**LPC Meeting – Wednesday 10th March 2021**

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

9am – 5pm

Present: Lisa Fisher, Richard Brown, Alan Smith, Jerry Long, Morag McMeekin, Stuart Moul, Sadik Al-Hassan, Imran Ahmed, Matt Courtney-Smith, Heather Blandford, Tanzil Ahmed, Debbie Scudamore.

AM - Emily Stone.

PM – Roger Herbert, Judith Poulton, Barbara Coleman.

Apologies – Ali Hashemian.

Declarations of Interest – None

CCA nomination for report – Alan will look into this to see how up to date they are and complete the next one.

Amendments to Training Log – None.

Review of February Minutes & Action Points.

Minutes agreed and will be posted on the website.

Contract applications.

Applications reviewed.

The Committee reviewed the relocation request for Day Lewis in Henbury in detail.

There are no specific conflict of interests in regards to this discussion.

The committee took a vote and the outcome was that the committee neither supported or objected the relocation:

Richard will reply to say no significant comment.

Social Media – Emily Stone

Emily presented the current process for what she posts on social media. Emily asked for advice on what should be presented. A discussion around how LinkedIn could be used more.

Morag suggests a committee whats app group to be able to share good news stories direct to Emily. Alan suggests the committee need to give Emily more of a steer of what should be shared and have a focus for a quarter.

Richard suggests a 15 min slot at the end of each committee meeting to discuss what could be put out for the month.

Emily has contacted many local MP’s via social media. She has had a couple of replies and an MP offered to raise a question about funding in parliament.

Jerry checked if Emily has enough time to complete the work in the month, Emily is happy with the hours at the moment.

Emily will attend meetings quarterly to keep up to date.

Action Point – Debbie to set up a committee Whatsapp group.

Treasurers Update and Draft Budget

Jerry shared the accounts to the end of February 2021.

Lisa presented a review of Debbie’s work being carried out (engagement officer), Debbie is currently on 20 hours, an increase to 25 hours was proposed.

Proposed by Sadik Al-Hassan

Seconded by Alan Smith

Unanimously agreed to approve the increase.

Draft budget agreed and signed off.

Strategic Plan

Richard emailed the current plan to the members to allow a group discussion on the points.

Plan has been updated and agreed by the committee.

Richard has documented the changes and actions.

Action Point - Review of accounts to be put on agenda for May.

Jerry reviewed the budget to align with the strategic plan.

Draft Budget

Proposed by Alan Smith

Seconded by Sadik Al-Hassan

Unanimously agreed

Strategic plan

Proposed by Morag McMeekin

Seconded Imran Ahmed

Unanimously agreed.

Jerry discussed the new online accounting system - Xero to run accounts, this will be used from April 2021.

Review of the Year

Each member of the operations team presented a review of the past year.

Alan highlights the award the team won this year Avon LPC won best supporting LPC, a fantastic achievement.

Richard Brown – Chief Officer

* Support for Pharmacies during Covid-19, moved our training to online via Zoom, telephone contact, ensuring the contractors knew they were not alone.
* Strategic Alliances – Avon LPC seen as a trusted partner, this has allowed Avon to carry on to implement CPCS in BaNES. Avon has been recognised nationally for the implementation of the service.
* Monthly operational team meetings to help keep the whole operations team together and not to duplicate work.
* Sustainability –
* The Year ahead – Develop 111First project across Avon, Target new pilots with NHSE, Implement DMS with the aim of over 1000 referrals per month.

Barbara Coleman – Primary Care Relationship Manager

* During the past year there have been 53 meetings (29 in 19/20) between pharmacies and practices covering 23 PCN areas (Severnvale continue to manage their own meetings)
* This means that all community pharmacies locally have the potential to engage with their PCN colleagues and other pharmacies in their area.
* Total potential income if all pharmacies claim for domains 4 and 5 is £300,000
* Communication – between practices and pharmacists – most, if not all PCNs have a WhatsApp group or other form of instant messaging
* CPCS/PGDS – encouraging increased referrals, persuading new practices to engage and resolving any issues
* Flu and Business Continuity Planning
* Covid 19 vaccination programme
* Discharge Medication Service

Judith Poulton – Implementation Manager

* Supported pharmacies through Covid-19
  1. Palliative Care Pharmacies e.g. phones, found extra remuneration
  2. Drugs and Alcohol Team e.g. delivery service
  3. Domestic violence – supported local councils
* Supported launch of PGDs before handing over to Roger
* Supported Flu – various meetings, BAME pilot 50,223 NHS vaccines delivered
* Discharge Medicines Service
  1. Trained 220 pharmacy team members alongside Roger
  2. Supported contractors and AM’s with queries
  3. Reviewed initial data and contacted pharmacies
  4. Trained Debbie to take over data review
  5. Highlighted service to BANES and BNSSG CCG
  6. Arranged for information to go in GP bulletin
  7. Presented to BANES PCN pharmacists
* GP CPCS
  1. 9142 discharges to date leading to £127, 988 revenue for contractors
  2. Trained 220 pharmacies allowing them to claim set up fee £66,000
  3. 61/102 (59%) practices live
  4. BNSSG have 54 practices live and BANES 7 to date
  5. Engaged BANES CCG and PCN pharmacists about service
  6. Supported National NHSE&I team with pilot
  7. Pilot most successful in country
  8. Together with CCG, NHSE we won the South West Parliamentary Award for The Excellence in Primary Care
  9. Trained the Regional South West Implementation Managers
* Misc
  1. Supported Debbie to update Avon LPC website
  2. General enquiries for Commissioners, AM’s , Contractors, GP Practices
  3. Newsletter

Roger Herbert - Pharmacy Support

* 3177 PGD delivered in first year – 144 pharmacies live with 126 Active pharmacies
* Visited pharmacies to support going live, sharing information with AM to support growth
* All Live pharmacies on Google Map and DOS
* Identified 16 Extended hours pharmacies across BNSSG with a view to a possible commissioned service with referrals
* 3 DMS Training events with 220 attendees, Q&A for website
* Supported pharmacies with PQS 1 & 2 and their claims and hitting deadlines for, Aspirational Payment, PPE and Pandemic Delivery claims and DSP toolkit
* Supported NHSE Contractual changes
* Working on Roll out of MiDoS
* Website Review updating information
* Contractor support during COVID
* General support esp around MDS

AOB

Discussion around the award won by Avon LPC and how to celebrate this.