

7.1	A survey will be sent to contractors asking about their views on our current communications and any improvements they would like. This will include open questions to encourage new suggestions.	No 21 – JL
7.2	Webinar Packages – the average cost is £66 a month with a minimum 12-month contract. The Committee view was that this software would not bring enough benefit to contractors to justify the cost.	
7.3	PSNC will be launching a new website template later this year. The focus of our website should be the local information that contractors cannot access elsewhere.	
7.4	Social media – the committee discussed the target audience for the LPC. It was decided that we should continue with the current focus of building relationships with stakeholders and supporting contractors rather than trying to create a more public presence.	
7.5	Go to meeting licence – there have recently been some sound issues when holding larger meetings. The licence expires in June and the cost of Zoom is similar.	No 22 – JL
7.6	The Committee thought that the current focus for communications should be GP CPCS and DMS local updates.	No 23 –
7.7	Good news stories and examples of best practice would be useful for JL to include in communications.	ALL
8 PSNC Update		
8.1	AS updated the Committee on the work of PSNC. Funding bids – DoH have still not agreed to write off the advanced funding. They have made an offer for part of the sum which PSNC has declined. There has been lots of communications work carried out with MPs. PSNC have asked to use our MP letters as templates.	
8.2	Greensill Capital – Contractors signed up to the Pharmacy Earlier Payments Scheme (PEPS) are usually paid by Greensill, however they will be paid by directly by NHSBSA and PSNC will monitor the situation.	
9 Treasurers Report		
	<p>AJ gave the following report: Balance at 28/02/21 £126684.21</p> <p>Points to note.</p> <ol style="list-style-type: none"> 1. As this is the final Treasurer’s report of the financial year please can I take this opportunity to thank you for all your support once again this year. I would also like to ask that any invoices for this meeting are submitted before the end of March so that they can be claimed in the financial year in which the expense was incurred. 2. As we look forward into the new financial year I can inform you that we received communication from the PSNC that their levy for the year 2021-22 we will remain at the same level as it was in 2020-21. However, they have asked that we do make an allowance in your finances for 2021-22 for an additional payment to help cover the continued cost of the Wright Report and its work. This information was accompanied by an explanatory letter which I have attached for your information. 3. 2020-21 has been an unprecedented year in many ways that we couldn’t have imagined at the start of it and as such our budget was agreed on the basis that there would not have been a pandemic. We believed that it was the correct budget for the LPC if things had been “normal” and so as a Finance sub-group we have maintained the same budget in principle with a few exceptions and taking into account both inflation and the decision at our January meeting around both staff remuneration and a decrease in the monthly PPD levy on contractors from £11000 to £10000. A copy of the budget is attached for your information and 	

