

# Hampshire & Isle of Wight LPC

SUPPORTING LOCAL COMMUNITY PHARMACY



Community Pharmacy  
South Central

# Annual Report 2020

Incorporating the Annual Accounts 2019/20





Writing my chair's report this year has prompted me to reflect over the last 12 months as normal, but the last year has been deeply affected by the COVID-19 pandemic and I find myself reflecting on the way in which community pharmacy demonstrated the importance of its position within the communities we serve but also as an integral part of the NHS system, I don't think anyone working in connection with community pharmacy could have worked harder and now is the time to continue our focus to ensure all that hard work and determination in the face of adversity is used and spoken about to allow us to continue to be the front door of the NHS. This is my third chair's report having been voted in by the committee for a further 12 months and as normal I have spent some considerable time thinking about how to compress what's happened over the last 12 months into a few paragraphs.

So, with that in mind since May we have

Debby and her team have again continued to ensure we focus our attention in line with the committee's strategy that the committee reviewed at the start of the year to ensure it was still accurate and up to date. This has a major focus on working with all local stakeholders to

ensure that community pharmacy is at the front of everyone's mind when talking about how healthcare provision could / should be delivered now and into the future. We welcomed Alison Freemantle as our new Professional Services Development Manager at the start of the year, Alison has worked closely with Artur Pysz our Contractor Support and Development Manager to bring real focus to service provision and contractor support, something that has been widely welcomed and I feel has demonstrated a huge benefit for our contractors. Skye continues to be a huge support to everyone connected with the work of the LPC; her skills in managing the office and functions of the LPC are without doubt impeccable.

The committee started the year by voting to reduce the committee size from 13 down to 11 members, this was felt to be important to make us more cost effective and agile, something that I feel has worked well over the last year.

There have been many work streams that have worked on for the benefit of our contractors over the last 12 months and I could no doubt write an essay with all the details but in the interests of everyone reading this I will instead give a couple of my highlights that I am particularly proud of and that I feel continue to demonstrate the work we all undertake on your behalf as our contractors.

I am really proud of the work that Artur has completed in the last 12 months, we have

received regular feedback at how useful his visits and contact with you our contractors has been, working hand in hand with Alison to ensure service provision is maximised across the CPSC area, Thank you Artur.

Secondly the work Alison has done with our commissioners within the patch to ensure that service commissioning is fit for purpose and that all services are fairly remunerated and most importantly meet the needs of our patients. Alison has continued to work hand in hand with external stakeholders to ensure that where potential services are being developed for future commissioning that these represent value for all – commissioner/patient/contractor.

We have also continued the work to ensure that community pharmacy in our patch is considered an integral part of the healthcare system, Debby is the face of CPSC externally and I am really proud to have her as our Chief officer, she has a deep understanding of community pharmacy and I would like to thank her for her continued determination and commitment to the work of CPSC, and I look forward to the year ahead.

COVID-19 has affected many aspects of our lives and I am proud of the way community pharmacy showed up to support our communities. Times remain tough for the sector and whilst things have started to return to normal, we should keep one eye on the future and be mindful of the need to continue to develop what and how we do for our patients and customers.

I continue to be proud to chair the committee and look forward to working with all our committee members over the coming 12 months for the benefit of you our contractors. There is no doubt that there will continue to be challenges ahead, but if we work together, remain focussed on what our patients need we will succeed.

I would like to thank all the committee members past and present for their contribution and for the support afforded to me by the office and our Chief Officer over the last 12 months.

I am excited about the future of community pharmacy and I am looking forward to the next 12 months.

Yours faithfully

A handwritten signature in black ink, appearing to read 'ALM', with a long horizontal flourish extending to the right.

Ashley Littlewood-Miller  
LPC Chair



Who could have foreseen the situation that would overcome us in 2020? However, community pharmacy has risen to the challenge and proven itself worthy of recognition as a valuable 'front door' to the NHS and healthcare services. Let's hope that the recognition is more than just a round of applause!

