


Minutes of a meeting of the BLMK and Northants LPC  
Wednesday 20<sup>th</sup> March 2024  
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**  
**Ann-Marie Carrey** - Services and Engagement Lead **AMC**

**Rishi Hindocha** - Independent LPC Member (Pharmacy Cherry) **RH**  
**Lakhminder Flora** - LPC Member, CCA representative (Boots) **LF**  
**Veronica Horne** - LPC Member, CCA representative (Boots) **VH**  
**Gordon Ross** - LPC Member, CCA representative (Boots) **GR**

Number	Agenda Item	Actions
1	<b>Welcome and Introductions (NS)</b> NS confirmed that the meeting was quorate and made it known that the meeting would be recorded for administrative purposes only.	
2	<b>Apologies for absence (AMK)</b> Bobby Arora - LPC Member, AIMp representative (Peak Pharmacy Ltd) BA Mahesh Shah - Independent LPC Member (Sampson AP Ltd) MS Paige Gresham - LPC Member, CCA representative (Well) PG Ronak Maroo - LPC Member, AIMp representative (Westbourne Pharmacy Ltd) RM Has Modi - LPC Member, AIMp representative (Jardines - UK Ltd) HM	
3	<b>Declaration of Interests and Governance (all)</b> AMC – Also employed by Hertfordshire LPC  <b>Minutes of Committee Meeting 22<sup>nd</sup> November 2023</b> Minutes of the previous meeting are embedded here:   Meeting minutes 22nd November 2023	

