



Bedfordshire Local Pharmaceutical Committee

Representing Community Pharmacies in Bedford Borough, Central Bedfordshire and Luton

Enterprise House, Wrest Park, Silsoe, Bedfordshire, MK45 4HR

Mobile: 07800 764717 Email: info@bedslpc.org.uk

Chief Officer
Gerald Zeidman FRPharmS

Chair
Coll Michaels

Vice Chair
Nishil Shah

Treasurer
Paul Fearon

Bedfordshire Local Pharmaceutical Committee Annual Report 1st April 2020 to 31st March 2021

Bedfordshire LPC is the local representative body for the 116 Community Pharmacy NHS contractors in Luton (44) and Bedfordshire (72), consisting of Bedford Borough (31) and Central Bedfordshire (41). During the reporting period the LPC consisted of 12 representatives (see appendix 2) – six independent contractors, four from the Company Chemists Association (CCA) and two from the Association of Independent Multiple Pharmacies (AIMp). The LPC has a direct line of communication and relationship with the Pharmaceutical Services Negotiating Committee (PSNC).

Coll Michaels continued in post as Chair and Nishil Shah as Vice Chair.

The LPC pursued its relationships with the Clinical Commissioning Groups in Bedfordshire and Luton, together with the Public Health commissioning teams in Bedford Borough, Central Bedfordshire and Luton Borough Council. A close working accord has continued with NHS England & NHS Improvement and the LPCs in the East of England.

The LPC would like to thank the following people in particular:

Our Chief Officer Gerald Zeidman, for his endless enthusiasm, energy and productivity.

Our Treasurer, Paul Fearon for his expert management of the LPC's financial and strategic affairs.

Our Business Manager Ethel Shaw for her conscientiousness and for going the extra mile in all her dealings with contractors and LPC matters.

Kiran Patel for representing the LPC at the Local Medical Committee (LMC) meetings.

We acknowledge with great respect and gratitude the efforts made by each and every Bedfordshire and Luton Community Pharmacy for their outstanding commitment, professionalism, and achievements during the continued Covid-19 pandemic.

Bedfordshire LPC Open, Confidential and AGM meeting dates

Due to the Covid-19 pandemic all Bedfordshire LPC meetings during the reporting period were held virtually using the Zoom platform.

Five Confidential LPC meetings were held on 30th April 2020, 1st July 2020, 24th September 2020, 26th November 2020 and 25th February 2021.

An additional Confidential meeting to consider the Wright Report was held on 23rd June 2020.

Four Open LPC meetings were held on 1st July 2020, 24th September 2020, 26th November 2020 and 25th February 2021.

Bedfordshire LPC's Annual General Meeting took place on 24th September 2020.

LPC members and Officers' Declarations of Interest are available to view on BedsLPC's website.

Engagement with Stakeholders and Commissioners

The LPC meets regularly with stakeholders to discuss locally and nationally commissioned health services.

Meetings attended and reports commented on include –

- Local Medical Committee (LMC) meetings
- Meetings and communications with the CCG Heads of Medicine Management in Bedfordshire and Luton Bedfordshire.
- Meetings with Public Health colleagues from Luton, Bedford Borough and Central Bedfordshire. We worked with Public Health colleagues in Luton and Bedfordshire in the review and revision of Service Level Agreements (SLAs) for Community Pharmacy commissioned services. The LPC Chief Officer together with the Chief Officer for Northamptonshire & Milton Keynes LPC met with the Public Health Principal for Bedford Borough, Central Bedfordshire & Milton Keynes Councils to discuss Community Pharmacy services
- The LPC Chief Officer is a member of Bedfordshire and Luton's Joint Prescribing Committee (JPC). We ensure that JPC agenda items relevant to community pharmacy are considered by Bedfordshire LPC committee members, and that appropriate responses are made either in person by the LPC Chief Officer or in writing to the JPC
- Continued attendance as a member of NHSE Public Health Flu Planning & Implementation Steering Group meetings
- The LPC is a member of the BLMK Flu Strategy Group
- Community pharmacy contractor support and attendance at NHSE PAG meeting (Performance Advisory Group) meetings
- Providing support to Bedfordshire Community Pharmacy contractors with implementation of the 2020/2021 NHS flu vaccination service.
- Continued representation at meetings with Change, Grow, Live (CGL - ResoLUTiONs) Luton's commissioner for drug misuse services
- Working with Luton's commissioner (Turning Point) for Healthy Living and Improving Access to Physiological (IAPT) services to revise and improve the Stop Smoking Service Level Agreement (SLA) and to discuss the commissioning of new Community Pharmacy services
- The LPC Chief Officer is a member of BLMK's ICS (Bedfordshire, Luton & Milton Keynes) Clinical Leadership Group. The Group provides clinicians the opportunity to influence Integrated Care Systems (ICS)
- Bedfordshire LPC's Chief Officer attends Herts Integrated Urgent Care (HUC) Stakeholder meetings
- The LPC Chief Officer attends bi-monthly liaison meetings with NHSE, the EoE LPN Chairs and our local LPCs

- The LPC Chief Officer is a member of the Local Intelligence Network (LIN) for controlled drugs

Guests from a wide range of organisations attended LPC meetings during the reporting period.

