**LPC Meeting – Wednesday 9th September 2015**

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

9am – 5pm

Present:, Richard Brown, Natalie Sherlock, Tanzil Ahmed , Jenni Scott, Lisa Fisher, Roger Herbert, David Tomlinson, Chris Howland-Harris.

Apologies – Alan Smith, Nicola McKay, Stuart Moul, Sadik Hassan.

Declarations of Interest – Richard has been asked by the PSNC to help with a project, Richard has approached the executive committee to reduce his hours by a day a week to enable him to complete this.

Discussion around meeting attendance, agreed Lisa will send a letter if a member misses 3 months in a row as detailed in the constitution. The letter will explain there is a risk the member could be removed from the LPC, this will be sent to the individual and the area manager.

CCA nomination for report – Natalie

Amendments to Training Log – None.

July Minutes Review.

Discussion around the minutes, agreed this is a true representation of the meeting and these will be added to the website – Debbie.

Action points carried forward:

Thank you cards/vouchers to be bought for members that have left the LPC – Debbie/Lisa.

Put together a feedback questionnaire to send to pharmacies after Martin has supported a pharmacy – Martin.

Treasurers Report

Accounts reviewed up to the end of August.

Chief Officers Report

Declaration of Competence for Flu

Banes Health Checks – All Banes pharmacies have been asked to show if they are interested in providing this service, there have been around 5 replies so far. The committee have agreed the fee needs to be £20, Richard will discuss this. Service is set up on PharmOutcomes, Lisa will attend an event on 8th Oct to help support this.

North Somerset Stop Smoking – Natalie Sims the aim is to have this service Live on 1st January 2016

HLP sign off is planned for the end of October. Richard is planning to visit the top 3 performing pharmacies with Jacqui Offer next week, Jacqui is keen to get HLP into South Gloucestershire.

Martin Littleton – Implementation Manager Update

Martin has been in post since May 2015, starting with looking at the engagement with the Live services in the area:

Helping to support hospital discharge project, now active over all areas – Martin is hoping to focus on this more going forward.

Martin assisted with all 3 Skin cancer events. Helped run and arrange the Pre-Reg event, this was a success, he will use the learning to build the event for next year. Martin ran the first flu engagement event last night. Chris HH attended the event and confirmed the event was a great success and was useful to be walked through the information/process.

Martin will send highlights of the first flu event to Debbie to allow us to distribute to other pharmacies.

Flu vaccination service will be the primary focus for the next few weeks, helping the get the pharmacies to engage.

Martin has visited around 12 pharmacies. The feedback from these pharmacies has been very good. This will be publicised more and will appear in the newsletter that Martin is available to help.

Martin will put together an electronic version of his visits and contacts with pharmacies, to enable a copy to be saved on the shared drive – Martin.

See attached statistics.

Conference

Update on commissioners attending the conference.

Richard and Debbie have visited the venue to decide where the reps will have their stands and there will now be a separate room for the food.

Conference – 2 hours:

25 mins Lisa & Richard introduction and LPC update

40 mins allocated for Sue Sharpe PSNC

20 mins Richard will contact James Calvert to see if he can attend to speak

15 mins HLP celebration

20 mins Q&A – text questions and then we can run through them. Board advertising the “text your question”

2 committee members will accompany each group of commissioners in each area.

All committee members now have access to basecamp to update their activity. Flyer completed and ready to be sent to contractors.

Jennifer Diner from ALK

Discussion around Jext injection pens.

Debbie to send details of upcoming training events.

Jon Hayhurst - Bristol CCG

See attached notes.

AOB

None