

**MINUTES OF THE LPC ANNUAL GENERAL MEETING HELD ON 18 SEPTEMBER 2018  
AT BRAMPTON PARK GOLF CLUB, AT 7.00pm**

<b>Present:</b>	Alison Taylor, Chair	<b>AT</b>
	Meb Dato, Vice Chair	<b>MD</b>
	Andrew Jones, Treasurer	<b>AJ</b>
	Rita Bali, Executive Development Officer	<b>RB</b>
	Jody Butler	<b>JB</b>
	Shabbir Damani	<b>SD</b>
	Alison Heath	<b>AH</b>
	Jayne Leckie, Communications Officer	<b>JL</b>
	Hina Patel	<b>HP</b>
	Anil Sharma	<b>AS</b>
<b>Observers:</b>	Shilpa Patel, Lloyds	<b>SP</b>
	Karen Cox, Lloyds	<b>KC</b>
	Rachel Rose, CPPE Tutor	<b>RR</b>
<b>Speakers:</b>	Clare Moody, Controlled Drugs and Governance	<b>CM</b>
	Helen Jalal, St Ives, Huntingdon, St Neots and Cambridge CPFT Falls Prevention Service	<b>HJ</b>
<b>In attendance:</b>	Linda McGeever, Secretary	<b>LM</b>

1 **WELCOME:** AT welcomed everyone to the meeting.

**ACTION**

2 **APOLOGIES:** Simon Swallow, Steven Lun Tak Lam, Natalie Cox, and Kashif Wahid.

3 **MINUTES OF THE LAST MEETING:** It was agreed that the minutes of the AGM held on 11 July 2017 were a true record and were signed off by the Chair.

4 **CHAIRMAN'S ANNUAL STATEMENT:** AT gave the following report:

"Thank you very much for taking the time to come along this evening.

Firstly, I'd like to introduce myself. I am Alison Taylor, Chair of the LPC. I took up the role in April taking over from Meb Dato. I'd just like to take the time to publicly thank Meb for all his hard work over the past four years. He has steered and guided the LPC committee through what has been a testing time for community pharmacy. Meb will still be heavily involved in the committee as he is now our vice chair.

As this is an evening of celebration I thought I would talk to you about our achievements as a committee over the past year.

One of our biggest successes has been facilitating health champion and health leadership training for all pharmacies in the county. To date we have trained 105 health champions and 88 health leaders. With our support 80% of pharmacies in Cambs and Peterborough are HLP Level one accredited. This figure compares favourably with the national figure.

Becoming HLP accredited formed part of the new Quality Payments scheme. Again

this was an area in which we did very well. 96% of our pharmacies made a submission in the November 2017 claim period – above the national average. Going forward we'll continue to offer support and guidance on the scheme and provide any relevant training we feel there is a need for.

We were also very pleased to be the first area in the country to pilot the NUMSAS scheme. NUMSAS helps support the urgent care agenda which is a key priority for the NHS, particularly during the winter months. We have over 30 pharmacies now providing the scheme. A big thank you to those of you who have been involved from the start and help to trial and implement the systems.

Federated working has been a key focus for us recently and where possible we have been working with the teams at Norfolk and Suffolk LPCs to deliver projects and share materials. This will save both money and free up time for our staff to work on different projects.

One early success achieved from this approach was the funding we all received through a joint bid to Health Education England for us to develop and deliver a pre-reg training programme.

Our relationship with our CCG continues to strengthen and we have assisted them this year on eRD Webex sessions and in promoting the self-care agenda. In return they have helped support messages around patient-led ordering and listened to our concerns on drug switches.

Finally we have continued to provide you with timely communications and made sure you are aware of key issues. We pride ourselves on responding and assisting you with any problems or concerns you have and always listen to your thoughts and feedback.

We look forward to another successful and productive year for community pharmacy in Cambridgeshire and Peterborough”.

## 5 **TREASURER'S ANNUAL REPORT:** AJ gave the following report:

“This report is for the financial period 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 and the accounts have been independently audited by Tacconi and Green, Accountants.

### **Overall summary of Accounts**

Total income for this reporting period was £136288.93, an increase of 0.4% year on year if you exclude a one-off grant in 2017-18 of £30400. Expenditure for the same period was £157710.96, a decrease of 8.4% year on year. This gave us an end of year balance on the 31<sup>st</sup> March 2018 of £119416.82

### **How do explain the accounts?**

The last 12 months have seen continued pressure on pharmacy remuneration for all contractors and we believe as an LPC we have demonstrated continuing diligence in the way we both received and spent your money as our contractors. This has often involved us in making difficult choices in what we can and cannot afford to do. We have always endeavoured to ensure that we promote pharmacy as a profession within the local communities you serve every day. This period has also seen some contractors in our LPC area cease trading from certain sites, a sure sign of the times in which we find ourselves and a reminder to all of us of the need to be prudent in the

decisions we take.

### **Income**

The primary source of our income as an LPC continues to be from the PPD levy charges collected from our contractors. This accounted for 96.9% of total income compared to 97.8% last year. There has been continued downward pressure on interest rates and so the level of income received in this respect has fallen significantly. When we have run events for contractors we have sought to obtain sponsorship for them but even this is proving more difficult every year due to new and different constraints placed upon us by potential sponsors.

### **Expenditure**

As stated in the introduction we have worked diligently again this year to ensure that we deliver real value for you our contractors. The four main areas of expenditure remain the same as in previous years namely employees, PSNC levy, office rent and the running of the full committee. This totalled £133435 or 87% of total expenditure. This is a decrease of approximately 5% on last year. This is one demonstration of how we have controlled our costs to make sure we get maximum value for our contractors. However this year we have significantly increased the support given to organising and running training and communication events for contractors to support them through the changing demands they face as part of their work in their communities. This year has seen a year on year increase in such expenditure of 96% (£8810 this year compared to £4506 last year). We are pleased to say that those events have been very well received by you and we believe has justified the decision made to spend the money we did.

Therefore this year I believe once again that financially as an LPC we have demonstrated diligence in the use of your money and therefore I commend this budget to you as contractors as one that has supported you to deliver the outstanding care for the patients of Cambridgeshire and Peterborough that you continue to do whilst being supported by your LPC in giving you the representation and training to do so. We do however accept that we can always improve and will continue to strive to that end and so we are open to any ideas and challenges and are happy to discuss all expenditure with any contractor should they wish.

I would like to offer my personal thanks to my Finance sub-group and also every committee member who this year have once again given me their total support and co-operation without which I would not have been able to carry out the function and duties of LPC Treasurer. I would also like to express my thanks to our Governance sub-group who have ensured that we act in a transparent and correct manner in all things financial.

Copies of this report and the annual accounts will be available on the LPC website if you would like to have a copy.”

6 **QUESTIONS FROM THE FLOOR:** No questions were tabled.

7 **ANY OTHER BUSINESS:** There being no further business the meeting closed at 7.15 pm.

Signed..... (Chair) Date.....