They included:-

LPC Meetings Guests during 2020/2021 (note – job titles were correct at the time of LPC meeting attendance)
Jane Bray , Support Contract Manager (Pharmacy and Optometry), NHS England, East of England
Sue Melvin , Regional Inspector, General Pharmaceutical Council (GPhC)
Raj Hira , Public Health Principal, Bedford Borough, Central Bedfordshire and Milton Keynes Public Health
Karen McCormack-Morgan , Primary Care and Performance Public Health Practitioner NHS Health Checks
Shopna Amin , Public Health Manager – Reproductive Health & Children, Public Health, Luton
Fiona Garnett , Associate Director, Medicines Optimisation, BLMK Commissioning Collaborative
Dr Amir Esteki , Bedfordshire LMC representative
Tess Dawoud , Assistant Head of Medicines Optimisation, Luton CCG
Manmeet Anand , Domiciliary Lead Pharmacist and Type 2 Diabetes Management, Medicines Optimisation Team, LCCG
Michelle Bailey , Senior Integrated Commissioning Manager, Children’s Commissioning, Public Health and Wellbeing, Luton Borough Council
Madeeha Samsudeen , Stop Smoking Manager, Total Wellbeing Luton
Peter Marriott , Stop Smoking, Total Wellbeing Luton
Sarah Simmonds , Stop Smoking Team Lead, Total Wellbeing, Luton
Hayley Brooks , Services Manager, CGL ResoLUTiONS
Darryl Springer , General Manager, East London Foundation Trust (ELFT), Specialist Addictions Service
Zara Mehra , CPPE Regional Tutor, East of England Team
Anne-Marie King , Chief Officer, Northamptonshire and MK LPC
Bijal Patel , BedsLPC community pharmacy contractor (Bedfordshire)
Josh Turner , BedsLPC community pharmacy contractor (Bedfordshire)
Luke Robinson , BedsLPC community pharmacy contractor (Bedfordshire)

LPC Confidential Meetings 2020/21
Attendance record for LPC members (5 in total)

Committee members		
Name	Present	Absent
Coll Michaels – Chair	4	1
Nishil Shah – Vice Chair	5	
Amit Lakhani – committee member	4	1
Ronak Maroo – committee member	4	1
Nazlin Meghji – committee member	3	2
Indira Panchal – committee member	5	
Kiran Patel – committee member	5	
Pruthvi Patel – committee member (member since Feb 2021)	1	
Gordon Ross – committee member (member since June 2020)	4	
Rupal Sagoo – committee member	3	2
Mahesh Shah – committee member	5	
Khurram Tejrar – committee member (member since Sept 2020)	2	1
Rafica Ahmed – committee member (member until June 2020)	0	1
Daisy Darkwa – committee member (member until Sept 2020)	2	
Joseph Taple – committee member (member until Oct 2020)	2	1
Seemal Patel – committee member (member until Feb 2021)	1	
LPC Office		
Paul Fearon – Treasurer	5	
Gerald Zeidman – Chief Officer	5	
Ethel Shaw – Business Manager	4	1

LPC Open Meetings 2020/21
Attendance record for LPC members (4 in total)

Committee members		
Name	Present	Absent
Coll Michaels – Chair	3	1
Nishil Shah – Vice Chair	4	
Amit Lakhani – committee member	4	
Ronak Maroo – committee member	2	2
Nazlin Meghji – committee member	3	1
Indira Panchal – committee member	4	
Kiran Patel – committee member	4	
Pruthvi Patel – committee member (member since Feb 2021)	1	
Gordon Ross – committee member (member since June 2020)	4	
Rupal Sagoo – committee member	2	2
Mahesh Shah – committee member	4	
Khurram Tejrar – committee member (member since Sept 2020)	2	1
Rafica Ahmed – committee member (member until June 2020)	0	1
Daisy Darkwa – committee member (member until Sept 2020)	1	
Joseph Taple – committee member (member until Oct 2020)	1	1
Seemal Patel – committee member (member until Feb 2021)	1	
LPC Office		
Paul Fearon – Treasurer*	N/A	
Gerald Zeidman – Chief Officer	4	
Ethel Shaw – Business Manager	3	1

***Note** - The Treasurer is not an elected member of the committee. In his role he reports on financial matters at LPC Confidential Meetings, advises on strategic matters and occasionally attends Open meetings.

+ Covid-19

BedsLPC thanks our community pharmacy contractors and their teams for their enormous efforts while providing pharmaceutical services during very challenging times. Community pharmacies remained open throughout the lockdowns and were frequently the first port of call for the healthcare needs of their local communities and received many referrals from GP practices.

