



## Virtual Meeting September 27th 2023

### Attendees:

**Nishil Shah** - Chair and Independent LPC Member (Retrolink Ltd) **NS**  
**Anne-Marie King** - Chief Officer **AMK**  
**Paul Fearon** - Treasurer **PF**  
**Viren Bhatia** - Vice Chair, Independent LPC Member (Kalki Health Ltd) **VB**

**Rishi Hindocha** - Independent LPC Member (Pharmacy Cherry) **RH**  
**Mahesh Shah** - Independent LPC Member (Sampson AP Ltd) **MS**

**Lakhminder Flora** - LPC Member, CCA representative (Boots) **LF**  
**Veronica Horne** - LPC Member, CCA representative (Boots) **VH**

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

### Apologies:

**Gordon Ross** - LPC Member, CCA representative (Boots) **GR**  
**Paige Gresham** - LPC Member, CCA representative (Well) **PG**

### Annual General Meeting

AGM – Returned votes received from CCA members – Well, Boots, Asda and Rowlands.

Votes at the meeting from committee members from previous LPC's.

Beds and Luton LPC – All previous members approved documents  
Northamptonshire and MK – All previous members attending approved

The Annual Accounts for both previous committees were therefore accepted. This concluded the business of the AGM.

### Committee Meeting.

#### Finance

TOR – Copy circulated prior to meeting. Accepted by all members at the meeting.  
PF explained the difficulty of submitting a forecast for the next 9 months for the new combined committee. PF explained that the figures presented had been scrutinised prior to the meeting by the finance sub-committee.  
PF presented the documents submitted prior to the meeting. Confirmed all outstanding invoices have been paid and monies transferred into new accounts for the newly established LPC.  
PF provided a detailed explanation of all items listed in the presented accounts.  
No questions were raised by the committee.

Notes shared from Finance sub committee meeting held on 18<sup>th</sup> September 2023. Notes of this meeting shared prior to meeting.

LK – Expressed thanks to PF for all his work in preparing the merged LPC accounts.

PF – Confirmed that there was a CPE meeting for Treasurers 26.9.23. Updated finance guide will be issued 28.9.23, HR survey coming out in coming weeks and governance framework by end of year. Our NPA Directors insurance record of interest had not been actioned by CPE and it had been raised and was being investigated.  
AMK confirmed various LPC's were in the same situation.

PF – Explained that we have a potential liability of an £18K payment for employee NI payment.  
MS – Questioned if it was correct to pay NI for officer's honoraria payments.  
PF – Explained that it was a requirement of HMRC and that as an LPC we were liable for honoraria NI payments.  
HS – supported MS in that we should not pay NI to HMRC for honoraria payments.  
LF – confirmed that we needed to make the payments to comply with HMCR regulations.  
PF – confirmed would check again with J Shah, Accountant.

### **Governance subcommittee**

BA confirmed no meeting had taken place to date. NS asked for meeting to agree TOR before next meeting in November

### **Strategy subcommittee**

No meeting had taken place to date. Meeting to be coordinated by AMK to take place before November meeting.

### **Market entry update.**

AMK – discussed the document circulated prior to the meeting (copied in Reports section). AMK requested support in responding to correspondence and NS asked for all committee members to provide comment or nil response when emailed.

### **External Funds Projects.**

AMK presented review as per PF finance documents distributed prior to the agenda.

## **Stakeholder Engagement**

### **Funmi Balogun – Community Pharmacist Clinical Lead (CPCL) BLMK ICB.**

Funmi introduced herself.

Slides presented will be sent to AMK for distribution.

Funmi expressed pleasure in movement of Independent Pathfinder Programme and described funding achieved and progress achieved in moving the programme forward.

Discussed programme of communication and engagement and confirmed number of pharmacies signed up.

CPCS – Funmi shared improvements with CPCS. Discussed desire to share best practice to improve commitment and engagement in community pharmacy.

LK asked question on integration MOU available to pharmacies in BLMK. Raised concern of using WhatsApp and personal numbers and governance of this for Boots. Funmi explained that the use of WhatsApp had helped with communication and managing of shortages across the area. Funmi explained the positives of the use of WhatsApp and suggested using some of the funding to purchase phones to be used within pharmacies rather than relying on personal devices.

HM questioned how we could get more contractors to sign up for the integration fund. Funmi expressed her desire to get more contractors to sign up and explained that response to NHS mail was a struggle. Funmi explained the need for a good communication and engagement process.

Although there is more than 50% to sign up Funmi explained the plan to engage and understand why some contractors have not signed up.

