**LPC Meeting – Wednesday 14th March 2018**

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

9am – 5pm

Present: Lisa Fisher, Jerry Long, Richard Brown, Becky Barratt, David Tomlinson, Sadik Al-Hassan, Alan Smith, Stuart Moul, Chris Howland-Harris, Tanzil Ahmed, Nick Mitchell.

Apologies – Emily Stone, Plinio Perrone, Hilary Collyer, Roger Herbert.

Declarations of Interest – Sadik is now the Vice Chair of Lyde Green Open Space. Richard is carrying out an audit for a pharmacy in Avon as part of BRR Consulting.

CCA nomination for report – Becky.

Amendments to Training Log – None.

Welcome to visitor Nick Mitchell – Undergraduate Student for Well.

Review of February Minutes & Action Points.

Minutes agreed and will be posted on the website.

The job specification for a new communications officer has been agreed with the executive committee and is now ready to be sent out.

Discussion around the beneficial impact last month’s pharmacy “phone around” had on the amount of people that viewed the online training.

Flu vaccines – discussions around the difficulty of pre ordering the flu vaccines for next years season took place. The over sixty five year olds will receive a different vaccine to the at risk patients. Stocks of vaccines may be delayed for the upcoming flu season, they may not be available until October.

Contract applications. – All applications reviewed.

Discussion around the closure of Lloyds in Portishead and provision in the area.

Treasurers Report

Review of the accounts up to the end of February 2018. The NHS Levy is due on the 1st April, there is still £9000 remaining of the HEE grant.

National results for QPS were released yesterday, over 90% of pharmacies took part and there are some fantastic results within them. We do not have the individual results for Avon yet, these will be cascaded down when they are received.

Governance Review

The committee split into 3 groups and reviewed the governance document. Each group fed back and the document was updated as necessary.

Discussion around recording the declarations of interest in the correct folder, this will be updated at the next meeting. All forms and policies for all committee members will be sent to be read prior to the meeting in April.

Discussion around writing a summary each month to show what the Chief Officer, Implementation Manager and Pharmacy Support Manager do during the month. Any meetings the Chair or anyone else attends will also be documented and circulated.

A new Value for Money plan will be completed and expenses report to be looked into.

Strategic Plan

Review of the previous meetings ideas, this has been split out for the committee to review. This sets the work to be completed by Richard, Judith and Jerry throughout the year.

Vicky Smith GSK Representative

Vicky visited the committee to speak about Respiratory products.

Chief Officers Report

Richard has completed the report and sent it round to the committee to read.

Four Year Review

Presentation of the journey of the last 4 years by LF, RB, JP and JL. Thank you to all those that have supported on this journey.

Discussion regarding services development and other potential services that we may be able to create

Unplanned Closure Plans

Discussion around Unplanned Closure Plans/Disaster plans – i.e. severe weather and the communication from pharmacies regarding the service provision

The committee have decided to pull together a plan and this will be published on the website for contractors to access.

AOB

July’s meeting will be in Engineers House and will be a team building for the new committee.