BedsLPC worked alongside their contractors in providing considerable support relating to Covid-19 including:

- Assisting contractors with numerous requests to obtain PPE
- Arranging and delivering of PPE to our contractors
- Liaising with voluntary organisations including The Leighton, Linslade Covid-19 Task Force for the delivery of PPE to pharmacies
- We are grateful to the Armed Services for their additional support in helping to obtain and distribute PPE to our contractors
- Dealing with many requests from community pharmacies seeking advise regarding reduced opening hours resulting from high staff shortages resulting from Covid-19
- Answering queries regarding the use of Perspex screens within the pharmacies
- Dealing with many requests for advise on the newly commissioned NHS Medicine Delivery Service, introduced to assist shielding patients obtain their prescription medicines
- Responding to queries from Local Authority Public Health teams concerning medicine deliveries to patients
- Answering contractor queries relating to the delivery of NHS Flu service 2020/21 during the pandemic
- Dealing with contractor issues resulting from pharmacy staff needing to self-isolate as a result of being in close contact with Covid-19 infected members of the community
- Numerous meetings with commissioners including NHS England & Improvement, Public Health, CCGs, commissioners of locally enhanced services i.e. Drug & Alcohol, Stop Smoking and Sexual Health, Emergency supplies
- Helping with the co-ordination of community pharmacy contractors and their teams to receive COVID-19 vaccinations from vaccination sites

BedsLPC highlighted to NHS England & Improvement and also our local CCGs the enormous potential that community pharmacy could offer in the delivery of COVID-19 vaccinations. BedsLPC worked with community pharmacies who were interested in becoming future vaccinator providers.

Two large community pharmacy vaccination sites were commissioned during January 2021 to provide Covid-19 vaccinations -

- W Cheeseman & Son and C&H Barton at The Rufus Centre, Flitwick
- Jardines at The Waverley Centre, Biggleswade

Nishil Shah reflects on the community pharmacy led Covid-19 vaccination site at the Rufus Centre:

“In December 2020 we expressed an interest in providing Covid Vaccinations.

W Cheeseman & Son along with C&H Barton Pharmacy decided to work together and provide this service to our local community. Superintendents Nishil Shah, from W Cheeseman & Son, and Alex Hill, from C&H Barton Pharmacy, came together and explored the provision of this service.

We had a dialogue with the clinical directors of the 2 PCNs overlapping our area, and after discussion, it was agreed that the covid vaccination service would be provided as a pharmacy-led service and we were given the responsibility of setting up and delivering this service to all patients in the area.

The vaccination centre was set up at The Rufus Centre and we have delivered both Phase 1 and 2 of the programme. The pharmacies have worked closely with all local surgeries to ensure we get maximum uptake.

We have also worked closely with colleagues from the CCG medicines optimisation team and carried out vaccinations for care home residents and staff, and housebound patients. For this, we have also been supported with nurses from our surgeries. The entire set up has been a collaborative approach”.

+ New Office arrangements

As a result of the COVID-19 pandemic BedsLPC made the decision to leave the office at the Weltech Centre, Welwyn Garden City, which had been shared with Hertfordshire LPC for many years.

The move was effective from the end of September 2020.

The Executive Team now work from their respective homes with BedsLPC having obtained a virtual office address at: Enterprise House, Wrest Park, Silsoe, Bedfordshire, MK45 4HR.

This new arrangement is working well, and has resulted in a substantial cost saving for the LPC with no loss of productivity.

+ GP Community Pharmacy Consultation Service (GP-CPCS)

This was a new nationally commissioned service from 1st November 2020 originally piloted by Avon LPC.

Community pharmacy contractors already successfully manage referrals via the community pharmacy consultation service (CPCS) from NHS 111 for patients with minor illnesses. The new GP-CPCS will extend this service to include referrals from GP practices.

The roll out of the service requires successful team working between BedsLPC, the regional team at NHSE&I, CCGs, the Local Medical Committee (LMC), Primary Care Networks (PCNs), GP practices and local community pharmacies.

In November, BedsLPC’s Chief Officer gave a presentation to our local LMC on the benefits of the new service to patients and surgeries, together with actions required by practices to initiate GP-CPCS.

The aim is for gradual rollout of the service over the next few months.

+ Community Pharmacy Quality Payments Scheme

The LPC office supported Bedfordshire and Luton community pharmacy contractors with the various Pharmacy Quality Scheme (PQS) review points and deadlines for PQS1 and PQS2 during 2020/2021.

+ NPA Connect Web

The LPC Chair attended a virtual meeting hosted by the National Pharmacy Association (NPA) together with representatives from the East of England LPCs. The Connect Web meeting was to discuss proposals about developing networks to enhance communications with independent pharmacy contractors.

+ Locally Commissioned Services

The LPC co-operated with commissioners in the continuation of the following community pharmacy locally commissioned services.