MS – Congratulated on securing the funding. Ask what would happen to the balance of funds if not used by pharmacy. If contractors have not claimed Funmi explained they would initially engage further with these contractors. Funmi then said that they were looking at gaps in supporting

community pharmacy and would use the monies for all contractors. Suggested it could be used to understand why some contractors are not engaging through the current communication methods. MS – Ask for confirmation that funds not used would be ring fenced for community pharmacy Integration. Funmi confirmed she would do all she could to ring fence that money. MS offered support and Funmi explained that she was already in discussed with AMK. AMK – Offered appreciation for the difficulty in gaining funding and offered support that in future any funding could be visible to the LPC and that the LPC could hold such funds securely for community pharmacy. Funmi was receptive to this.

Shiny Mind App available to BLMK Primary Care colleagues, including CP. Uptake low however. AMK to remind contractors of the offer of free access to the app.

### **Mini Satheesh, CPCL Northamptonshire ICB**

Slides from the meeting will be shared following the meeting.

BA – Asked for details concerning the tier 3 service and Otis media (Extended Care Midlands NHS area only). BA asked how pharmacists could provide the service without an otoscope. Mini explained that the setup costs and contract include monies for purchasing an otoscope.

AMK – Asked as to how extended care and common condition service (CCS) would dovetail to avoid overlapping services. Mini explained she felt any condition covered in extended care would be exempted in common condition services.

AMK – explained that the Otis media service was the service generating the most interest but training was lacking. AMK asked if there was any funding for training going forward. Mini was positive that pharmacy integration funds may be available to provide this training. AMK suggested that ICB money currently being held by the LPC could be used for training locally.

MS – Requested detail as to what platform was being used to record and report the services. Mini explained that for the extended care services it was PharmOutcomes. Mini further explained that for CCS there was currently no confirmed platform but she believed it would be an integrated system. Mini explained that there was currently a digital working group looking into this.

MS – Asked what the fee structure was for CCS. Mini said that at present no fees has been discussed. MS asked if this would be passed to the LPC for review when completed and Mini assured this would be the case.

### **CPE Vision document.**

Some committee members discussed their views on the document and vision for community pharmacy. It was agreed that the strategy committee may want to engage with stakeholders following their meeting. It was requested for the input of AMK at this meeting as she would be key to its delivery and success.

### **AOB**

Please review the Constitution forwarded by MS and feedback any comments prior to a discussion at our next meeting on 22<sup>nd</sup> November.

22<sup>nd</sup> November – Likely to be Holiday Inn Newport Pagnell for face to face meeting as this is the best rate locally for our meeting. MS suggested that other locations within GP surgeries may be cheaper. NS suggested any suggestions could be forwarded to CO for consideration.

### **Minutes for further meeting.**

It was suggested that we need someone who could provide secretarial skills to record and prepare accurate and consistent minutes for our meetings rather than committee members providing an inconsistent service.

Chairperson signature  \_\_\_\_\_

Date \_\_\_\_\_

22nd November 2023

**Reports:**

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## Market Entry July 4th onwards

A **change of ownership application** in respect of the pharmacy at **Burton Latimer Health Centre**, Higham Road, Burton Latimer. As an excepted application this has been considered and has been approved as:

- Confirmation has been received from the current owner (Lloyds Pharmacy Ltd) of their intention to transfer ownership to Saffron Apothecaries (Leicester) Ltd should this application be approved

A **change in ownership** with effect from **01/08/2023** the pharmacy at **315-317 Wellingborough Rd, Northampton, NN1 4EW previously Lloyds Pharmacy Ltd** will be operated by **Health Corner Limited (T/A Sage Pharmacy)**

A **change of ownership application** in respect of the pharmacy at 18 Headlands, Kettering, NN15 7HP. Confirmation of transfer of owner to HEALTH CORNER LIMITED  
No date or ODS yet.

**Application for inclusion in a pharmaceutical list** at 113, 400 Victory House, Pavilion Drive, Northampton, NN4 7PA in respect of distance selling premises by Collimation Limited . 45 day notice. **Reps required by 4/9/23**

Application by MEDYSENSE LTD for a **change in ownership** at New Rothwell Medical Centre, Desborough Road, Rothwell, Northamptonshire NN14 6JQ

As an excepted application this has been considered and has been approved as:

- Confirmation has been received from the current owner (Lloyds Pharmacy Ltd) of their intention to transfer ownership to Medysense Ltd should this application be approved

**Unforeseen benefits application** – best estimate

Application by Knights Chemist Ltd (the applicant) to open a pharmacy between 75-85 Chatworth Drive, Banbury, Oxfordshire OX16 9YJ. Reps invited by 18/9/23...LPC responded

With effect from **07/08/2023** the pharmacy at **10 Greenview**

**Drive, Northampton, NN2 7LA (from Lloyds)** will be operated by **Kara Brothers Ltd** and the pharmaceutical list for the area of **Northamptonshire** Health and Wellbeing Board will be amended with effect from that date

Application by JARDINES (UK) LTD for a **change in ownership** at the Cottons, Meadow Lane, Raunds, Northamptonshire NN9 6UA

As an excepted application this has been considered and has been approved .

