**LPC Meeting – Wednesday 14th July 2021**

Via Zoom

9am – 5pm

Present: Richard Brown, Lisa Fisher, Tanzil, Ahmed, Alan Smith, Matt Courtney-Smith, Ali Hashemian, Jerry Long, Sadik Al-Hassan, Ramesh Yadav, Isabel Diaz-Franco, Imran Ahmed, Morag McMeekin, Heather Blandford, Stuart Moul.

Apologies – None

**AP** – Action Point

Declarations of Interest – Tanzil is leaving Lloyds pharmacy and the LPC to work elsewhere. He hopes to attend the September meeting before he leaves.

CCA nomination for report – Alan Smith

Amendments to Training Log – None.

Review of June Minutes & Action Points.

Minutes agreed and will be posted on the website.

As Tanzil is leaving we now need Matt to attend the treasurer’s course to have a back up Treasurer.

AP – Debbie/Matt to check the PSNC website for courses.

Lisa has now started working for Boots, the committee have voted to re-elect Lisa to the post of chair of Avon LPC. Proposed by Alan Smith, seconded by Sadik Al-Hassan.

No other members wished to be considered for the position of chair.

Treasurer’s Report and Formal Accounts Approval

Jerry presents an update of the figures up to the end of June.

Jerry also shows the items information for April.

Discussion around the NMS figures. Richard shared Roger Herbert’s (Pharmacy Support Manager) tracker for services including NMS, CPCS, MUR, Pandemic delivery, PGDs. Richard has suggested that this be added to the monthly treasurer’s report.

The Treasurer, Chair and Chief Officer have produced the annual accounts report for 2020-21, Richard presents this to the committee for approval. Accounts proposed by Sadik Al-Hassan seconded by Morag. The committee unanimously vote to approve the accounts.

AP – Richard and Debbie will arrange the paperwork for the AGM and the accounts document will be sent with it.

Pharmacy closures and lack of pharmacist cover.

Lisa/Richard raised the issue of pharmacy closures, what role can the LPC play and how can they help and support. The committee discuss this.

This was discussed at the recent operations team meeting, Judith Poulton (Implementation Manager) suggested that the pharmacies should revisit their business continuity plans.

Covid isolations have greatly impacted the pharmacy teams.

Tanzil suggested that pressure could be put on the PSNC to lobby the government to allow pharmacists entry into the country to work. Richard suggested this be raised with Sian PSNC rep who is attending the meeting later today.

Matt suggested the LPC run more Area Manager meetings through summer months to show staffing is a problem across the board.

AP - Lisa will liaise with Matt about the meetings, suggestions of 2 half hour meetings in August to share pressures around staffing levels.

Richard suggested using the operations team, to get the message out to PCNs to revisit their business continuity planning and offer support.

CCA Questionnaire

Previously the committee have agreed to go through the CCA questionnaire each quarter, this is now due. The committee review the questions in the report.

Alan will note the answers and file the report.

Revise Constitution

Review of the current constitution to allow for the revised constitution to allow the term to run for 5 years, this means the constitution has to be changed and so a formal process has to be followed. This will be added to the AGM to be voted on.

Richard explains the amendment made to the constitution wording.

The committee have discussed this and have voted on whether the change should be made to the constitution

Vote is unanimous to take the amended constitution to the AGM for voting.

Sian Retallick – PSNC South West Rep

Met with Sian and discussed the following points:

1. Review of RSG and the engagement of contractors with webinars, website and comms
2. Review of LPC working within the new proposed ICS structure
3. Utilisation of the new proposed PSNC website platform
4. Engagement of committee with PSNC new member training days and treasurers training days
5. Discussion around C19 costs reimbursement

RSG Update

Still waiting for more information to come from the RSG post the forums being carried out.

VirtualOutcomes Update

Review of usage figures from VirtualOutcomes. Particularly useful has been the DMS materials. The reimbursement of C19 costs module enabled the LPC to provide support without having to set up a series of evening meetings.

Annual Conference Planning

The committee reviewed the conference.

AOB

None