






Minutes of a meeting of the BLMK and Northants LPC
 Thursday 22nd November 2023
 Holiday Inn Milton Keynes East, London Road, Newport Pagnell

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

Number	Agenda Item	Actions
1	<p>Welcome and Introductions (NS)</p> <p>NS made it known that the meeting would be recorded and erased once the minutes successfully transcribed. The mechanism to capture the minutes was described.</p>	
2	<p>Presentation from Hannah Cordell and Caroline McCormack, Paediatric Product Specialist , Nestle Nutrition UK&I</p> <p>Our sponsors from Nestle Nutrition were introduced and offered their presentation on infant feeding.</p>	
3	<p>Apologies for absence (AMK) None from the Committee</p> <p>Others received from:</p> <p>Mini Satheesh (CPCL Northamptonshire ICB) Funmi Balogun (CPCL BLMK ICB) Amanda Flowers (BLMK ICB)</p>	

<p>4</p>	<p>Declaration of Interests and Governance (all) None declared</p> <p>Approval of Minutes of AGM and Committee Meeting 27th September 2023 Minutes of the previous meeting were reviewed and approved as an accurate reflection of the meeting and action points.</p> <p> 4 Minutes LPC meeting and AGM Sep</p>	
<p>5</p>	<p>Treasurer's update – (PF) <i>Documents embedded below</i></p> <ul style="list-style-type: none"> <p>Forecast</p> <p>PF explained the forecast 1.7.23 to 31.10.23 in terms of actual, original and updated forecast.</p> <p>MS asked if the salary figure was an estimated amount because at current level vs % of income were clearly not sustainable?</p> <p>PF - Next year the figure is reduced because this year the Beds and Luton LPC paid redundancy to Ethel Shaw and Gerald Zeidman. The salary costs in the next year will amount to around 35% of income which is in line with expectations.</p> <p>MS noted that there is no provision in year for eg a Members' support event.</p> <p>PF - The external funds for Northants could be used for training in Northants and, in the future, provision for developmental needs will be separately categorised in the forecast.</p> <p>External Funds – no questions raised.</p> <p>LPC Finance Guide (update proposal options re CPE template).</p> <p>PF added for information of the Committee that a Finance sub-committee meeting is scheduled. The sub-committee will discuss use of CPE finance templates for accounting purposes. The discussion will consider whether the templates are practical and sensible for an LPC of our size. The Finance sub-committee may elect to recommend use of our own template being mindful of how this sits within the model constitution.</p> <p>  5a Forecast for 1.07.23 to 31.01.24 - 3 5b External Funds November 2023-1.xls</p> 	

<p>6</p>	<p>Updates</p> <ul style="list-style-type: none"> <p>Governance (GR/BA) (Minutes embedded below)</p> <p>The Governance sub-committee met previously to form and agree their TOR. They have decided to use the Northamptonshire and MK TOR with a few adjustments rather than the Beds LPC version.</p> <p>Anyone who has a concern about the process should be able to approach the Chair, who will keep matters confidential unless otherwise indicated.</p> <p>Concerns around the proportion of representation on the Committee for independents and AIMp and CCA had been discussed.</p> <p>AMK has made some requests to CPE to see if the Committee can use their tracker to see what the proportions are. CCAs can also do their own calculations so that this proportion can be worked out.</p> <p>If there are any changes because of members moving on from their current role or any sales or closures of businesses, then any imbalances in the proportion of Independents and AIMp and CCA representatives on the committee can be considered.</p> <p>Indemnity insurance and other insurances was also discussed. CPE membership does provide indemnity insurance, but GR will check that this actually provides suitable cover.</p> <p>NS replied that per the last meeting that he has sent an expression of interest to James Wood at CPE for a collective policy. It is surprising that the CPE have not responded – James will chase. Cost estimated at £500pa.</p> <p>It was suggested that the number of Committee members to be quorate should be looked at. Currently the minimum is three members.</p> <p>The TOR also infer that an Officer cannot be part of the Sub-Committee – once the TOR have been confirmed, VB must be released.</p> <p>Contractor Support (Strategy) – (RM)</p> <p>A virtual meeting was held at the beginning of the month. Funding has been received from BLMK ICB to employ an additional person to support until end of April 2024.</p> <p>A further meeting had been planned on 22nd November to discuss the TOR and plans for the next year but did not take place. Both these items will be discussed by email. However, future workstreams for next year: Stakeholder relationships, PCN integration, delivery of core services. A member of the Sub-Committee will lead each stream.</p> <p>RM to report back at the next LPC meeting.</p> <p>Market Entry (AMK) (Embedded below)</p> <p>Of note: Application for a relocation of premises after outline consent has taken effect by Asma Ali and Partners: representation may be needed.</p> <p>Chief Officer (AMK)</p> <p>AMK provided updates on two major projects:</p> 	<p>(G R / BA)</p> <p>RM</p>
-----------------	--	------------------------------

<p>7</p>	<p>Letter of concerns to CPE; proposal (NS)</p> <p>It had been agreed that one of the things the new LPC would do would be to hold the CPE to account.</p> <p>The organisation has now received additional funding from the increased fees charged to the LPCs (which is due to go up again in April) but it is still perceived that the CPE are not delivering.</p> <p>Complaints and concerns:</p> <ul style="list-style-type: none"> • Better negotiations were promised, but this does not appear to be the case. • No engagement from senior members of the CPE <p>NS proposed that a letter is to be written by this Committee and once the content is agreed, it should be shared with other LPCs in the hope that they will do something similar (or sign one letter between them all) to hold CPE to account together. Proposal AGREED</p> <p>One person was nominated from each sector to work on this with NS: CCAs: Lakhminder Flora AIMp: Has Modi Independents: Mahesh Shah</p>	<p>NS</p>
<p>8</p>	<p>Constitution (NS)</p> <p>A discussion took place about the changes to the Constitution. Feedback was mostly positive, with only a few points raised:</p> <ul style="list-style-type: none"> • The view of the Governance Sub-Committee should be taken into account. • Holding the levy to CPE should be discussed. • The composition of this Committee is not representative of the Contractor base • How often the Constitution should be reviewed • Whether CPE should be consulted about changes <p>However, it was agreed that MS's tracked changes should be fully considered one clause at a time at the January meeting. NS asked the members to review the document at length and come prepared.</p> <p>Due to the January meeting now including this vote, it was decided to move the meeting from virtual to in person.</p>	<p>ALL</p> <p>AMK</p>

9	<p>AOB</p> <ul style="list-style-type: none"> • CCA quarterly questions Q4 submission (VH) AMK took VH through the questions – VH to fill in. • Communication with Contractors post LPC meeting AMK is to continue to produce a post-meeting newsletter. She confirmed that the BLMK Northants LPC website has been updated and redirections are in place for those who land on the previous LPC websites. (https://blmk-n.communitypharmacy.org.uk/) • Virtual Meetings NS requested that when virtual meetings are held in future Committee members remain on camera as much as possible. 	
10	<p>Next meeting (now in person) 24th January 2024</p> <p><i>(20th March face to face, 22nd May virtual, 17th July face to face)</i></p>	

Approved
Chair:
Date:



Nishil Shah
20.03.24