- Stop Smoking
- Emergency Hormonal Contraception
- Chlamydia Screening
- Chlamydia Treatment
- Access to End of Life Palliative Care Medicines
- Supervised Consumption of Methadone
- Needle Exchange Service

+ PSNC meetings and training events

In September representatives from Bedfordshire LPC attended PSNC's Annual Conference.

During the year BedsLPC also attended PSNC/LPC meetings and briefings.

+ May Bank Holiday Contractor support

Bedfordshire LPC responded to numerous queries from community pharmacy contractors regarding the two May 2020 Bank Holiday pharmacy arrangements.

Due to the pandemic, and in order to ensure the provision of adequate pharmaceutical services, NHS England & Improvement directed all community pharmacies to open over the first May bank holiday.

This required considerable effort by community pharmacies to ensure that they had adequate staff cover for these new arrangements. BedsLPC liaised with contractors and NHS E&I to ensure the arrangements were successfully put in place.

+ Meetings with East of England LPCs

During the reporting period Bedfordshire LPC attended regular meetings with our regional LPCs from Hertfordshire, Essex, Norfolk, Cambridge & Peterborough, Suffolk, Northamptonshire & Milton Keynes.

+ Contract Applications

One application for inclusion in the Pharmaceutical List was refused during the period covered by this Annual Report, offering Unforeseen Benefits (Regulation 18).

One application for inclusion in the Pharmaceutical List was appealed during the period covered by this Annual Report, offering Unforeseen Benefits (Regulation 18). It was subsequently refused by the NHS Resolution Pharmacy Appeals Committee.

There was one Exempt application – no significant change relocations (regulation 24) during the period of this report. It was approved and trading commenced at the new premises.

There was one Consolidation application, it was approved and completed during the reporting period.

There were five Change of Ownership applications. All were approved and trading commenced under new ownerships.

+ Communications

The LPC communicates with its contractors verbally and by using a variety of electronic media, email and postal addresses and telephone numbers. The LPC continues to use and promote its Facebook page, [@BedsLPC](#)

WhatsApp is also used within the committee to alert members of important matters.

Bedfordshire LPC is part of several WhatsApp groups, which includes community pharmacy contractors, set up by BLMK CCGs.

+ Website

The BedsLPC website is hosted within the PSNC portal.

+ LPC Treasurer's Financial Report and Notes to the accounts for year ended 31 March 2021

See appendix 1

+ LPC Contractor Event

BedsLPC hosted a facilitated webinar for our 16 community pharmacy primary care network (PCN) leads together with community pharmacists who expressed an interest in attending.

Liam Stapleton, Metaphor Development, led the event which focussed on the Pharmacy Quality Scheme (PQS) Part 2 Domain 5 requirement for community pharmacies to have Covid-19 business continuity plans in place.

Liam also highlighted the requirement for community pharmacies to collaborate with GP practices in the delivery of NHS flu vaccinations and to improve communications between the community pharmacy leads and their respective PCN Clinical Directors.

Feedback for the event was very positive.

+ Primary Care Networks (PCN) - Community Pharmacy Lead

BedsLPC would like to acknowledge the work of our Community Pharmacy PCN Leads in assisting contractors, within their networks, with the Pharmacy Quality Scheme particularly relating to Domain 4 – Prevention and Domain 5 – Business Continuity.

BedsLPC look forward to an enhanced role for community pharmacy PCN Leads and look to our national negotiator PSNC to have meaningful discussions with the Department of Health on this matter.

BedsLPC Community Pharmacy PCN Leads as at August 2021 are:

Bedfordshire

- Caritas - Gordon Ross, Boots Pharmacy, Bedford MK42 7AZ
- North Bedford – Indira Panchal, The Village Pharmacy, Bedford, MK40 4GH
- Dunstable Chiltern Hills – Post vacant
- East Bedford – Ronal Maroo – Janssens Pharmacy, Bedford, MK42 9HG
- Ivel Valley North – Parwinder Lali, Langford Pharmacy, Biggleswade, SG18 9QA
- Ivel Valley South – Samil Shah, Arlesey Pharmacy, Arlesey, SG15 6RA
- Leighton Buzzard – Mitesh Aggarwal, Lloyds Pharmacy, Leighton Buzzard, LU7 1EU
- Unity Bedford – Zaid Jebar, Kidmans Chemist, Bedford, MK40 3RS
- West Mid Beds, H for Health – Baljit Kaur, Smarta Healthcare, Bedford, MK44 3WH
- West Mid Beds, Hilton – Nishil Shah, W Cheeseman & Son Ltd, Ampthill, MK45 2PJ
- Houghton Regis Titan – Post vacant

Luton

- Eden – Pankaj Mehra, Farley Hill Chemist, Luton, LU1 5RD
- Hatters Health – Nomaan Ahmed, Jardines Pharmacy, Luton, LU4 9QD
- Medics – Post vacant
- Oasis – Mahesh Shah, The Mall Pharmacy, Luton, LU1 2AZ
- Phoenix Sunrise – Dilip Maroo, Westbourne Pharmacy, Luton LU4 8JJ

+ National Discharge Medicines Service (DMS)

From 15th February 2021 the TCAM and EMOP services became known as the Discharge Medicines Service (DMS), a new Essential Service within the Community Pharmacy Contractual Framework (CPAF).

