**0Minutes Avon LPC , 2 Farleigh Court, Old Weston Road, Flax Bourton, North llSomerset. BS48 1UR – Wednesday 10thJuly 2013**

# Closed Session

Present: H,Bhambra, A. Banfield, R.Dunne (late), G.Price, D.Tomlinson, N.Sherlock (late), L. Holbrook, C. Howland- Harris, R. Brown (Cheif Officer). Jennifer Scott non committee member attended the afternoon meeting after 14.00.

Appologies: M.Barbour S.Moul J. Long, L.Fisher, R.James (now left committee to be replaced by Iqbal Topia.

Declaration of interest; No changes

Minutes from June 2013: Approved. Richard raised concern over point within chief officers report on page one.

*• Performance Decision Panel. Nothing to report as yet. Stuart clarified that LPC attendance would be purely for contractual support.*

This is not the case. The LPC representative has an active role. Himmit sat on this panel in its previous form. Lydia will discuss this role with Stuart. Himmit is happy to continue to attend as before. The committee did not realise that Himmit had previously had this role. Chair will report back any decisions or changes at next meeting.

CCA Report- Amy

Chairs Items:

1. Potential Engagement officer met with LB
* Reviewed the job spec and compared with the skills of candidate
* Some skill sets were met but others still required development
* Agreed to wait and find the right person. Continue to advertise
* Letter to be sent to candidate.
1. Decided to re-introduce exec meetings-agreed by committee present.
2. Decided to cancel photocopier contract-agreed by committee present.
3. SW LPC meeting discussed and potential topics for PSNC conference. Suggestions are IT improvements, NES's, future funding, PharmOutcomes, SC, regulation changes to up skill support staff.

Methods for gaining contractor feedback discussed.

* Agreed to email out and fax back methods
* use text questions at training meetings.
* Can also go out on Twitter/Facebook.
* Agreed to have a stand at the LPC events

RB to explore any external companies which may send out communications for us and how other organisations to this. We need to make sending out bulk faxing more efficient. Currently this is the only way to communicate with Morrisons contractors. Lydia to make sure we have all fax contacts for Morrisons contractors.

1. LF had a visit from the deputy director of public health. Very positive feedback. AB has knowledge of PNA's. Essential we have more contact with HWB and have representatives on all board meetings. This is to be followed up by Lydia. Task administrator to gather all contacts and meeting dates. LPC committee members have volunteered to attend. Lydia to co-ordinate this.

LF to attend bristol

LB can attend BANES meetings

NS in NS

HB in SG with CH and Amy deputising

Decide strategy with RB and LF before meetings. Need to complement their priorities not to push out own in order to form good working relationships and make pharmacy an invaluable source to them.

1. PHARMOUTCOMES
* 6 pharmacy started pilot last week following an evening meeting.
* Very positive feedback.
* Good task functions for commissioners.

RB gave committee demo of the site. General discussion on IG risks from data transfer. No patient identifiable information available to commissioners or to the LPC. This is held by Pinnicle. We have confirmation from them that they comply with I.G.

To be discussed at a later date as well as commercially sensitive data and who should be allowed to view this.

Discussed the best way show contractors how to use the system. Decided as a committee to

* Demo at a training event
* E - mail a quick guide,
* Set up test site and ring around any contractors missed.

 Details to be arranged by RB depending on Bristol Council and timeline.

1. OFFICE PREMISES

Discussed the current costs, pros and cons of our current location.

Discussed our organisation and contractor needs.

Actions: contact LMC and explore other locations RB and LB

1. SURVEY

Reviewed results of previous surveys and contacts made with contractors. Good data retrieved and subjective improvements in contractor engagement. Decided as a committee to survey 3 contractors every month.

NOTE: Sent email addresses to add to mailing list separately. If submitted on survey monkey hard to pull them out.

BREAK

1. PSNC SERVICES PROCUREMENT AND CONTRACTOR SEMINAR

RB gave summary on the presentation he attended.

1. SOUTH GLOUCESTERSHIRE JOINT H&WB STRATEGY DOCUMENT

CH gave feedback. Positive feedback on the role of pharmacy and possible input into the next PNA document.

1. COMMUNITY PHARMACY QUIZ

Trialled by committee and to be added to next newsletter. CH to email to NS

LUNCH

Open Meeting

1. PRESENTATION FROM NOVARTIS

Flu vaccinations presentation followed by committee discussion. RB to make enquiries.

Decided we are not at the stage where we can be putting proposals to commissioners. We can make the introduction between Novartis and the commissioners.

Jenny Scott from Day Lewis joined the meeting

1. SUBCOMMITTEE DISCUSSION

All committee members to email LB with suggestions of how subcommittee structure could change and how they feel everything is working now.

1. WEBSITE DISCUSSION

All committee members to email RB with website improvement suggestions.

1. FUTURE TRAINING EVENTS

Suggestions from sub groups:

* Business management eg personnel, team skill mix etc.
* Parkinsonism etc
* Epilepsy
* Pharmacogenomics
* Drugs in Pregnancy etc.
* Electronic prescription service.
* Eye problems and treatments inc systemic effects of eye preps and systemic preps affecting eyes.
* Diabetes.
* OTC Medicines addiction?
* Dementia and Alzheimers.

Good suggestions made by the committee for future discussion. Everyone to send suggestions to LB ranked in order of preference

1. ANY OTHER BUSINESS

Community pharmacy contract information to be put on the website with contact details of members who can provide help and support (NS and CH). Support will also be offered at the next training events.

Meeting Closed