**No significant change relocation** to 5-6 St. Johns Square, Daventry, Northamptonshire, NN11 4FG by Daventry Pharma Ltd (Day and Night Pharmacy). Current premises 5 St John's Square, Daventry NN1 4FG Reps by 25/9/23 LPC responded

APPLICATION BY JARDINES (UK) LTD FOR A **CHANGE OF OWNERSHIP** AT 1 BROOK STREET, RAUNDS, WELLINGBOROUGH, NN9 6LL (ex Lloyds)

**Combined change of ownership and no significant change relocation** application for Superdrug Stores Plc from Swansgate Centre, 71-72 Corn Lane, Wellingborough, Northamptonshire, NN8 1EZ, to 34 Cambridge Street, Wellingborough, Northamptonshire, NN8 1DW Su Pharma LTD REPS by 28/9

From 17/8 Lloyds Field Street Kettering NN16 8EJ, now FTT08 and t/a Sage Pharmacy (Healthcorner).

MEDSTONE LTD - APPLICATION FOR INCLUSION IN THE PHARMACEUTICAL LIST FOR A **DISTANCE SELLING PHARMACY** AT 110 BUTTERFIELD INNOVATION CENTRE AND BUSINESS BASE, GREAT MARLINGS, LUTON, BEDFORDSHIRE LU2 8DL. Appeal . LPC replied... no further comments 23/8/23

A-Z Industries Ltd **Change of ownership application** for Jhoots Pharmacy at 42 Semilong Road, Northampton NN2 6BU

**Consolidation** onto the site at 361 Dunstable Road, Luton, Bedfordshire, LU4 8BY, of Avicenna Retail Ltd already at that site and Avicenna Retail Ltd currently at 213-217 Dunstable Rd, Luton, Bedfordshire, LU4 8BN reps by 23/9/23 LPC responded

**Unforeseen Benefits** reps invited by 20/10...Vharmacy Ltd - DSP - MK40 1AW - CAS-242913-D2H1W0

APPLICATION BY LP SD NINETY SIX LIMITED FOR A **CHANGE OF OWNERSHIP** AT NEW ROTHWELL MEDICAL CENTRE, DESBOROUGH ROAD, ROTHWELL, NN14 6JQ has been approved as an excepted application

## Notes from the BLMK & Northants LPC Finance Sub-committee held on Monday 18<sup>th</sup> September.

Present: Lak Flora, Ronak Maroo, Mahesh Shah and Paul Fearon

Chair for this meeting: Paul Fearon

**1 Appointment of Chair** – Lak Flora was appointed as Chair of the Finance Sub-committee. Lak asked Paul to chair this meeting as he hadn't prepared for it. This was agreed.

**2 Agree Terms of Reference** – The proposed ToR had been taken from the CPE template. Clause 2.6 on attendance was discussed and Paul would draft a revised clause for agreement by the subcommittee before the ToR are approved by the LPC Committee.

**3 Forecast for 9 months from the 1<sup>st</sup> July 2023 to the 31<sup>st</sup> March 2024** – Paul had circulated this prior to the meeting. He explained the forecast in detail and referred to the supporting tabs. A summary forecast would be presented to the LPC Committee. It was noted that the forecast for the year was a small surplus of £6,665 as we had benefited from £6,640 being put on account by CPE for the merged LPC as Northampton MK LPC had made two levy payments in June. Paul commented that there may be an extra charge from JK Shah for the payroll set up as the set up for Nest Pensions and HMRC had not been straightforward.

The budgeted meeting costs were agreed:

BLMK&Northants LPC Meeting costs					
				£'s	£'s
Sub- Committee	Number on Committee	Number of Meetings	Duration of Meeting	Cost	Total
Officers	3	3	2	40	720
Strategy	6	4	2	40	1,920
Governance	3	2	2	40	480
Finance	4	3	2	40	960
Meeting attendance - Stakeholders		10 days		300	3,000
Merger costs		8 days		300	2,400
<b>TOTAL</b>					<b>9,480</b>

The exceptional costs were noted:

BLMK&Northants LPC Exceptional costs		
		£'s
Gerald Zeidman	Salary & Redundancy Costs	47,607
Ethel Shaw	Salary & Redundancy Costs	15,466
Coll Michaels	Honorarium & Meeting Costs	2,231
Nishil Shah	Merger & Consultation Costs	2,400
Paul Fearon	Merger & Consultation Costs	2,700
Veronica Horne	Consultation Costs	600
<b>TOTAL</b>		<b>71,004</b>

Paul explained that the sum of £71,000 would be available for supporting pharmacy contractors in the next financial year. This would be less the increase of £23,000 for the CPE Levy in 2024/25. This

would mean that about £50,000 would be available for supporting pharmacy contractor's pa from 1st April 2024.