This national service enabled NHS Trusts to refer patients who would benefit from extra guidance around new prescribed medicines from community pharmacies.

Bedfordshire LPC assisted local pharmacies with queries on the launch of DMS. The new service has resulted in improved patient safety, assisting in the reduction of readmission to hospitals.

+ Prescription Nominations

During the course of the year a number of Luton community pharmacies lost a significant number of patient prescription nominations during a GP Practice System transfer.

Bedfordshire LPC worked with NHS Digital, PSNC and the GP practice concerned to assist in the recovery of the nominations.

+ Branded Generics

The LPC continued to express objections and to highlight the negative aspects represented by the ongoing use of this class of product in local formularies.

+ Prescription Medicine Stock Shortages

The LPC has continued to advise PSNC and our local CCGs on medicine stock shortages experienced by Bedfordshire community pharmacies.

+ LPC Office IT

The LPC Office continues to use Tristar to provide IT support.

+ PSNC and LPC's Operational Team (PLOT)

BedsLPC's Chief Officer attends regular PLOT briefing feedback sessions provided by Essex LPC's Chief Officer, who is a member of the PLOT group for our LPC area.

PLOT provides a communication channel for LPC representatives to express concerns or views on community pharmacy matters directly to PSNC, affording an opportunity for PSNC to highlight contractual matters to LPCs.

+ Independent Review into Community Pharmacy Contractor Support and Representation

David Wright, Professor of Pharmacy Practice at the School of Pharmacy, University of East Anglia was commissioned by PSNC to consider finding new ways for PSNC and LPCs to work together more effectively to help manage the representation of the community pharmacy sector.

The review findings from Professor Wright's team were subsequently published in June 2020 and thirty-three recommendations were made.

BedsLPC committee met on 23rd June 2020 to discuss the Review Report.

The LPC’s response to the recommendations was agreed and submitted as a formal response to Professor Wright in July 2020.

Subsequently two representatives from each LPC were invited to attend a webinar held by Professor Wright to consider all responses received. BedsLPC Chair and Chief Officer attended.

PSNC also set up a non-decision-making Review Steering Group (RSG) to consider the Wright review in more detail and to come up with workable proposals for the sector. BedsLPC attended an LPC RSG briefing update webinar in February 2021.

Bedfordshire LPC Self Evaluation 2020/21

The LPC conducted a Self-Evaluation during the course of the year based on a template developed by PSNC. The process was led by Paul Fearon, with the results discussed and agreed by the LPC Officers and signed off by LPC Members as an accurate reflection of the LPC’s responses to the template questions. The LPC reviews the self-evaluation annually to improve the efficiency of its work streams.

The colour coding represents
Purple level - exemplary
Green level - good
Amber level - potential concerns

The LPC Self Evaluation 2020/21 is also available on the PharmOutcomes website.

	ASSESSMENT
BUSINESS AND STRATEGIC PLANNING	
Strategic Plan	Purple
Work Programme	Green
GOVERNANCE	
Written Governance Arrangements	Amber
Declarations of Interest	Purple
Chief Officer	Purple
LPC Reporting	Purple
LPC Agendas and Minutes	Purple
Chief Officer and Treasurer Roles	Purple
LPC MANAGEMENT AND STRUCTURE	
Operational Capacity	Purple
Capability and Expertise	Purple
Size and Structure	Purple
Working Together to Support Capacity	Purple
Members' Competence	Green
PSNC Regional Representative	Purple
Sharing Innovation	Purple

FINANCIAL MANAGEMENT	
Budget	
Expenditure	
Reserves	
Expenses	
COMMUNICATION	
Communications Plan	
Communication Mechanisms	
Informing Contractors about Commissioning Matters	
Press Relations	
Contractor Passive Engagement	
Contractor Proactive Engagement	
Local MP's	
CONTRACT DEVELOPMENT	
Essential Services	
Advanced Services	
Commissioning Environment for Local Services	
Negotiation of Local Services	
Supporting Delivery of Local Services	
PSNC Services Database	
STAKEHOLDER RELATIONSHIPS	
Needs Assessments and Strategic Plans	
Patients and Representatives	
General Practitioners	
Other Professionals	
NHS England Local Team	
Local Authorities	
Clinical Commissioning Groups	
Strategic Health Partnerships	

+ The LPC Committee

The LPC Officers would like to thank members of the Committee for their contributions to the work of the LPC during the past year.

See appendix 2 for a list of LPC committee members during the year 2020/21 and an up to date list of current members.

