

## Minutes of Inaugural Meeting - 4<sup>th</sup> July 2023

### Attendees:

**Coll Michaels** - Chair, BedsLPC  
**Nishil Shah** - Vice-Chair, Beds LPC and Independent LPC Member (Retrolink Ltd)  
**Anne-Marie King** - Chief Officer, Northants MK LPC  
**Gerald Zeidman** - Chief Officer, Beds LPC  
**Paul Fearon** - Treasurer, Beds LPC  
**Ethel Shaw** - Business Manager, Beds LPC

**Viren Bhatia** - LPC Member, Independent representative (Kalki Health Ltd)  
**Rishi Hindocha** - LPC Member, Independent representative (Pharmacy Cherry)  
**Mahesh Shah** - LPC Member, Independent representative (Sampson AP Ltd)

**Lakhminder Flora** - LPC Member, CCA representative (Boots)  
**Paige Gresham** - LPC Member, CCA representative (Well)  
**Veronica Horne** - LPC Member, CCA representative (Boots)  
**Gordon Ross** - LPC Member, CCA representative (Boots)

**Bobby Arora** - LPC Member, AIMp representative (Peak Pharmacy Ltd)  
**Ronak Maroo** - LPC Member, AIMp representative (Westbourne Pharmacy Ltd)  
**Has Modi** - LPC Member, AIMp representative (Jardines - UK Ltd)

### Apologies:

**Carolynne Allan** - Chair, Northants MK LPC

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Number	Minuted Item	Presenter
1	Welcome to the new Committee and Introductions Coll, as TUPE'd Chair from BedsLPC, asked everyone to give a brief introduction prior to the commencement of the meeting.	Chair
2	Sponsor's Presentation  A copy of the presentation given at the meeting will be distributed to the committee	TestCard representative



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3	<p>Declaration of Interests and Governance</p> <p>'Declaration of Interests' and 'Confidentiality Agreement for LPC Members' forms from Officers and members were received.</p> <p>Gerald confirmed the new organisation is registered with the Information Commissioners Office (ICO) as of 29<sup>th</sup> June 2023.</p> <p>Lakhminder Flora is the new Data Controller.</p>	All
4	<p>Caretaker Group update</p> <ul style="list-style-type: none"> <li>• Notes from Joint Officers' workstream meeting held 21<sup>st</sup> June 2023</li> </ul> <p>Coll gave the background to why the Caretaker Group was formed and its purpose.</p> <p>Veronica asked for clarity around the elected Officer roles and their related costs. Paul clarified the following per annum honoraria for BedsLPC:</p> <ul style="list-style-type: none"> <li>&gt; Chair – £4277</li> <li>&gt; Vice Chair - £2140</li> <li>&gt; Treasurer – £3633</li> </ul> <p>This does not include expenses or additional ad-hoc meetings and associated preparation for those meetings, which is claimed and paid separately.</p> <p>It was noted that in addition to his role as Chair, Coll is responsible for BedsLPC payroll.</p> <ul style="list-style-type: none"> <li>• Recommendations including selection of Chair, Vice Chair and Treasurer</li> </ul> <p>Has and Mahesh requested Agenda item 7 – relating to the confidential discussion, is moved and discussed at this point.</p> <p>Coll explained the agenda had been discussed in great detail and subsequently agreed by the Caretaker Group.</p> <p>After considerable debate it was agreed that a vote should be taken. The committee unanimously agreed for the confidential part of the agenda to take place after the Treasurer's Update.</p>	Chair