4	<p><b>Treasurer's update – (PF)</b></p> <p><b>ACCOUNTS FOR 2023/24</b></p> <p>PF explained the figures on the spreadsheet from 1.07.23 to 28.02.24 in terms of actual, original and updated forecast and that these will be used as the basis for the 24/25 budget.</p> <p><b>INCOME</b></p> <ul style="list-style-type: none"> <li>• Variance to original budget as only 8 months payments calculated.</li> <li>• <b>Other</b> – closure of bank accounts</li> <li>• <b>External funds</b> – 1) transferred from LPC bank account 2) Received £9,560 from BLMK in January.</li> <li>• <b>Interest</b> – there will be more to come once auditor has run the accounts – estimated £4,000.</li> </ul> <p><b>EXPENDITURE</b></p> <ul style="list-style-type: none"> <li>• <b>Of note:</b></li> <li>• <b>Venues</b> – expected savings £1,500</li> <li>• <b>Office costs</b> – forecast may be slightly low</li> <li>• <b>IT</b> – using FastNet - saving</li> <li>• <b>Salary costs</b> – £300 under original estimate</li> <li>• <b>PSNC Levy</b> – duplicate payment from NMK on account</li> <li>• <b>Meeting attendance</b> – saving expected</li> <li>• <b>Expected deficit of around £6,000 by the end of 23/24.</b></li> </ul> <p>Further notes:</p> <p>Expecting a surplus of £10,000 by the end of next year.</p> <p>There was an expectation from CPE that no LPC should raise their contractor levy after the increase last year.</p> <p><b>EXTERNAL FUNDS</b></p> <p>One or two large payments from Northants ICB – these have been used to pay bills – not for contractor support. A further £20,000 is expected from Northants ICB for IP support – this will be spent in collaboration with the ICB.</p> <p>An interest payment is also transferred from holding account.</p> <ul style="list-style-type: none"> <li>• <b>LPC Finance Sub-Committee</b> (meeting notes circulated)</li> </ul> <p>Of note:</p> <ul style="list-style-type: none"> <li>• Money from honoraria should be paid through payroll for HMRC reasons but paid into business accounts of the Chair and Vice Chair, not their personal accounts. NI and income tax are</li> </ul>
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5	<ul style="list-style-type: none"> <li>• <b>Constitution</b></li> </ul> <p><u>Email from MH (in absentia):</u></p> <p><i>Re Proposed Changes</i></p> <p><i>There are 3 to 4 fundamental changes and I hope that I get full support of the committee on my proposals.</i></p> <p><i>To summarise:</i></p> <p><i>Definition of Independents: like the other groups, Independents are treated as a group, thereby eliminating any unintended adverse consequences or discrimination.</i></p> <p><i>Clause 5.5; which allows for proportional representation based on the number of contractors in each group relative to total number of contracts</i></p> <p><i>Clause 15.7; this change is proposed on the basis that the LPC should not automatically pay the PSNC levy as demanded, rather, when the LPC gets the demand for levies, the Committee has to approve its payment. If there is not unanimous consent, the Committee would need to consider whether or not it should write to CPE expressing its concerns. Fundamentally, this proposed change allows us to raise concerns legitimately.</i></p> <p><u>Email from RM (in absentia)</u></p> <p><i>As per Mahesh's email noting the proposed changes, I note my comments below:</i></p> <p><i>Definition of Independents: I support this change in definition.</i></p> <p><i>Clause 5.5: I support this change.</i></p> <p><i>Clause 15.7: I do not support this change.</i></p> <p><u>Discussion:</u></p> <p>There is enough scope to write to the PSNC or CPE in any case, and this could be written into the mission statement. CPE have recognized that there is a change in the balance in Independents. If there were a situation where a member stepped away, any imbalance could be redressed at that point via Committee discussion.</p> <p><b>Those present were against any changes to the Constitution and proposed that it should be adopted as it is.</b></p> <ul style="list-style-type: none"> <li>• <b>Proposal accepted</b></li> <li>• <b>Governance Sub-Committee Update (GR/VB)</b> (Virtual meetings with no notes)</li> </ul> <p>The Governance sub-committee met first on 7<sup>th</sup> November. They have considered the TOR and committee structure.</p> <p>They agreed that sub-committee members should not be Officers and have confirmed that VB will step down. RH agreed to join in his place.</p> <p>The Constitution was discussed and agreed as above.</p> <p>It was confirmed the Committee will use the Northamptonshire and MK</p>	GR/VB
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6	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>CCA quarterly questions Q4 submission (VH)</b> Some information around budgeting was needed. <ul style="list-style-type: none"> <li>• Engagement of the LMC – via the CPCLs. MS represents the LPC at the LMC (unsure which LMC but could be Beds-Herts) but no update has been received. NS to ask MS to provide a written report.</li> <li>• There has been no formal invitation to the LMC to intend the LPC's meetings – however the meetings are open.</li> <li>• Outcome – stakeholder engagement for Pharmacy First.</li> <li>• Integration with ICB is taking place with Pharmacy First, IP and general service engagement and making sure that the LPC's priorities and the ICB's are aligned.</li> </ul> </li> <li>• <b>Strategy Sub-Committee</b> NS has had a discussion with Ronak – struggling to get engagement with Strategy Sub-Committee, which has not actually managed to meet.  <b>He proposed that this sub-committee is disbanded and brought into the main LPC.</b> V has agreed to facilitate any strategy discussions. <ul style="list-style-type: none"> <li>• <b>Proposal accepted.</b></li> </ul> </li> <li>• <b>Attendance at LPC Meetings</b> NS asked for ideas to improve attendance – he suggested that holding them virtually might be successful. <ul style="list-style-type: none"> <li>• A discussion was held about changing the day of the week, but no consensus attained.</li> <li>• 3 F2F and 3 virtual meetings per year – agreed that F2F is better for quality of conversation.</li> <li>• Rotation of the venue between the places was suggested, however the current venue was considered to be fairly central.</li> <li>• Evening virtual meetings were proposed but it was agreed this was not sustainable.</li> <li>• Early morning meetings were proposed (ie 8:30am), and this is to be considered.</li> <li>• Reducing the meeting time to 2 hours was also proposed. This would be supported if papers were sent out with the agenda.</li> </ul> </li> </ul> <p><b>Action: AMK to circulate the details of the next meetings (22<sup>nd</sup> May and 17<sup>th</sup> July, both virtual, possibly at 8am), and collate responses to see if the meetings are going to be well attended.</b></p>	
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7	<p><b>Strategy</b></p> <p>NS thanked the Finance Sub-Committee for their hard work in finding £4,000 for the LPC to use. This is in addition to other funding for supporting Contractors (£84,000 pa), which is what the LPC is committed to do.</p> <p>AMK and AMC were asked for their input.</p> <p>AMK – Beds, Luton and Milton Keynes – ensuring that the BLMK ICB Clinical Lead's priorities are aligned with LPC's priorities. She advised that the ICB have DPP as one of their priorities, which the LPC recognises as important but not one of our priorities. (NB this piece of work is lead by Funmi and funded by the ICB).</p> <p>(NB AMC funded by BLMK, so currently does not work into Northants)</p> <p>AMK and AMC have looked at making a difference in national services – as a whole package. DMS and SCS seem to have slipped down the list of priorities as Contractors are reliant on Secondary Care to support them for both services, however where Secondary Care are not up to speed, Contractors are at a disadvantage and the LPC would be investing in a workstream that is not up at running at source. MKUH do not have the IT infrastructure, so investing time in supporting SCS and DMS in MK would not be effective. Pharmacies may of course receive services from other areas.</p> <p>However, Beds Hospitals have recently engaged a tobacco advisor which helps from the SCS point of view. Discussions will be initiated by Funmi at the ICB and the LPC will get involved at the point where the hospital are ready. Similarly, with DMS – there has been investment into PharmaOutcomes, so these can be progressed.</p> <p>Pharmacy First remains the priority – particularly getting people fully engaged with Contraception and Hypertension before January 2025. This piece of work is underway. AMC is drafting a schedule of work and both intend to get out to pharmacies to offer face to face support with either Hypertension or Contraception.</p> <p><u>Hypertension</u> – plan is non-registered staff were fully trained so that they can support the pharmacist and registered staff – possibly by using AMC visiting or using money from the budget to have someone to go and train non-registered staff in the pharmacies.</p> <p><u>Contraception</u> – plans to liaise with the ICB to get to a point where, when a patient goes online to their surgery, they are redirected to a community pharmacy. A discussion was had around any reluctance of GPs to facilitate this, however on the whole the feedback has been positive and GPs so far seem happy to direct towards the pharmacy for continuation and even initial supply of contraception. There remain some mixed levels of engagement in some areas. Raw data is not yet available.</p> <p><u>Engagement</u> - AMK has been doing work in Northamptonshire where they have been engaging with the pharmacies and GP practices together by area. Northamptonshire commission the PCC and obtain support for surgeries that way. She has spoken to Funmi about doing similar in BLMK. Funding for this will give the team a lot more capacity.</p> <p>It was agreed that this was a priority. A question was raised about surgeries that are not engaging and this is being worked on with Funmi-</p>
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10	<b>Next meeting Wednesday 22<sup>nd</sup> May - virtual</b> <i>(17<sup>th</sup> July face to face)</i>	
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Approved  
Chair:  
Date:

  
22nd May 2024