+ Bedfordshire LPC's Mission, Vision and Strategy for 2020/21

Our Mission

To engage with, support and represent Community Pharmacy Contractors in Bedfordshire.

Our Vision

To be recognised as securing the best possible outcomes for patients and the local population in Bedfordshire by delivering high quality care and services from Community Pharmacy Contractors.

Our Strategy

This embraces:

Supporting Contractors; LPC Funding; Relationships with Stakeholders; Committee Member Responsibilities; Executive and Officer Responsibilities; Communications; PSNC Relationship; Good Governance

SUPPORTING CONTRACTORS

- Support our Contractors to achieve best practice in the delivery of the Community Pharmacy contract negotiated by the PSNC.
- Facilitate training and development as appropriate.
- Provide leadership for contractors in helping to facilitate change driven by new contractual and commissioning initiatives.
- Represent views and issues to all Stakeholders, and negotiate regional and local commissioned services, leading in their roll out.
- Engage with the Community Pharmacy PCN Leads and support them in their role as appropriate.
- Engage with the local area STP/ICS.
- Raise the awareness of available resources for supporting practice.
- Provide advice and support to individual Contractors as required.

LPC FUNDING

- Provide and demonstrate value for money for our contractors.
- Seek to maintain reserves at the PSNC recommended level.
- Seek to augment income from sponsorship and other sources to lower dependence on our levy.
- Agree an annual budget which reflects the LPC Strategy.
- Manage our bank account and banking relationship.
- Prepare financial results on a regular basis for LPC Committee.

RELATIONSHIPS WITH STAKEHOLDERS

- Seek to build alliances within and without pharmacy for the benefit of Patients and Community Pharmacy.
- Continue to develop recognition of the value and potential of Community Pharmacy.
- Develop productive relationships with our Stakeholders.
- Promote mutual understanding and respect for each other's roles, objectives, views, and issues.
- Invite Stakeholders to attend the relevant section of LPC Committee meetings.
- Attend meetings with our Stakeholders when appropriate and possible.

COMMITTEE MEMBER RESPONSIBILITIES

- Prepare for and attend LPC Committee and other meetings as required.
- Respond to papers and submit comments when unable to attend meetings.
- Contribute actively at LPC Committee Meetings, maintaining a high level of engagement and visibility.
- Fulfil the roles assigned.
- Keep appraised of developments in Community Pharmacy and the wider health economy.
- Engage with the LPC Chief Officer and staff as required in the fulfilment of their roles.
- Participate in the succession planning for the LPC Committee.
- Contribute ideas for the future development of the LPC and our localities.

EXECUTIVE AND OFFICER RESPONSIBILITIES

- The Chair to agree appropriate terms and conditions for employed staff, setting annual objectives for the executive team, and conducting annual performance reviews.
- Ensure appropriate resources are available to our executive for the fulfilment of their roles.
- Assess LPC performance annually and provide feedback.

COMMUNICATIONS

- Maintain an up-to-date contact list of Contractors and Stakeholders.
- Inform Contractors (and others as appropriate) of news and information using media platforms.
- Maintain the LPC website as a reference source and communication vehicle.

PSNC RELATIONSHIP

- Engage actively with PSNC at a national and regional level.
- Use the resources that PSNC provide to support our contractors.
- Seek information, advice, and support from PSNC to enable the LPC to fulfil its role.
- Develop dialogue and joint working with neighbouring LPCs.

GOOD GOVERNANCE

- Embrace the Nolan Principles for Good Governance.
- Uphold the Bedfordshire LPC Constitution.
- Each Committee Member completes an annual declaration of interests updated where appropriate during the year.
- The LPC Confidentiality Agreement is signed by the Officers, individual Members of the Committee and Employees.
- Receive reports from the LPC Governance Committee and consider their recommendations.

+ Bedfordshire LPC Strategy RAG Ratings (January 2021)

The colour coding represents –		
<ul style="list-style-type: none"> ▪ Green level - good ▪ Amber level - potential concerns ▪ Red level – concern needing corrective action 		
1	SUPPORTING CONTRACTORS	RAG Rating
1.1	Support our Contractors to achieve best practice in the delivery of the Community Pharmacy contract negotiated by the PSNC	Green
1.2	Provide leadership for contractors in helping to facilitate change driven by new contractual and commissioning initiatives	Green
1.3	Negotiate regional and local commissioned services and lead in their roll out	Green
1.4	Engage with the local area STP in negotiating initiatives to include Community Pharmacy	Green
1.5	Facilitate training and development events for contractors to provide them and their teams with appropriate skills and knowledge	Green
1.6	Represent their views and issues to all Stakeholders	Green
1.7	Raise the awareness of available resources for supporting practice	Green

