

Minutes of the LPC Annual General Meeting held at 7.00pm on Tuesday 21<sup>st</sup> September 2021 at Brampton Park Golf Club.

Present:	Alison Heath (AH) (Chair)	Meb Dattoo (MD) (Vice Chair)
	Andrew Jones (AJ) (Treasurer)	Katie Friend (KF)
	Bali Kail (BK)	Sai Koneru (SK)
	Kathryn Newton (KN)	Anil Sharma (AS)
	Rita Bali (RB) (Executive Development Officer)	
	Karen Cox (KC) (Support Officer)	
	Jayne Leckie (JL) (Communications Officer)	
Observers:	Shilpa Patel (SP) (Lloydspharmacy)	
	Ann Santosh (Asa) (Lloydspharmacy)	
	Geeta Sharma (GS) (Waterbeach pharmacy)	
Speakers:	David Parke, CCG Associate Director of Primary Care	
	Sati Ubhi, CCG Chief Pharmacist and Deputy Director	
	Dr Cathy Bennett, CCG Clinical Lead for Prescribing	
	Paul Taylor, Project Lead. ICS Support Hub	
	Heather Dadds, Senior Project Manager, Primary Care Occupational Health Pilot	
Apologies:	Wojciech Cwiek (WC)	Shabbir Damani (SD)
	Hina Patel (HP)	

Item No	Details
1	<b>Welcome and Introduction</b> AH welcomed everyone to the meeting.
2	<b>Minutes of the Previous AGM</b> AJ proposed that the minutes of the previous AGM held 22 <sup>nd</sup> September 2020 were accepted as a true record of the meeting. This was seconded by MD.
3	<b>Matters Arising from the Minutes</b> There were no matters arising from the minutes.
4	<b>Chairs Annual Statment</b> AH gave the following report:  Good evening. Thank you all for coming out tonight, it is great to finally see you face-to-face again.  The year from April 2020 to March 2021 is one that none of us will ever forget. I am sure you'll agree with me when I say it has been one of the most difficult and challenging periods for community pharmacies on both a professional and personal level.  However, as a profession we met the challenge head on. Day-in and day-out we continued to deliver an outstanding healthcare service for our patients and communities and for that we should all be very proud.

The true value of pharmacy has been demonstrated loud and clear. When our GP, optician and dental colleagues all closed their doors we remained open and saw patients face-to-face – sometimes at great personal risk. We ensured shielding patients received their medicines, continued to advise on minor ailments and during the autumn and winter period delivered our biggest ever flu vaccination programme.

As an LPC we have worked tirelessly this year to ensure services are tailored to the new unusual working situations you found yourselves in and that you had the correct protection and access to help if needed.

We successfully petitioned to secure funding from the CCG for protective screens to be installed in all pharmacies. This was several weeks before the national offering and undoubtedly prevented many cases of COVID within our pharmacies.

During the first lockdown to help address the staffing issues and increased demand on your services we facilitated help from local volunteer groups and councils. These teams provided tremendous assistance with medicine deliveries and tasks such as managing queues.

Our close working relationship with the CCG also meant that all community pharmacy staff were given access to our local COVID vaccination booking service in early January alongside other frontline healthcare workers. An offer taken up by 85% of the pharmacy workforce.

We have also recognised the mental toll the past year has had on our pharmacy teams so we ensured that community pharmacy teams were included in a county health and wellbeing service created for health workers. This provides free counselling and support for people struggling as a result of the pandemic. We created a dedicated wellbeing area on our website which has been well used.

Three new services have launched during the past year – the care homes service, emergency palliative care stock service and clinical sharps service. All bringing in much needed additional funding.

At every opportunity we have lobbied our local MPs on issues such as pharmacy funding and of course drawing attention to the extraordinary work you have carried out. As a result, three of our local MPs took the time to visit a pharmacy in their constituency to thank teams and speak about the ongoing funding and support issues.

During this period, we have been pleased to recognise and celebrate many of our successes. We were delighted to nominate and see Staploe Pharmacy become a finalist in the Chemist and Druggist awards for their brilliant HLP work. Our work with local partners on the emollient fire safety campaign received a national Presquip award and our achievements on the Antibiotic Guardian campaign and System Wide Out of Stock Working group were also commended.

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.

As an LPC we look forward to continuing our support over the next year and hopefully we will be able to continue to see you face-to-face.

I'd like to finish by thanking you for your commitment and hard work. 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 you should be immensely proud.

5	<b>Treasurers Annual Report</b>
	<p>AJ gave the following report:  This report is for the financial period 1 st April 2020 to 31st March 2021 and the accounts have been independently audited by Tacconi and Green, Accountants, St Ives.</p> <p><b>Overall summary of Accounts</b>  Total income for this reporting period was £149000.18, an increase of 2.8% year on year.  Expenditure for the same period was £141757.02, an increase of 0.2% year on year. This gave us an end of year balance on the 31st March 2021 of £121668.34 and a surplus of £7243.16 of income over expenditure for the year.</p> <p><b>How do explain the accounts?</b>  The 12-month period covered by these accounts has been truly unique in that they were completely covered by the period where we operated under Covid-19 restrictions and the way we have all been required to operate has been like nothing before. Therefore, our income and expenditure saw new and different demands placed upon them but we endeavoured to operate in a way that we believe supported you, our contractors to navigate your way through the demands placed upon you by the virus and the expectations and demands of your patients and communities in these trying times. Whilst not finance related I would wish to take this opportunity to place on record my personal thanks and admiration for everything that you did for your patients and communities and the way you and your colleagues went above and beyond to in many instances exceed both their health and very often non-health needs and show once again how essential a role community pharmacy plays in the health provision of your communities and this country. Therefore, we as an LPC had to operate differently this year and had to take decisions which we believe supported you whilst also keeping our employees and committee members safe.</p> <p><b>Income</b>  The primary source of our income (92.8% TY compared with 98.7% LY) as an LPC continues to be from the Statutory PPD levy charges collected from you, our contractors. This is the lowest % for several years and was driven by our ability to apply for and ultimately receive a grant of £10000 from Peterborough City Council to support us with our costs relating to Covid-19. This was used to primarily cover the costs of maintaining an office despite the fact that no employees used the office due to the government requirements to work from home where this was possible.</p> <p><b>Expenditure</b>  As in previous years despite the demands of Covid we have endeavoured to work again this year to ensure that we deliver real value for you our contractors in the way we spend your money. 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 £135200 or 95.4% of total expenditure. This is an increase on last year due to the several factors all of which were unique to this year. They include a one-off payment to the PSNC to cover our part of the costs of the Wright Review, a one-off payment to LPC employees to cover the cost of home working and recognise the additional pressures they worked under due to Covid demands and whilst we could not hold face-2-face meetings we needed to upgrade our IT capabilities to support remote working and all meetings. This was partly offset by very limited travel expenses. We also entered into an annual contract to allow us access to professional HR advice should we need it.</p> <p>Therefore, this year I believe once again that financially as an LPC we have demonstrated due 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. We do however accept that we can always improve and will continue to strive to that end and so we are always open to</p>

	<p>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 matters 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>
6	<b>Questions from the Floor</b>
	There were no questions from the floor.
7	<b>Any Other Business</b>
	There being no further business the meeting closed at 7.22pm.

Signed.....(Chair)

Print..... Date...../...../.....