



Minutes of a meeting of the BLMK and Northants LPC
Wednesday 19th March 2025

Attendees:

Nishil Shah - Chair and Independent LPC Member (Retrolink Ltd) **NS**
Mahesh Shah – Deputy Chair and Independent LPC Member (Sampson AP Ltd) **MS**
Anne-Marie King - Chief Officer **AMK**
Paul Fearon - Treasurer **PF**

Amit Lakhani – Independent LPC Member (Bishopscote Chemist) **AL**
Conor Steele - LPC Member, AIMp representative (Jardines - UK Ltd) **CS**
Has Modi - LPC Member, AIMp representative (Jardines - UK Ltd) **HM**
Gordon Ross - LPC Member, CCA representative (Boots) **GR**
Lakhminder Flora - LPC Member, CCA representative (Boots) **GR**
Rishi Hindocha - Independent LPC Member (Pharmacy Cherry) **RH**
Tahera Dewji– LPC Member CCA Representative (Superdrug Northampton) **TD**
Viren Bhatia - Independent LPC Member (Kalki Health Ltd) **VB**
Mohammed Salloo - AIMp representative (Peak Pharmacy Ltd) **MoS**

In attendance:

Ingrid Cruickshank - Services & Development Lead BLMK **IC**
Ann-Marie Carrey - Services & Engagement Lead **AMC**
Rita Patel - Services & Engagement Lead Northants **RP**

Number	Agenda Item	Lead
1	Welcome and Introductions (NS) NS welcomed the members, confirmed that the meeting was quorate	
3	Apologies for absence (NS) Conor Steele, Lakhminder Flora, Rishi Hindocha, Mahesh Shah.	
4	Declaration of Interests and Governance (all) None declared.	
	Presentation by our sponsors PocDoc (Kenny Lawton). How PocDoc positively impacts community pharmacy.	
5	Governance Sub Committee update: Nothing to update	
6	Strategy - Nothing to update	

7	<p>Finance PF joined the meeting remotely having previously circulated the Finance Papers for the committee to consider. The budget for 2025/26 is for a surplus of £903 based on the assumptions and plans set out in this commentary.</p> <p>The forecast surplus for 2024/25 is £27,039 against a budgeted surplus of £10,344, greater by £16,695 above the budgeted surplus. This was the second financial reporting period this time covering a full year for the merged committee – Community Pharmacy BLMK & Northants. The upward movement in the surplus for 2024/25 is principally due to the underspend in the support for pharmacy contractors as well as a lower spending on meeting costs.</p> <p>The forecast bank balance at the 31st March 2025 is £193,000.</p> <p>No increase in the Contractor Levy has been budgeted and it is budgeted to remain at £27,500 per calendar month. This gives an opportunity for the merged LPC to continue to establish itself, implement its operational goals, including an increase in support for contractors and achieve financial stability.</p> <p>A tab comparing Budget 2024/25, against Forecast 2024/25 and against Budget 2025/26 is included with the budget.</p> <p>Income Total Income – this has been budgeted at £336,750.</p> <p>NHS Business Service Authority – the levy income has been budgeted at £330,000, which is £27,500 monthly (currently we have 275 contractors). The levy is collected on a statutory fixed £ basis. Interest received – this has been budgeted at £5,400. A very small amount of interest is earned from the money we hold in our current account. Interest is paid on the money held in the 32-day deposit account at Lloyds Bank and this has been budgeted at £3,200 and will be credited to income at the end of the financial year. Interest is earned on the External Funds ringfenced in the IAS Account, and we have agreement from the external stakeholders to transfer the interest earned to the funds of the LPC. £2,200 has been budgeted for this. Sponsorship – some of Committee Meetings will be sponsored and £1,350 has been budgeted. Other income – no other income has been budgeted.</p> <p>Expenditure Total Expenditure – this has been budgeted at £335,847.</p> <p>Payroll Costs – the total payroll budget is £80,592. This includes Staff costs, honoraria for Chair, Vice Chair, Treasurer, Meetings attended by Treasurer, HMRC (Employer NI), Employer Pension costs and Payroll costs (see schedule). No Employer NI will be paid despite the increase in Employer NI to 15% and a reduction in threshold for payment to £5,000 as the Employer’s Allowance has been increased from £5,000 to £10,500.</p> <p>Meeting Costs – the total budget is £36,624. This includes room hire of £2,700 for six Committee Meetings, and total meeting attendance fees of £19,800 for the six Committee Meetings. £13,164 for meeting attendance (see schedule).</p>	
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Insurance, admin etc – the total budget is £2,952. This includes Insurance, Management Liability Insurance, Stationary - incl postage, mobile phone, broadband, working from home allowance and sundries.