	<p>would ask that we sign this off at our March meeting. If you have any questions please can you contact me before the meeting so we are able to address them accordingly.</p> <p>4. At our January meeting I informed you that the PSNC were holding a virtual LPC Treasurers event on 10th February where they would launch a new suite of recommended finance reports/tools for LPC's to use covering all aspects of LPC finances. As a result, it was anticipated that every LPC would then report in exactly the same way. I did attend the event and as a result there are several changes that we need to implement as an LPC around our finances and the way we record them. As a Finance sub-committee, we have already met to discuss these and what we need to do. These are summarised below:</p> <p>The Finance committee</p> <ol style="list-style-type: none"> 1. The Finance sub-committee should be renamed as the Finance and Audit sub-committee and should consist of a minimum of three members drawn from the other sub-groups. They should meet at least quarterly to oversee the finance issues of the LPC. The committee also must have in place a written terms of reference document which outlines their financial responsibilities. <p>Our recommendation – we appoint another person to the committee who should be a CCA representative to maintain an appropriate balance. We will meet quarterly and adopt the new Finance and Audit sub-committee title. Terms of reference document to be written.</p> <p>Financial controls</p> <p>We need to review some of our internal controls and implement some additional controls which would include the following:</p> <ol style="list-style-type: none"> 2. Any payment in excess of £250 we need to have a second signatory to authorise the payment. This should be a member of the sub-committee and not an employee. 3. It is good practice for us to maintain a financial risk register. 4. We should have a Terms of Reference document in place to outline what the Finance and Audit sub-committee are responsible for. A draft copy is attached which will need to be reviewed and agreed at the next full committee meeting. <p>Our recommendation - we implement these changes.</p> <p>Budgeting.</p> <ol style="list-style-type: none"> 5. We produce a three-year budget which is set in year one and that for years two and three a cost +or – basis is applied. 6. Once agreed for transparency purposes the budget should be published on the LPC website so that it is available for contractors 7. The Model Constitution states that once agreed a copy of the budget should be sent to the NHSCB no later than one month prior to the beginning of the financial year for which it applies. <p>Our recommendation - we adopt the above and agree to send this year's budget to the NHSCB as soon as it is agreed.</p>	
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	<p>Payroll.</p> <ul style="list-style-type: none"> All payments paid directly to committee members such as Honoraria (as opposed to employing companies) should go through payroll and not be paid directly to them. <p>Our recommendation - we adopt this in discussion with the affected parties and our payroll provider. This will have cost implications for the LPC due to employer liabilities etc.</p> <p>Miscellaneous</p> <ul style="list-style-type: none"> HMRC – we will need to reapply to HRMC for exemption from Corporation Tax this year. Standard templates for Annual Budgets and Quarterly Reporting are available <p>Our recommendation – we comply and use the above. Also, at the meeting two HR/personnel issues were raised and it was recommended that the LPC consider whether they have put them into place. In the light of the current situation in which we find ourselves due to the pandemic have the LPC:</p> <ol style="list-style-type: none"> Carried out risk assessments on the place of work for employees who may not be working at their regular place of work, and Have we had the necessary conversations, and if so have we documented them, to ask our current employees if they we need us to make any adjustments to their normal working pattern? <p>I leave these two points for discussion by the full committee. All other matters discussed were already in place.</p> <p>9.1 The Committee discussed the recommendations made by the Finance sub group. HP proposed that all the recommendations were accepted, this was seconded by KF. The committee voted unanimously in favour. WC agreed to be the second signatory on the bank account.</p> <p>9.2 AJ explained that the proposed budget had a significant overspend against income which will bring us in to line with the six- or seven-months reserves suggested by PSNC. RB asked why the May admin for payroll cost was higher than other months. AJ explained this was to cover the costs of end of year reporting and preparation of employee P60s. There were no further questions about the draft budget. AS proposed that the budget was approved for 2021/22, this was seconded by HP. The committee voted unanimously in favour.</p> <p>9.3 RB and JL had discussed flexible working arrangements while JL was home schooling. They will make a record of this conversation.</p> <p>9.4 AJ reminded the committee to submit any invoices or expenses claims promptly so they can be paid before the end of the financial year.</p> <p>9.5 MD thanked AJ for his work as Treasurer over the past year.</p>	<p>No 24 – KC NO 25 – RB/JL</p> <p>No 26 – ALL</p>
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10	Services, Relationships and Communications Report	
10.1	The report was circulated to the committee prior to the meeting. GP CPCS – weekly meetings are now being held with MLCSU, who will be in place until July 2021 to provide project management support. SK asked what training was in place for the surgery staff. MLSCU have a project plan which includes providing training for surgeries.	
10.2	Hep C antibody service – AS and SK have expressed interest for pharmacies to deliver this service.	No 27 – RB
11	Pharmacy Workforce	
	<p>Many contractors in the area are struggling for workforce. The LPC has been made aware of one pharmacy which has been unable to open on a regular basis. Committee members noted that locums were travelling from further afield. There are many factors which can affect the workforce:</p> <ul style="list-style-type: none"> - PCNs offer more flexibility and better use of clinical skills. - There is no protected training time for community pharmacists, so is usually completed during their own time. - The rural nature of our county has always had an impact when trying to attract workforce - Lack of supporting workforce has led to pharmacists feeling community pharmacy is unsafe <p>There are pharmacists who are very engaged with community pharmacy, who enjoy their roles. AJ suggested we use them to write an occasional ‘day in the life’ article to promote working in community pharmacy.</p> <p>This is not just a local problem; pharmacists have been added to the Governments priority profession list. AS pointed out the differences in Scotland and Wales where the Chief Pharmacists are more engaged with community pharmacy than Keith Ridge.</p>	
12	Any Other Business	
12.1	AS asked how decisions on covid vaccination sites were being made. RB explained that decisions had been made very quickly by the NHSE regional teams. The CCG are now taking more decisions and are most interested in sites which can over 1000 vaccines a week unless they are in an area of low uptake. Other practical issues such as size of premises and car parking are also considered. RB has been involved in initial conversations about pop up sites and covid vaccination buses.	
12.2	HP suggested that we remind contractors to ensure that training for all services is up to date.	
12.3	AS suggested that as we currently have three vacancies this is a good time to reduce the size of the committee to ten members. This will have cost saving benefits. It was agreed to trial this until the next election.	No 28 – JL
13	Next Steps	
	Minutes and Action Log will be sent out.	
13	Close of Meeting	
	There being no further business the meeting closed at 12.10pm. The next meeting will be held virtually on Tuesday 18 th May 2021.	



Signed

(Chair) Date 18/05/2021