**LPC Meeting – Wednesday 10th April 2019**

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

9am – 5pm

Present: Richard Brown, Lisa Fisher, Alan Smith, Hilary Forbes, Morag McMeekin, Imran Ahmed , Roger Herbert, Jerry Long, Sadik Al-Hassan, Ramesh Yadav.

Apologies – Stuart Moul, Heather Blandford, Tanzil Ahmed.

Declarations of Interest – Sadik has been chosen to stand for the Labour party in the European election.

CCA nomination for report – Sadik will complete this.

Amendments to Training Log – None.

Review of April Minutes & Action Points.

Minutes agreed and will be posted on the website.

Contract applications.

Applications reviewed.

Welcome to Imran Ahmed to Avon LPC Committee.

Welcome to Roger as the new Pharmacy support for Avon LPC.

Treasurers report

Review of the accounts up to the end of April, PSNC levy has been paid this month.

Explanation of PharmOutcomes costs.

Some of the PharmOutcomes invoices have not been paid, Debbie will check this and chase unpaid invoices.

Discussion around the costs for the telephone, Jerry will investigate this to see if there is a better option for the office.

LPC Structure and Scheme Of Delegation

There has been a recent change of the executive committee and as part of on going review of governance the committee discussed the role of the exec, committee and the operations team. The committee as a whole is accountable for all the decisions, however for the LPC to function on a day to day basis there needs to be delegation to allow people/persons to make decisions outside of the committee meeting.

Richard presented a document to show how the committee currently works to include, exec committee, non-committee members. Discussion around signing off expenditure took place.

Decision around the amount the following people can authorise:

Chair: £1000 maximum spend between meetings, any spend to be reported back to the committee at the next meeting. Proposed by Sadik Al-Hassan, Seconded by Ramesh Yadav.

Executive Committee: £3000 for an individual transaction, £5000 maximum spend between LPC meetings. Any spend would be reported back to the committee at the next meeting. Proposed by Sadik Al-Hassan, seconded by Ramesh Yadav.

Whole Committee: Unanimous

Vote unanimous in favour of this.

PharmOutcomes (PO) Price Increase

PO have increased their costs by 4.3% in line with dealing with GDPR. There will be a second price increase of 4.3% next year. After discussion the committee agreed to the price increase to commissioners.

Strategic Plan Work Plan Sign Off

A copy of the strategic plan has been passed around to the committee. Richard went through the action plan to show what actions need to be completed to achieve the plan.

Chief Officers Update

Richard provided a 6 month update on his activity.

Pharmacy Support Update

Contractors are starting to review delivery, MDS and nursing home services and considering charging or assessing supply. Contractors are starting to use DDA assessments more frequently for new and existing patients using MDS. Interest expressed for starting private services such as travel and private PGDs. More independents are yet to be contacted, aim is to meet the rest in the next month.

Implementation Manager Update

Training to become MECC trainer is complete. Video and e-learning to be produced for MECC training. Potential to run short MECC training between Avon LPC and LMC. Proposal written to see if a project could be run to create ‘dementia pharmacies’.

Committee watched PSNC video ‘Future of pharmacy animation’.

Primary Care Relationship Update

Barbara has received Expressions of Interests from 28 pharmacies across Avon, which was a great response. Barbara has now had her first meeting with a pharmacy and a GP surgery, good positive experience. Came away with 12 actions, will meet again in 3 months.

The use of faxes has been discussed and that they are a breach on GDPR and to not use this method of communication.

Staff swaps was agreed to allow the staff to experience the other role. This first meeting was a good experience.

Practice managers have been supportive and open to the meetings.

Annual Conference

Proposal to use video clip of ‘good stories’ from interviewed contractors and potentially use the PSNC animation. Discussion around who should be invited to speak at the conference - Simon Dukes, Ed Waller and current pharmacy minister to be considered. Q&A and awards to remain on conference agenda. Media could be used to show video clips from speakers who cannot attend. CCG board members, practice managers and those involved in locality meetings to be invited. Suggestion to change format of evening and question whether key note speaker is required? RB to contact Ed Waller to see if he is available to attend as speaker.

AOB

Sadik has asked for committee members to retweet Avon LPC posts and to highlight good news stories which could be posted in the weekly bulletin. Suggestion to develop the idea of having a live twitter wall at the conference.