1.8	Provide advice and support to individual Contractors as required	
1.9	Support our Contractors in meeting the requirements of Healthy Living Pharmacy (to at least Level 1)	
1.1	Support our Contractors to engage with the ten-year NHS Long Term Plan	
2	LPC FUNDING	
2.1	Provide and demonstrate value for money for our contractors	
2.2	Seek to maintain reserves at the PSNC recommended level of six months of annual expenditure	
2.3	Seek to augment other income from sponsorship and other funding sources to lower dependence on our annual levy	
2.4	Agree an annual budget which reflects the LPC Strategy	
2.5	Manage our bank account and banking relationship	
2.6	Prepare financial results on a regular basis for LPC Committee Meetings comparing results for the period against budget and previous year with an annual forecast	
3	RELATIONSHIPS WITH STAKEHOLDERS	
3.1	Seek to build alliances within and without pharmacy for the benefit of Patients and Community Pharmacy	
3.2	Continue to develop recognition of the value and potential of Community Pharmacy	
3.3	Develop productive relationships with our Stakeholders	
3.4	Promote mutual understanding and respect for each other's roles, objectives, views and issues	
3.5	Invite Stakeholders to attend at the relevant section of LPC Committee meetings	
3.6	Attend meetings with our Stakeholders where appropriate and feasible	
3.7	Negotiate contracts with Commissioners on behalf of Contractors	
4	COMMITTEE MEMBERS' RESPONSIBILITIES	
4.1	Prepare for and attend LPC Committee and other meetings as required	
4.2	Contribute actively at LPC Committee Meetings and maintain a high level of engagement	
4.3	Fulfil the roles and responsibilities assigned	
4.4	Keep fully apprised of developments in Community Pharmacy and the wider health economy	
4.5	Actively promote the LPC to Contractors and Stakeholders	
4.6	Take ownership of an agreed list of Contractors and develop effective communication with them	
4.7	Develop and report back on regular dialogue with an assigned Locality Lead	
4.8	Support the LPC Chief Officer and staff in the fulfilment of their roles	
4.9	Participate in the succession planning for the LPC Committee	
5	EXECUTIVE AND OFFICER RESPONSIBILITIES	
5.1	The Chair to agree appropriate terms and conditions for employed staff	
5.2	Set annual objectives for the executive team and conduct annual performance reviews	
5.3	Appropriate resources to be made available to our executive for the fulfilment of their roles	

5.4	Assess the LPC performance annually	
5.5	Provide feedback for Officers, Committee and Executive	
5.6	Maintain an up to date evaluation of Committee Members' Responsibilities	
6	COMMUNICATIONS	
6.1	Maintain an up to date contact list of Contractors and Stakeholders	
6.2	Each Committee Member to cascade communications prepared by the Officers to their group of Contractors	
6.3	Inform Contractors (and others as appropriate) of news and information using effective media	
6.4	Maintain the LPC website as a reference source and communication vehicle	
7	PSNC RELATIONSHIP	
7.1	Engage actively with PSNC at a national and regional level	
7.2	Use the resources that PSNC provide to support our contractors	
7.3	Seek information, advice and support from PSNC to enable the LPC to fulfil its role	
7.4	Develop dialogue and joint working with neighbouring LPCs	
7.5	Be informed of national developments about Community Pharmacy Funding and the size of the pharmacy network	
8	GOOD GOVERNANCE	
8.1	Embrace fully the Nolan Principles for Good Governance	
8.2	Adhere to the Bedfordshire LPC Constitution as a fundamental requirement for Good Governance	
8.3	Each Committee Member to complete an annual declaration of interests updated where appropriate during the year	
8.4	A Portfolio of Declarations of Interests should be available for inspection at LPC meetings	
8.5	An LPC Confidentiality Agreement to be signed by the Officer, Individual Members of the Committee and Employees	
8.6	Receive Reports from the LPC Governance Committee and consider their recommendations	

If you would like further information regarding the activities of Bedfordshire Local Pharmaceutical Committee, please do not hesitate to contact Gerald Zeidman or me.



Coll Michaels, Chair

24th August 2021

Bedfordshire LPC
Treasurer's Financial Report for the Accounts for year ended 31 March 2021.

The PSNC published a new LPC Finance Guide at the beginning of 2021. Historically the Annual Accounts for Bedfordshire LPC have been produced on a 'receipts and payments' basis. The LPC Finance Guide advises that the Annual Accounts should comply with UK GAAP (UK Generally Accepted Accounting Practice). Bedfordshire LPC have accepted this recommendation and the Annual Accounts for the year ended 31st March 2021 have been produced on an 'accruals basis'.

Receipts for the year were £167,000 against expenditure of £167,741. There was a deficit for the year of £695.

The Bank Balance on 31 March 2021 was £86,102 of which £15,068 was held in a current account and the balance of £71,034 was held in a 32-day deposit account. Both these accounts are with Lloyds Bank plc.

The only assets held by Bedfordshire LPC are its current assets being the cash held in its two bank accounts.

Receipts

The LPC collects its statutory levy from contractors by a fixed monthly sum. The total collected was £162,000 and the levy has been held at this level without any increase for the last seven years. There were 116 contractors in Bedfordshire at the 31st March 2021.

