**LPC Meeting – Wednesday 17th April 2024**

Via Zoom

9am – 1pm

Present: Lisa Fisher, Richard Brown, Philip Hunt, Philip Bush, Tim Rendell, Morag McMeekin, Heather Blandford, Joshua Edwards, Andrew Jones, Simon Harris, John Hughes, Imran Ahmed, Ramesh Yadav.

Apologies – None

Declarations of Interest – None

CCA nomination for report – Morag McMeekin

Election of Executive Committee

**Chair** - Lisa Fisher stands for the position, Simon Harris proposes and Heather Blandford seconds this.

**Vice Chair -** 2 positions.

Imran Ahmed stands for the position, Ramesh Yadav proposes and Philip Hunt seconds this.

Heather Blandford stands for the position, Philip Bush proposes and Imran Ahmed seconds this.

**Treasurer** - Philip Bush stands for the position, Joshua Edwards proposes and Imran Ahmed seconds this.

Election of Governance Committee

Tim Rendell stands for the committee, Ramesh Yadav proposes and Lisa Fisher seconds this.

Philip Hunt stands for the committee, Lisa Fisher proposes and Josh Edwards seconds this.

John Hughes stands for the committee, Lisa Fisher proposes and Heather Blandford seconds this.

The committee will go back over the policy at the next meeting to ensure the newly elected committee are fully aware of what this entails.

TR suggested that the committee need to review the representation of the committee members. RB has already put a review in for July.

Minutes and action points from previous meeting

Agreed and will be posted on the website.

Finance Update

PB updated the committee on the accounts to date.

Pharmacy First – review performance

RB provided an update on Pharmacy First, we have access to some data and we are hoping to gain access to the remaining data by the end of April.

Extrapolation of the PharmRefer data suggests a run rate of between 10-11000 consultations have been completed in the month of March, which is a great achievement.

Discussion around holding a training event to help with any problems. TR suggested a lunchtime webinar event. MM raised the issue that some pharmacy’s are unsure of what they can claim for and training would help. The committee agreed that RB will look into holding an hour online training event.

Merger Update

LF Updated the committee on the most recent merger discussions.

Operations Team Contract -

The committee reviewed the consultancy template.

The committee agreed that the self-employed consultant (Lisa Fisher IP Manager, Roger Herbert Pharmacy Support) can provide a substitute if they wish to.

TR has raised that he does not support the decision to have these roles as self-employed and they should be employed.

Type of contract - the committee agreed that the contracts would have and end date to be co-terminus with the new formed committee, to allow a decision to be made whether to continue with it.

Obligations - the committee agreed when the hours will be completed is the decision of the consultant and be completed where the LPC and consultant agree. Invoices will be submitted by the 5th of the month to ensure payment can be made on time.

Expenses are paid for travel, the committee agreed this will continue. It was agreed that any non-mileage expenses above £30 should obtain prior consent.

These contracts will be signed at the next committee meeting.

Chief Officers Update

Nothing Further.

Contract Applications

The committee reviewed the outstanding new contract applications.

AOB

IA raised the issue of aggression levels in pharmacy at the moment. Other companies have invested in body cameras to help with this issue. AJ reminded that a report to the police is important to show how this is growing.

PH has had an invite to visit the local MP in parliament.