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

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

9am – 5pm

Present: Lisa Fisher, Richard Brown, Himmit Bhambra, Sam Ghafar, Jerry Long, Natalie Sherlock, Tanzil Ahmed , Stuart Moul, Alan Smith, Chris Howland-Harris, Sadik Hassan, David Tomlinson.

Apologies – Jon Phillips, Roger Herbert

Jon Phillips has resigned from Shaunaks and so will no longer be on the LPC, replacement will be at May’s meeting.

Declarations of Interest – None

CCA nomination for report – Natalie

Amendments to Training Log – None.

Minutes and action points from previous meeting.

Minutes agreed and will be posted on the website.

Hard drive encrypting is proving difficult, the backup is working well. Sadik has suggested the program “bitlocker” and Chris has suggested updating the laptop to windows business and this will help.

Some points have been carried forward to next month, due to focus being on the Emergency Supply contracts this month.

Andrew Lane PSNC Representative – to be re-scheduled.

Richard’s update from recent meeting, attended by Chief Officers.

PSNC are working with the NPA on help produce web portal to allow pharmacies to interrogate their FP34 reimbursements, shows trends analysis for a particular pharmacy, it also benchmarks the pharmacy against others.

The LPC need to discuss what questions they can send to the South West PSNC conference.

Presentation shown on “LPC updates to South West Forum in March 2015”

Some pharmacies are having problems accessing discharge information. Faxes are now not permitted since 1st April. Richard will ask Dawn Wilson to send a test email to Jerry and Sam so they can forward it to the IT departments to see if they can work with it.

NHS England Audit – PSNC were not happy with how this was released. We will send the link on how to submit the audit information.

Contact Phillip Yelling to capture information for Dom Visits – Richard

EPS – can a prescription be cancelled once it has been dispensed before it is claimed?

Stop smoking service in Bristol has seen a decline. The LPC will look into how we can improve engagement.

Treasurer’s Report

End of year figures presented. The Items dispensed in Avon has grown between 3-5% since January.

Meeting with the Auditor in May.

AGM details will be planned in during the meeting in July to ensure we give the correct amount of notice.

We need to check all the details we hold about the pharmacies are correct and they are all paying the levy – Jerry to contact the PPD to get a list for us to cross reference.

Budget 2015-2016

Budget reviewed and signed off.

Lisa update

NHS England have approved to continue the support to Essential Small Pharmacies until March 2017 after consultation with the LPC.

Change of ownership application for Day Lewis pharmacy at 5 Arnside Road, Southmead, Bristol, BS10 6AT – approved.

Change of ownership application for R.H. Pharma Limited at 53 Moorland Road, Weston-Super-Mare, BS23 4HP – approved.

Merger of Seymour medical practise and Easton Family practice, to be known as Charlotte Keel Medical Practice – from 1st April 2015

Governance Review – Breakout groups.

Reviewed in groups and updated.

Action points updated on the plan.

Meeting log will be completed by all members who attend meetings on behalf of the LPC, to make sure all committee members know what has been discussed.

New Expenses form to be researched, to be more specific to the needs of the LPC.

Amy Goodwin Diabetes Account Manager.

A summary of changes in ISO legislation given, concerning diabetes testing machines.

Richard to work with Lifescan to look at how pharmacy can support the change over after April 2016 legislation changes.

New Agreements Review

Review of agreements between Avon LPC and HLP Project Manager, Judith Poulton and Implementation Manager, Martin Littleton.

To be signed by Martin and Judith.

Strategic Plan 2015-2016

Plan reviewed, it has been updated with the discussions from last meeting.

New Action points updated.

Conference

Future Inn was the venue we used last year, Debbie contacted them and they have the date free and the costs are similar to last year.

Hilton Bradley Stoke (South Gloucestershire) – Lisa contacted them and they have the date free, the costs were slightly higher. Richard will visit the Hilton on Friday to see if it is a suitable location.

Holiday Inn Filton has been suggested as another possible location, Debbie has contacted them and they do not have the date free.

HLP Update

No update during this meeting.

Chief Officer Update

Covered in update provided during PSNC update.

AOB

* Banes “Your Care your way” meeting only has 4 people booked onto it, please can you promote this event as this will not go ahead if there are not more numbers. Updated email with more information has now been sent.
* Stuart attended CPPE meeting, trying to promote MUR’s and NMS, the trainee GP’s were not aware of these services but they all thought it was a good idea. A good meeting and brought GP’s and pharmacists together.
* There is no sign outside the building to say we are located in this office – Richard will check with Phillip.