During the year, the LPC received other income of £5,000 from The Coronavirus Small Business Grant Fund (£10,000 was received and was shared on a 50:50 basis with Hertfordshire LPC).

No sponsorship money was received during the financial year. Due to the pandemic the LPC was unable to use AstraZeneca's meeting room at their offices in Capability Green, Luton and all the LPC Committee Meetings were held virtually.

Bedfordshire LPC benefits from an advantageous banking facility with Lloyds Bank plc arranged through the auspices of the PSNC. £57 of interest accrued from the 32-day notice account.

Expenditure

Salaries and NIC were £110,366 compared with £115,912 in the previous year when the salary cost included some payments for the administrative work involved with EMOP and TCAM, as well as the support provided to contractors with the new Community Pharmacy Contractual Framework (CPCF) and with the rollout of PCN's. Salaries and NIC were £2,972 under budget for the year.

The Establishment Costs were £4,953 compared with £10,491 in the previous year. These costs were the office sharing arrangement with Hertfordshire LPC and an agreement was reached to terminate this agreement with effect from the end of September 2020. The Executive has continued Home Working which commenced at the start of the pandemic and a Virtual Office has been set up at Wrest Park Business Centre. The full year benefit of terminating the office sharing arrangement is around £10,000.

The Communication Costs of £1,439 are IT costs and includes £590 for commissioning the two new laptops for the Executive. A move away from the use of a server which was managed by Tristar was completed in October. Tristar have been retained at a cost of £72 per month to provide ongoing IT support.

Printing, postage, stationery, insurance, telephone, and travel costs were £2,284. The cost of six months for the Virtual Office at Wrest Park and twelve months for the Home Working Allowance for executive are included in the office costs which is the main reason for the increase over the previous year's total of £1,153.

The PSNC annual levy of £31,447 has been paid and includes a £519 one off payment as Bedfordshire LPC's contribution to the cost of the Wright Review of Contractor Representation and Support. The PSNC levy has remained unchanged for the last five years.

The Covid pandemic has meant that throughout the financial year committee and other meetings have been held virtually with resultant savings in meeting and travel costs. Meeting costs were £15,452 which included £13,668 paid in attendance fees for the six LPC committee meetings held; £1,004 in attendance fees and expenses paid to committee members for representing the LPC in meetings with other stakeholders and £780 for a virtual members training event.

Accountancy and payroll charges were £1,800 and included the charge for the examination of the accounts by the Independent Examiner. The LPC Chair, Coll Michaels received £720 for managing the LPC payroll. These arrangements are kept under annual review and currently provide value for money for the LPC.

Conclusion

The deficit for the year of £695 and was £11,710 better than budget. Whilst income was £2,943 below budget, expenditure was £14,653 lower than budgeted.

Almost all these savings came from three areas, £4,547 came from the termination of the office sharing agreement with Hertfordshire LPC, £2,972 in salary costs and £6,925 from virtual meetings being held or cancelled due to the restrictions caused by the Covid-19 pandemic.

The funds held in our accounts at Lloyds Bank on the 31st March were £86,102 which was 51% of our annual expenditure. The LPC Committee reviews the income and expenditure at every committee meeting and the LPC Officers keep an overview of all financial matters for the LPC on a quarterly basis.

Paul Fearon

Treasurer – Bedfordshire LPC

May 2021



Bedfordshire Local Pharmaceutical Committee

Representing Community Pharmacies in Bedford Borough, Central Bedfordshire and Luton

Enterprise House, Wrest Park, Silsoe, Bedfordshire, MK45 4HR

Mobile: 07800 764717 Email: info@bedslpc.org.uk

Chief Officer
Gerald Zeidman FRPharmS

Chair
Coll Michaels

Vice Chair
Nishil Shah

Treasurer
Paul Fearon

BEDFORDSHIRE LPC COMMITTEE MEMBERS
as at 24th August 2021

Independent Representatives

Coll Michaels (LPC Chair, representing Calverton Pharmacy)

Nishil Shah (Vice Chair, Cheeseman's Pharmacy)

Amit Lakhani (Bishopscote Pharmacy)

Ronak Maroo (Janssens Pharmacy)

Mahesh Shah (The Mall Pharmacy)

There is one vacancy

Association of Independent Multiple Pharmacies Representatives (AIMp)

Naz Meghji (Avicenna Pharmacy)

Indira Panchal (Meiklejohn Pharmacy, Berkeley Pharmacy, The Village Pharmacy and Shortstown Pharmacy)

Company Chemists Association Representatives (CCA)

Rupal Sagoo (Tesco Pharmacy)

Gordon Ross (Boots Pharmacy)

Khurram Tejrar (LloydsPharmacy – committee member since 10/09/2020)

Pruthvi Patel (LloydsPharmacy – committee member since 08/02/2021)

LPC Committee Members are contactable via the LPC office