However, the purpose of this report is to give you an overview of the work and focus of the committee during the previous financial year, and it began optimistically as we welcomed a new member to our operations team – Alison Freemantle. Alison assumed her position as Professional Services Development Manager on the same day as the LPC meeting, 23<sup>rd</sup> May, completing the team following the earlier recruitment of Artur Pysz as Contractor Development and Support Manager. Alison was taking over from Richard Buxton, who received warm thanks for his great service over the previous years. The committee was also very pleased that Richard was not leaving altogether and was continuing in his capacity as Communications Officer.

As this was the start of a new year for the committee, we reviewed and refreshed our key objectives aligned to our strategy, to ensure that we were focussing on the most relevant issues in support of our contractors. Aligned to this was the continued attention to our expenditure and requirement to be providing good value for the levy that we receive. The decision was consequently taken by the

committee that we could safely reduce from 13 committee members to 11 and still provide effective representation.

At our meeting in July we reflected on a successful Awards event earlier in the month where we had two great special guests who had accepted our invitation to come and speak, Bruce Warner, Deputy Chief Pharmaceutical Officer at NHS England, and one of our own contractors in his capacity as Mayor of Southampton, Peter Baillie. Conversation was had about how we could build on our success to create an even better event in 2020, little knowing what would happen to disrupt those plans. Good news was received from Health Education England, they had agreed to provide the funding that would enable us to run a series of training events to explain and promote the Healthier Together website. A new section was being incorporated specifically for community pharmacists so that we could help support parents with young children, reduce the reliance on antibiotics and the inappropriate use of A&E departments.

The September meeting took place the day after the national conference for LPCs with PSNC. It was at this meeting that we heard the first mention of an independent review into the workings of LPCs and PSNC, which we will be discussing again at this year's September conference. This time it will be consideration of the proposals about next steps to be taken. The new Minister for Pharmacy spoke at the conference and told us that the focus for community pharmacy was now on Prevention, Urgent Care and Medicines Safety – how relevant to our situation in a very few months' time! LPC representatives in attendance were keen to be provided with a concise guide that would help

contractors navigate what had been agreed as deliverables in the new Community Pharmacy Contractual Framework and Pharmacy Quality Scheme. Supporting our contractors across Hampshire and the Isle of Wight with these goals was then central to the work of the team at CPCS. The AGM was completed as a part of the CPSC September meeting, in line with our constitution and governance requirements, with the relevant documents posted on our website.

Reviewing the latter part of the year at our November meeting showed that there had been a flurry of events, with all the Healthier Together and Walk In My Shoes (WIMS) evening presentations being delivered by myself, which was quite a challenge for me on top of the 'day job'. The WIMS project got off to a great start, but had to be mothballed, sadly, when the Pandemic struck. Alison Freemantle and I had both been speakers at the Pharmacy Show and I had also attended the West Hampshire CCG Clinical Cabinet to update them about community pharmacy – our challenges and the opportunities in collaborating with us. Once more considering ways to reduce our expenditure, it was decided to reduce the number of locations for the 20/21 Academy series, based on the average level of attendance.

At the first meeting of a new calendar year, in January I reported that external representation had continued with a visit to the Isle of Wight Health Scrutiny Board, and a presentation was planned and then delivered to the Wessex LMCs' Joint Members Conference in February. The CPCS had got off to a great start with over 100,000 consultations in the first ten weeks nationally. Artur concentrated on providing support and advice for this

service across our patch, where data indicated that there may be some issues.

A detailed questionnaire had been provided to all LPCs for us to submit our thoughts and opinions as a part of the independent PSNC/LPC review being carried out by Professor David Wright. An extraordinary meeting was therefore arranged for the end of February to enable the committee to formulate its response.