**4 External Funds** – The spreadsheet of the External Funds held by the LPC for stakeholders had been circulated. £10,722 had been used in July and August and Anne-Marie would be reporting to the LPC Committee about further plans for using the external funds. It was noted that the External Funds do not belong to the LPC and are ring fenced in a separate bank account. They can only be used to support Pharmacy Contractors in Northamptonshire ICB and within the terms of the MOU's. The £6,000 held for Milton Keynes Council is available for use only to support Pharmacy Contractors in MK.

**5 Interest on IAS Account** – during September it had been agreed by all the external stakeholders that the interest earned on the External Funds could be retained and used by the LPC. This interest was £458 in the three months to the 30th September and had now been transferred from the IAS Account to the Current Account.

**6 Salaries and Honoraria** – a paper and proposal had been circulated. After some discussion it was agreed, and a verbal report will be made at the LPC Committee. It was agreed that there would be an annual review on the 1st April each year.

**7 Any Other Business** – there was no other business.

**BLMK&Northants LPC**  
**Financial Report & Forecast for the 9 Months to 31st March 2024**

	Actual £'s 1.7.23 to 31.8.23	Forecast £'s	Explanatory Notes
<b>INCOME</b>			
NHSBSA - Contractor Levy	55,000	247,500	Fixed Statutory Sterling Levy - £27,500 per month.
Other	250	4,000	Sponsorship money for LPC Committee Meetings and £3,000 from the closure of the NMK LPC bank account
External Funds	10,722	10,722	Transfers from IAS Account for agreed pharmacy support
Interest	0	2,580	Interest on Bank Funds - 32 Day Deposit Account & IAS Account
<b>TOTAL</b>	<b>65,972</b>	<b>254,080</b>	
<b>EXPENDITURE</b>			
LPC Meetings - Venue	425	1,500	Meeting Venue for 3 LPC Meetings - the cost will be offset by sponsorship
LPC Meetings - Virtual	0	0	Using TEAMS no venue cost - 3 LPC Meetings
LPC Meetings - Fees (Face to face)	3,300	9,900	Daily Rate £300 - 11 Committee Members; 3 LPC meetings and preparation
LPC Meetings - Fees (Virtual)	880	3,960	Hourly Rate £40 - 11 Committee Members; 3 LPC lunchtime meetings of 3 hours
Office Costs	293	2,244	Mobile Phones & BT broadband (3 > 1); Insurance; WFH Allowance (3 > 1 people); Postage; Miscellaneous; PO Box
IT	166	925	IT Support and Software Licences
Total Salary Costs	29,890	131,811	GZ & ES including final payments; Anne-Marie King and Honoraria NS, VB & PF (plus meeting costs for PF)
Travel expenses	167	500	At HMRC rate of 45 pence per mile
PSNC Levy	23,516	83,830	Levy for 2023/24 is £120,633 - 9 months = £90,470. NMK made two payments of £6,640 in June. Put on account for merged LPC.
PSNC Meetings	0	750	PSNC Conference attendance 2 people - fees and travel
Members Events & Support	0	0	Contractor Support and Training Events - some training events may be sponsored
Meeting attendance (incl Sub-Committees)	2,661	9,480	Approved meeting attendance: Costs for Officers; Finance; Strategy & Governance Committees
Audit Fees for Examination of Accounts	1,320	1,450	Preparation and examination of Annual Accounts
External Funds	10,722	10,722	External Funds used for agreed pharmacy support
Payroll costs	237	740	CM for July & August and then JK Shah
Depreciation	0	0	No assets held; Computer equipment written off at purchase
Bank charges	0	0	Lloyds Bank using the PSNC negotiated facility
Corporation Tax	0	325	Based on the interest earned - Corporation Tax Rate 25%
<b>TOTAL</b>	<b>73,577</b>	<b>247,415</b>	
<b>Surplus / Deficit</b>	<b>-7,605</b>	<b>6,665</b>	
<b>Funds</b>			
Current Account	38,684	31,000	
32 Day Deposit Account	102,221	87,000	
<b>Total Funds</b>	<b>140,905</b>	<b>118,000</b>	
<b>Total Funds as % of Expenditure</b>		<b>48%</b>	