

Minutes of the LPC Annual General Meeting held at 7.15pm on Tuesday 22nd September 2020 via Go to Meeting.

Present:	Alison Heath (AH) (Chair) Andrew Jones (AJ) (Treasurer) Shabbir Damani (SD) Miguel Garcia (MG) Hina Patel (HP) Rita Bali (RB) (Executive Development Officer) Jayne Leckie (JL) (Communications Officer)	Meb Dattoo (MD) (Vice Chair) Wojciech Cwiek (WC) Katie Friend (KF) Chris Grahame (CG) Anil Sharma (AS) Karen Cox (KC) (Support Officer)
Observers:	Kumar Ladva (KL) (Kumar and Numark Pharmacy)	Sai Narra(SN) (Willingham Pharmacy)
Speaker:	Professor David Wright author of the Pharmacy Representation Review.	
Apologies:	Renate Bulvane (RB)	Natalie Cox (NC)

Item No	Details	Action (see action log)
1	Welcome and Introduction AH welcomed everyone to the meeting	
2	Minutes of the Previous AGM MD proposed that the minutes of the previous AGM held 17 th September 2019 were accepted as a true record of the meeting. This was seconded by CG	
3	Matters Arising from the Minutes There were no matters arising from the previous minutes.	
4	Chairs Annual Statement AH gave the following report: The year from April 2019 to March 2020 has been a very significant and successful year for pharmacy, as well as a challenging one. We have made several significant achievements which I'd like to celebrate with you. I am delighted to say that every pharmacy has received a face-to-face visit from either our staff members or committee members. We know you value the opportunity to speak to us in person and when the national situation allows we will	

	<p>restart this successful programme.</p> <p>We have also had two new services commissioned in our area. By working with the CCG we have helped set up the palliative care scheme. This has brought an additional £2400 of funding to the 12 pharmacies that participate. The new clinical sharps service which is running across the county has also been very successful and has generated on average £600 of additional money to each pharmacy.</p> <p>We have worked hard on developing relationships with other healthcare providers and organisations. As a team we have supported several events run by Diabetes UK, Lynchwood Business Park in Peterborough, a CPPE CPCS learning event and worked with the CCG and Cambs Fire Service on an emollient fire safety campaign.</p> <p>PCNs have also been a focus and we helped facilitate the formation of these in our area and ensured all groups had a pharmacy lead. We have taken part in the ‘walking in my shoes’ initiative with the STP and have ensured that community pharmacy is represented and recognised.</p> <p>We remain in regular communication with our local MPs and have lobbied them on your behalf on issues such as pharmacy funding. In March this year we were pleased to host a visit from Lucy Frazer MP to Haddenham Pharmacy.</p> <p>No doubt you will have all being receiving our regular updates. We hope you find these useful. Our website usage continues to increase and we are regularly engaging with our healthcare colleagues and other stakeholders on social media.</p> <p>Of course, I can’t talk about the past year without recognising the fantastic work carried out by all of you during the past few months. You have faced all the challenges COVID has brought us head on and consistently gone over and above to provide an essential service to Cambridgeshire residents and for that we thank you.</p> <p>I am proud to be a pharmacist and look forward to representing you all over the next year.</p>	
5	<p>Treasurers Annual Report</p>	
	<p>AJ gave the following report: This report is for the financial period 1st April 2019 to 31st March 2020 and the accounts have been independently audited by Tacconi and Green, Accountants, St Ives, Cambridgeshire.</p> <p>Overall summary of Accounts Total income for this reporting period was £144900, a increase of 7.6% year on year. Expenditure for the same period was £141438, a decrease of 1.1% year on year an excess of income over expenditure of £3462. This gave us an end of year balance on the 31st March 2019 of £114425(last year £110963).</p> <p>How do explain the accounts? The financial climate and government policy during the 12 months period covering these accounts has once again seen continued pressure on pharmacy remuneration for all contractors. Therefore, as an LPC committee we have endeavoured to demonstrate once again due diligence in the way we have managed LPC finances both in the way we have received and spent your money as</p>	

contractors in this LPC area. There have been occasions when we have had to make difficult choices on how to spend money but when faced with the choices we have always tried to carry out that which we believe is both correct to support you in delivering your business on a day on day basis and for the profession as a whole in Cambridgeshire and Peterborough. This can be demonstrated in the way we supported you, our contractors in the events we ran across the year, feedback from which was extremely positive. The finance process for the LPC started with the agreeing of a budget at the beginning of the year and carried through to the end of the year when we can demonstrate that we delivered on that budget. The last two months of the year showed a significant decrease in expenditure due to the early impact of the Covid-19 virus and this explained why we ended with a surplus of income over expenditure.

Income

The primary source of our income(98.7% TY compared with 98% LY) as an LPC continues to be from the PPD levy charges collected from our contractors. In addition this period we continued to seek sponsorship for our events. If you were to examine our expenditure on events you would notice that there is a decrease in expenditure of 67.3%. This does not indicate that we carried out a decrease in events but demonstrates how successful our team of employees were at gaining sponsorship. We are also glad to report that we were successful in gaining additional income from Public Health for visits made to pharmacies within our LPC area by our employees in support of their agenda for pharmacy. This amounted to £1000 for the year.

Expenditure

As stated in the introduction we have worked diligently again this year to ensure that we deliver real value for money 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 £133925 or 94.7% of total expenditure. This represents an increase on last year of 4% which is accounted for by the fact that this year we were fully staffed, unlike last year where we had a vacancy for part of the year, and the resulting increase in base salary costs and the associated costs namely NI contributions and Work Place pension costs. In addition, our employers pension contributions increased as we were required by the government to pay an additional 1% contribution due to length the scheme has been in place. Despite all of this we continue to believe that the level of staff employed is correct if we are to meet the demands of the agenda we set out at the start of the year. To compensate for this increase in our base costs we decreased the costs of locum cover by 32.6%. This was achieved by making more use of the opportunities of holding virtual meeting and having less frequent meetings in general. This also enabled us to reduce travel costs by a similar percentage (32.3%). The PSNC levy remained the same as the previous year at £41442.

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

	<p>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.</p> <p>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.</p> <p>Copies of this report and the annual accounts will be available on the LPC website if you would like to have a copy.</p> <p>I invite any questions.</p> <p>The accounts were proposed by AH and seconded by CG.</p>	
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 7.32pm	



Signed

(Chair)

Date: 21/09/21