Levies and Licence Fees – the total budget is £128,829. The CPE Levy has been increased by 2% and after recalibration the increase for this LPC is 2%, which is £126,762. Audit Fees have been budgeted at £1,600, Professional at £35 (Data Protection Fee paid annually) and IT costs at £432.

Communication – the total budget is £85,050. This includes £84,000 which is ring-fenced for pharmacy contractor support. A detailed plan as to how this will be used needs to be prepared, approved, and implemented. The actual total spent may be a higher and include the cost at circa £8,000 of commissioning the CRM database (Customer Relationship Management) which would be funded from the 2024/25 surplus. £1,050 has been allocated for attendance at CPE meetings.

Finance Costs –£120 has been budgeted in line with the current banking arrangement with Lloyds Bank.

Capital Expenditure – the total budget is £1,250 and is the corporation tax based on the forecast interest for 2024/25.

Funds

The funds that belong to Community Pharmacy BLMK & Northants are held in the current account and the 32-day deposit account.

External Funds

Almost all the External Funds held are restricted to supporting Pharmacy Contractors based in Northants ICB. There is currently £160,000 in External Funds and a further £50,000 is due to be received before the end of the 2024/25 financial year. An effective plan needs to be agreed to use these funds for supporting Pharmacy Contractors in Northants ICB. Contractor Support for the Pharmacy Contractors in the BLMK ICB will be funded by the £84,000 allocated for this in the budget.

External Funds are released and used in agreement with the External Stakeholders and are principally to support pharmacy contractors in the Northamptonshire ICB. This expenditure is reported in the Treasurers Report(s) using a separate tab.

Conclusion

The key goals for Community Pharmacy BLMK & Northants for 2025/26 are:

- implementing the Operational Plan which has been agreed
- to commission and produce a CRM database
- to implement a programme of effective pharmacy contractor support
- to maintain financial stability.

	<p>The budget for 2025/26 is for a balanced budget with a small surplus of £903 and a year-end bank balance of £194,000 which may be lower if the surplus from 2024/25 is used in 2025/26 financial year.</p> <p>The budget is based on the achievement of the key goals, especially the implementation of the LPC's Operational Plan and a programme of effective pharmacy contractor support.</p> <p>A proposal to approve the budget was made by Nishil Shah and was approved unanimously by all.</p>	
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	Notes from CPE – LPC Finance Meeting 10th January 2025 led by James Wood were circulated by PF prior to today's meeting.	
8	<p>Presentation by Mini Satheesh (Head of Pharmacy Integration and Workforce Northamptonshire ICB).</p> <p>Actions:</p> <p>Share slides with committee</p>	AMK
	<p>Mini presented an ICB Integration update and made the following points:</p> <ul style="list-style-type: none"> • 1: Improvement in the GP practice uptake-number within each PCN to make digital referrals into Pharmacy First, BP Check Service and the Pharmacy Contraception Service • 2. Improvement in the referral number for each practice for all 3 services • 3. Improvement in the number of consultations undertaken in community pharmacies for each of these services. <p>Actions:</p> <p>Pharmacy First exclusion criteria for surgeries documents to be shared with LPC.</p>	MS
	Presentation by Funmi Balogun (Community Pharmacy Integration Lead BLMK ICB)	
	<p>Funmi presented BLMK CP Integration: 12-month review and included PF update, stakeholder engagement activities, CP PCN Engagement, IP Pathfinder, 2025/26 Integration priorities. Current challenges: Interoperability, pilot of PharmRefer only approximately 25% GP participating. GP collective action, NHS Digital considering procurement of PharmRefer.</p> <p>Positive recruitment since 1/11 of 10 PCN Engagement leads. Variation in levels of engagement but significant participation in leadership events. This will continue for the next 10 months. Opportunity to retain and expand dependent on funding. (no certainty following announcement concerning NHS E last week). Funmi reported significant improvement across the system with CP but still scope to build further. Patients also included.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Share slides with committee <p>NS – thanked Mini, Funmi and the LPC team for all the efforts gone into PF. Asked MS and FB if there was a way to incentivise GP practices for referrals by including these in QoF or DES targets. MS said it was not possible as money within the ICB was under constraint and allocated. FB had made such a suggestion but was not successful.</p>	AMK