5	<p>Treasurer's update</p> <ul style="list-style-type: none"> <li>• LPC Equalisation of Reserves as of 1<sup>st</sup> July 2023</li> <li>• External funds</li> </ul> <p>Paul raised a concern that Northampton &amp; MK LPC funds are all held in one account. The External Funds they hold do not belong to the LPC. Therefore, Paul suggested he should move the External Funds into the Instant Access Saving (IAS) account, where they would be ring fenced. The associated stakeholders would decide how these are used.</p> <p>At the end of March 2023 there was a difference of an average of £288 levy per Contractor between the two LPC's and this has been reduced to £5 at the end of June 2023. It will reduce further when accruals for the two old LPCs are taken into account:</p> <p>The accruals will reduce the difference to between £2 and Zero and this means that the task of Equalisation has been successfully completed.</p> <ul style="list-style-type: none"> <li>• Bank account balances as of 1<sup>st</sup> July 2023</li> </ul> <p>Paul confirmed these as:</p> <ul style="list-style-type: none"> <li>➢ BedsLPC - £68, 053.05</li> <li>➢ Northampton &amp; MK LPC - £102, 875.35</li> <li>➢ Resulting in - BLMK &amp; Northants LPC - £170, 928.40</li> <li>➢ Northampton &amp; MK LPC External Funds - £275,921.90</li> </ul> <p>Paul confirmed the considerable amount of paperwork relating to contractor levies has been submitted to and acknowledged by NHS BSA.</p> <p>A number of concerns from Northampton &amp; MK contractors have been received by Has relating to the significant increase of their levy due to Equalisation. He acknowledged this would reduce, now Equalisation has been achieved. However, their levies would remain at an increased level.</p> <p>He requested that a communication for contractors is drafted explaining how contractor levies are calculated.</p> <p><b>ACTION</b> – AMK to send PSNC communication to PF for PF to prepare a communication for contractors.</p> <p>It was noted that BedsLPC levies had been held at the same level since 2014.</p> <ul style="list-style-type: none"> <li>• Expenses</li> </ul>	Treasurer
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6	<p>Confidential discussion, excluding Chief Officers &amp; LPC Business Manager</p> <p>This item was moved up on the agenda for confidential discussion by the committee.</p> <p>The Chair, Treasurer, Chief Officers and LPC Business Manager were asked to leave the meeting.</p> <p>They were requested to return to the meeting after the confidential discussion had concluded.</p> <p>Nishil Shah was voted as the new Chair with Viren Bhatia as Vice Chair. Paul Fearon remains as Treasurer. Nishil and Viren thanked the committee for their confidence in voting them as Chair and Vice Chair.</p> <p>Paul also thanked the committee and asked that his term is reviewed after 12 months with a view to him training a successor, who will succeed him after a further six-months in April 2025.</p>	
7	<p>For discussion - role of the merged LPC</p> <ul style="list-style-type: none"> <li>• Initial priorities for Community Pharmacy BLMK &amp; Northants</li> <li>• Sub-committees <ul style="list-style-type: none"> <li>○ Finance</li> <li>○ Governance</li> <li>○ Strategy</li> <li>○ Market Entry</li> </ul> </li> <li>• Training opportunities <ul style="list-style-type: none"> <li>○ LPC members</li> <li>○ LPC employees</li> </ul> </li> </ul> <p>There was insufficient time to discuss this item.</p> <p>It was therefore agreed to schedule a follow-up LPC virtual meeting for Wednesday 19<sup>th</sup> July at 19:30hrs.</p> <p><b>ACTION</b> – Ethel to send out calendar invite for meeting.</p> <p><b>ACTION</b> – Sub-committee job descriptions and Terms of References to be distributed to committee members by the LPC office in advance of the meeting.</p>	Chair & All
8	<p>Matters of report</p> <ul style="list-style-type: none"> <li>• Contract reports</li> </ul> <p>These were noted.</p>	Chief Officers

9	<p>AOB</p> <ul style="list-style-type: none"> <li>• <i>Notified to LPC Office, in advance of meeting</i></li> </ul> <p>Gerald thanked Coll for his long period as Chair of BedsLPC during a time of considerable change.</p> <p>Coll had provided strong leadership, unwavering commitment, dedication and mentoring to both Officers and committee members.</p> <p>He wished Coll well for the future and also wished Nishil and Viren success in their new roles.</p>	All
10	<p>To be agreed:</p> <ul style="list-style-type: none"> <li>• Date of follow-up virtual evening meeting</li> <li>• Dates of future meetings for 2023/24</li> </ul> <p>To be discussed and agreed at the Follow-up meeting on 19<sup>th</sup> July.</p>	All
11	<p>Concluding comments</p> <p>Coll wished the new committee and officers every success for the future.</p>	Chair
12	<p>Close of meeting</p> <p>16:30hrs</p>	

Chairperson \_\_\_\_\_

Date \_\_\_\_\_