**LPC Meeting – Wednesday 10th September.**

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

9am – 5pm

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

**Apologies** – None

Welcome to Sadik, new member.

**Declarations of Interest** - None

**CCA nomination for report** - TBC

**Exec minutes update** – see minutes.

Lisa and Debbie are chasing old invoices that don’t seem to have been paid back over the past year.

**Minutes from August’s Meeting** – agreed, to be uploaded onto website – **Debbie.**

**Shared drive**, place for everyone to view LPC documents, including exec minutes. Password to be changed every time a member of the committee leaves. Jerry will include financial statements on there.

**Conference Update – Pharmacy a healthy future!**

Discussion held around content of the upcoming Conference.

**Flu update**

110 pharmacies have expressed interest. Countdown has started on PharmOutcomes, low amount of pharmacies have completed them for week 4.

**Next week’s questions need to go on PO – Debbie/Richard**

Friday 3rd October, Tanzil will make some calls to struggling pharmacies.

Email to be sent from Avon LPC advising to look at the PharmOutcomes countdown and highlight the importance of this – **Lisa**

**Chris to send best practise idea** – stickers/slips to stick to prescription bags.

Stuart spoke to NHS England regarding the facilities a pharmacy needs to have to be able to provide the flu vac, no reply as yet. Face to face training covers faints etc.

Joel from BaNES has shown an interest in doing the flu vac, Richard is looking into this.

**Governance review**

Emails sent to the committee should remain within the committee.

Focus on Amber/Red issues – plan updated.

Remind people to return training matrix – **Debbie.**

Agenda to go on website when sent out to committee - **Debbie**

Governance document has now been revised and will be **uploaded onto the website.**

Finance update

6 months reserves are intact. Committee expenses are going up. Pharmacy plus impact hasn’t reached us yet, the next 3 months will show this.

PharmOutcomes bill is due in October, we will also bill for our services too.

Sponsorship – should this be separate from the money we receive from the levy.

Invoice needed for South Glos PharmOutcomes – Richard/Debbie.

PharmOutcomes payments in should be listed separately to show the difference - PharmOutcomes licenses in and out, then separate PharmOutcomes additional income - **Jerry**

The LPC is registered as a charity, this has been checked thoroughly by Dee the accountant.

Newsletter & adverts

Richard has had some interest, but they were unsure of how they would do this. Richard will call Darren from Lilly again to find out whether he wants to do this.

Break out groups

Training & Engagement – Newsletter

Jon & Alan to send in a piece about themselves to go in the newsletter. Just waiting on blogs, then it is completed. Could we contact the Universities to see if they wanted to put something in about their courses – **Tanzil to contact Bath Uni.**

Service & Contracts – Training events for 2015

First Aid – to be looked into, as it may be difficult to get accredited first aid training in 2 hours and could be expensive. Tanzil will look into the ratio of how many delegates per trainer.

Unlocking the GI tract.

Pre-Reg training – open to everyone but geared towards them, could include an inspector attending to help with any worries.

Endocrines disorders

Skin Cancer

External Engagement – Strategic Plan

Looked at turning the red item to green:

* Writing to all PNA leads to ask them to share their feedback
* Contact the 4 Health watch groups to introduce the LPC

Chief officer’s update

Concluded Banes PNA with 100% completion.

PharmOutcomes

* going live with stop smoking in Banes from 1st Oct
* Voucher system is live in Bristol
* South glos is currently struggling with this.
* North Somerset is going well.

The PSNC conference is the same day as our conference, Richard will not attend this.

The chief officer’s meeting is on the Tuesday afternoon in Leeds the day before LPC conference. Richard to book train tickets and come back the same day so he is available on the day of our conference.

**AOB**

Phase 2 Dementia project, more pharmacies have joined. Mixed results so far, a couple of pharmacies have done very well, a couple still haven’t started yet. Lisa has rang them all today.

EPS 2 – 3 surgeries went live around Westbury in past few days, have been advised no more planned for this side of Christmas.