	<p>Presentation by Dr Pritesh Bodalia (Chief Pharmacist & Clinical Director for Medicines Optimisation Controlled Drugs Accountable Officer Bedfordshire Hospitals NHS Foundation Trust).</p>	
	<ul style="list-style-type: none"> • Pritesh explained priority workstreams for his current role: • Leadership • Community pharmacy workforce • Medicine prices • Antimicrobial stewardship <p>Actions:</p> <ul style="list-style-type: none"> • Face to face meeting in Flitwick 30.4.25. 6 places for LPC. AMK will confirm who will attend to PB. 	<p>AMK</p>
	<p>DMS- Luton and Beds referring but not MKUH currently although PB has met with Helen Chadwick and believes they are soon to be in a place to move forward (IT).</p> <p>Has the intention to re-open investigating system link to help with ease of DMS referral process (NS previously a party to this). PB confirmed this was still possible and was open to exploring this further.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Funmi to supply DMS data. Office team to follow-up with contractors struggling with DMS as per data received. • Supply comms for the newsletter. 	<p>PB/ Office</p>

9	<p>Service Lead Update (Presentation by RP, AMC, IC)</p> <p>Team sourcing documentation and in the process of making it readily available to all contractors and committee members (majority of SLAs collated & documented). Ongoing work on databases to include contractors, owners, clinical directors, stakeholders, MP's, PCN leads etc. Waiting for confirmation of the new CRM database.</p> <p>Stakeholder Relationships Regular meetings and contact with both ICB's. Drugs & Alcohol - CGL – Mtg with Mohammed Fessal 7/2/25 N&W Northants PH mtg 3/3/25. Sexual Health MK – ARC – meeting arranged 11/3/25. Sexual Health Luton - mtg 24/2/25 Geraldine & Suliman PH Principle. Stop Smoking Luton – mtg with Mhay Green 25/2/25. HUC – Contact made with GP Lead. HUC – contact re PF referrals & training 6/2/25. Improved and enhanced surgery relationships through attendance at County wide PLT (Protected Learning Time – GP surgeries). Transformation Manager (University hospitals Northampton) Jayne Chambers – project Best Fit for Practitioners (PF). Pritesh Bodalia – ICS Chief Pharmacist (DMS) –attending Committee mtg & invite for LPC to attend Work Force mtg. LMC Bucks mtg 5/3/25. CLOT mtgs regularly attended.</p> <p>Local Services Drugs & Alcohol Mtg with Mohammed CGL to discuss CoreMat service. Mtg with North & West Northants – from 4/26 service will be reviewed – mtg tbc with Northants CGL and PH. CGL Luton organised update training for contractors 12/2/25. Sexual Health – Meeting to discuss PGD renewal – quarterly meeting set up. End Of Life - Working with ICB's on End-of-life service & Gluten Free Service. Committee present concerned about remuneration for this service. Stop Smoking Luton – No pharmacies currently signed up to SLA – 13 offering NRT voucher – AMC suggested a pilot on signposting service (currently not being utilised by dentists) awaiting confirmation.</p> <p>North Northants and West Northants EHC negotiations are complete and contracts or EOL to be available on Contract Finder gov.uk AMK explained that EOL Midlands contracts were distributed but the East Mids LPC unhappy about the way this was executed. NS instructed that if there is no traction as a collective the LPC must raise this alone.</p> <p>NS gave an update from the meeting he and MS had with Steward Wade and Martin Manly. Neither have the authority to negotiate fees with the LPC but would pass on the feedback to senior officer and inform NS/MS of any potential new offer.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Contact Samantha Golton Re Gluten Free Service Agreement • Write a letter to NHS England re Bank Holiday remuneration • Awaiting CPE confirmation of PF from 1 April 2025 	
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	<ul style="list-style-type: none"> • ICBs should be aware that Community Pharmacy capable of delivering all vaccinations. • CNWL/ARC/ELFT AMK to advise that if no uplift by 1/4/25 then backdate within 2 months (and contractors will be asked to support combined action). • Essex LPC- ask Karen to share SLA/PGD for lipids service 	AMK/ Office
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10	KPIs	
	<p>AMK expressed concern on the method that KPI progress made to date had been communicated to her.</p> <p>NS explained that MS comments were justified and gave example of KPI that was rag rated green and as to why it should be amber as it is still work in progress. NS stated that this would further be explained in more detail at Officers and Team meeting, but all actions must be backed up with evidence.</p>	
11	<p>Any Other Business</p> <p>NS asked for opinions about starting conversations with ICB about delivering majority of vaccination services through community pharmacies.</p> <p>Actions:</p> <p>NS to have a conversation with Fiona Garnett to explore further.</p>	NS
12	<p>2025 meeting schedule:</p> <p>May 14th - online July 23rd - f2f Venue tbc Sept and AGM 17th - online November 12th - f2f Venue tbc</p>	
13	<p>Concluding Comments</p> <p>NS thanked those present for attending today.</p>	NS
14	<p>Next meeting May 14th online</p> <p><i>Please submit Agenda items to AMK in a timely fashion.</i></p>	

Approved
Chair:
Date:



29.4.25