Alan Smith.

Treasurer – Jerry Long has left the room for this discussion.

This part of the discussion is being chaired by Roger to prevent a conflict of interest.

There are 2 main options:

A different committee member can take over the role or the committee can appoint a non committee member, in this circumstance we could invite Jerry to take on this role. The cost would be the same as it currently is and a confidentiality agreement would be drawn up in this situation.

A discussion around succession planning and it was agreed it would be useful for 2 other members of the committee to attend a treasurer’s training course, the next Treasurer’s training course is on 23rd November, Tanzil and Sadik have expressed an interest to attend this course. Course needs to be booked by Tanzil and Sadik.

Sadik Al-Hassan has proposed Jerry Long for the treasurer role, seconded by Tanzil Ahmed. Vote taken and agreed that Jerry Long will remain in the role of Treasurer.

Minutes & Action Points from previous meeting

Minutes agreed and will be posted on the website.

Attendance of Meetings.

This is being monitored and we have a record of attendance to meetings, Lisa has highlighted the importance of attending as regularly as possible.

The committee is currently made up of 8 CCA reps, 4 Independents and 1 AIM rep. The CCA places have recently have not been filled quickly, a discussion around whether the make up of the committee could be changed. We currently have 2 vacancies for CCA reps. The committee no longer has a North Somerset rep since Natalie has left. It was agreed that we will give the CCA a chance to fill the positions and then research other options.

Treasurer’s Report

Review of the accounts, a new laptop has been bought for the office, but this expense was previously signed off. Budget has been signed off at last months meeting. Jerry has an appointment with the accountant next week to sign off the accounts for 2015-2016.

Strategic Plan 2016-2017

The strategic plan for 2016/2017 was discussed and developed to guide the plans and events for the upcoming year.

From the strategic plan an action plan was developed, with actions to be assigned to members.

Local Provider Company Update.

Chris updated the committee on the current progress of the LPrC. The invites and postal votes are ready to be sent out in advance of the vote at LPC offices on 11th May. Voting will either be at the meeting, or via postal vote prior to the meeting.

If the vote is successful, the company forming plans can then progress. Guidance will be sought from other LPC's that have already gone through this process.

Conference

Richard has looked at Fry's conference venue, which has very good facilities at a much cheaper cost than last year’s venue. Around £2000 for our needs, reps will be invited to attend to reduce our costs. Venue booked for 12th October.

At the next meeting a list of notable people to invite to both afternoon and evening sessions will be drawn up and hold the dates sent out.

Discussion around content of evening and afternoon sessions, speakers etc, will look at in more detail next meeting.

Minor Ailments Scheme

The service has been successfully recommissioned in Bristol, but this year the committee needs to focus on maximising this service and collecting data with regards to its benefit so we are not in the same position next year.

Data capture has been updated to reduce errors.

Discussion around how the service can be promoted to surgery staff etc, in light of CCG's reducing prescribing of P med products.

Richard to set up PharmOutcomes audit for all areas around P med prescribing, will report to next meeting.

HLP Update

Update sent from Judith via email, there have been another 3 pharmacies signed off.

Waste Management

CCG's are developing ways to manage repeat prescriptions and reduce waste.

Matt reported from a meeting with Jenny Gibbs with regards to her waste report.

Pharmacies need to ensure that SOPs are being adhered to with regards to repeat management schemes and repeat dispensing, so that these areas are not targeted.

AOB

None