

# Minutes of the LPC Annual General Meeting held on Tuesday 17<sup>th</sup> September 2019 At The Marriott Hotel, Huntingdon at 7.00pm

**Present:** Alison Heath (AH) (Chair)

Jody Butler (JB) Shabbir Damani (SD) Chris Grahame (CG)

Rita Bali (RB) (Executive Development

Officer)

Jayne Leckie (JL) Communications Officer)

**Observers:** Ann- Louise Wylie (AW) (locum pharmacist) Simon Swallow (SS) (Lloydspharmacy)

**Speakers:** Paul Nightingale (Consultant working on

Pharmacy Provider Company Proposal)

Belinda Child (Peterborough City Council)

Karen Leete (Caring Together)

Toni Preston (Nestle) Hannah Cordell (Nestle)

Meb Datoo (MD) (Vice Chair)

Karen Cox (KC) Support Officer

Warren Clarke (WC)

Katie Friend (KF)

Anil Sharma (AS)

Carol Farrar (Peterborough City Council)

**Apologies:** Andrew Jones (AJ) (Treasurer)

Omar Kawsar (OK)

Natalie Cox (NC) Hina Patel (HP)

Item No	Details			
item ito	Details			
1	Welcome			
	AH welcomed everyone to the meeting.			
2	Minutes of the Previous Meeting			
	It was agreed that the minutes of the AGM held on 18 September 2018 were a true record and will be signed off by the Chair.			
3	Matters Arising from the Minutes			
	There were no matters arising from the previous minutes.			
4	Chair's Annual Statement			
	AH gave the following report:			
	Good evening. Thank you very much for taking the time to come along this evening.			
	Firstly, I'd like to introduce myself. I am Alison Heath, Chair of the LPC. I was voted into this role			
	just today by the LPC committee – so this is my first task as Chair. I follow Alison Taylor who			
	resigned from this position and the committee a few months ago. I'd like to take the time to			
	publicly thank Alison for all her hard work. She gave highly valued input to the committee and			
	most recently steered and guided the LPC committee through what has been a testing time for			
	community pharmacy. I'd also like to thanks my vice chair Meb Datoo who has temporarily			
	covered this role over the past few months.			
	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 several useful and informative training events.			
	In May we held a spring conference which concentrated on GPhC inspections, revalidation and			
	pharmacy research projects. Feedback for this event was extremely positive with 100% of			



attendees saying they found the event excellent or very good.

We were also pleased to welcome PSNC Chief Executive Simon Dukes and the NPA's Leyla Hannbeck back in December last year. They both spoke about the future of community pharmacy and provided us all with a useful insight into the work that both bodies were carrying out on our behalf.

Alongside these events we have also facilitated several other training events such as Cancer research training session.

We are pleased to have also helped negotiate new services for our pharmacies. We worked particularly hard on the new clinical sharps service which on average will bring in a much needed additional £600 per year for pharmacies.

New services are very much the way forward for pharmacies and an area on which we have and will continue to work hard on. We worked closely with the CCG on a pilot hypertension project in Peterborough which has been very successful. We hope that this will sow the seed for pharmacy to be more involved with hypertension management.

After its resounding success last year we were pleased to take another day out in June visiting as many of your pharmacies as we could. Our committee members find this a really valuable exercise and feedback we have received shows that you do too. It is great to see the fabulous work you all do on a day-to-day basis and to be able to answer any queries or questions you have

It was great to see nearly 97% of pharmacies in our area meet the baseline criteria for the last round of Quality Payments and all of you completing CPAF on time. We provided targeted support to pharmacies who requested our help and provided regular communications on both topics.

We continue to work closely with our colleagues at Norfolk and Suffolk LPCs to deliver projects and share materials. This has saved money and freed up time for our staff to work on different projects.

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

In AJ's absence MD gave the following report:

This report is for the financial period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 and the accounts have been independently audited by Tacconi and Green, Accountants.

### **Overall summary of Accounts**

Total income for this reporting period was £134627, a decrease of 1.2% year on year. Expenditure for the same period was £143080.31, a decrease of 6.9% year on year. This gave us an end of year balance on the 31st March 2019 of £110410.85

## How do explain the accounts?

The last 12 months have once again seen continued pressure on pharmacy remuneration for all contractors and we believe as an LPC we have once again this year demonstrated continuing diligence in the way we have both received and spent your money as our contractors. We were faced with the difficult choice when setting a budget at the start of the year as to whether we should increase our levy to contractors or further reduce once again our reserves to deliver so that we could deliver what we believe was the correct support and advice we give to you as contractors in an ever changing profession. We chose the latter option as we believed it was the



prudent course of action to follow. (Reserves fell by £8453.31 on the year). As a result this has often involved us in making difficult choices in what we can and cannot afford to do. We have always endeavored to ensure that we promote pharmacy as a profession within the local communities you serve every day. Your feedback over this period has confirmed for us that we took the correct decisions.

#### Income

The primary source of our income (98% TY compared with 96.9% LY) as an LPC continues to be from the PPD levy charges collected from our contractors. There has been continued downward pressure on interest rates and so the level of income received in this respect has fallen still further when compared with previous years. Sponsorship continues to be difficult to find despite the tremendous efforts for our Executive Officer and her team. There has been some good news this year with and additional source of income coming from Public Health for visits made to pharmacies within our LPC area by our employees in support of the PH's agenda for pharmacy. This amounted to £2104 for the year.

#### **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 totaled £128810 or 90% of total expenditure. This is an increase on last year due to the fact that we increased the number of employee hours to enable us to meet the demands of the agenda we set out at the start of the year. In the financial climate of the year this might have seemed a strange decision but the support and direction we have given this year I believe more than justifies the choice made and so we entered this new financial position in a stronger position to deliver the demands of the ever-changing pharmacy agenda.

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.

I invite any questions.

6	Questions from the Floor			
	There were no questions from the floor.			
7	Any Other Business			
	There being no further business the meeting closed at 7.15pm.			

c:.		/ Cl:-\	Data
718	7Nea	 ((nair)	Date