Our next meeting had been planned for March 19<sup>th</sup>, but we had to cancel it as face to face meetings were being deemed unsafe by that point and we did not have alternative arrangements in place until later. My visit to AR Pharmacy to film a piece for BBC South Today about the chaos being caused in community pharmacy by excessive demands for prescriptions, coupled with the panic buying of medicines like paracetamol, was my last meeting in person before everything went 'virtual' and the world turned upside down!

Our pharmacy teams across Hampshire and the Isle of Wight stayed on the frontline and have continued to provide invaluable support to their communities throughout these challenging times – respect and thanks to you all.

Kindest regards to everyone.

Stay safe and well.

A handwritten signature in black ink, appearing to read 'D. Crockford', written in a cursive style.

Debby Crockford  
**Chief Officer**

# Membership and Attendance

Members of the committee are required to attend the LPC meetings regularly as well as provide input to their Local Pharmacy Groups and other roles. It is LPC policy that members who are working on behalf of the LPC should not be out of pocket for performing those activities on behalf of pharmacy contractors. A breakdown of members' attendances and expenses is provided in the table below.

<b>Committee Member</b>	<b>Elected or Appointed</b>	<b>Attendance / Possible</b>	<b>Expenses Claimed<sup>†</sup></b>
Andrew Selvaratnam	CCA Appointment	5/5	£1,739.95
Arun Sharma	Independent	4/5	£937.80
Ashley Littlewood-Miller	CCA Appointment	4/5	£0
Davinder Virdee	Independent	2.5/5	£0
Gary Warner	Independent	3/5	£1,334.16
Kate Toms	CCA Appointment	4.5/5	£0
Mark Ireland	CCA Appointment	4/5	£0
Mark Weston	CCA Appointment	1/3	£0
Michael McWhirter	AIMp Representative	4/5	£1,380.35
Peter Woodward	CCA Appointment	5/5	£1,966.95
Roshni Simmonds	CCA Appointment	1/1	£230.15
Tim Baker	Independent	5/5	£1,500.70

<sup>†</sup> Total does not match Annual Accounts as travelling costs of staff and guests (where appropriate) are in the account's expenditure

The committee had a slight surplus of £1151.64 for the year. This was due to a reduction in member's expenses and travel as meetings in February and March 2020 were cancelled due to Covid-19. This leaves the committee with reserves of £195 543.79 which is just short of 6 months expenditure.

The levy for 2020/21 will remain the same at £33 651 to ensure the committee can deliver on their strategy for community pharmacy in Hampshire and Isle of Wight.

Below is the balance sheet for the committee, subject to the approval of the independent examiners, Davis Lombard (UK) Ltd

INCOME	£	EXPENDITURE	£
Prescription Pricing Authority	389,446.00	PSNC Levy	100,940.00
Bank Interest	642.85	Training Costs	225.06
Educational Support	480.00	Member's Expenses and Travel	8,963.50
CCG/Other Agency	881.00	Catering & Room Hire	3,472.00
Flu Advertising	0.00	Secretarial & Administration	17,545.56
		Staff Remuneration	181,766.82
		Corporation Tax	183.35
		Professional Subscriptions	43.08
		Bank Charges	461.10
		IT Hardware	1,361.20
		IT Maintenance	10,619.77
		Communications	21,360.99
		CPW Academy	35,491.52
		Staff Travel	7,864.26
<b>Total</b>	<b>391,449.85</b>	<b>Total</b>	<b>390,298.21</b>
<b>FUND</b>			
Initial balance	195,543.79	Balance at Bank	196,695.43
Surplus (Deficit) for the year	1,151.64		
	<b>£ 196,695.43</b>		<b>£ 196,695.43</b>
		Trading profit (- loss) to date =	£ 1,151.64

The Grant Account has £102 509.97 across five projects. The balance in each account is shown below.

Project	Balance Remaining
Portsmouth EPS Support	£ 16,313.90
HCC HLP	£ 73,008.14
COPD Project	£ 3.91
Diabetes Project	£ 719.65
Walk in my Shoes	£ 7,485.00
Healthier Together	£ 2,408.75
Balance	£ 99,939.35
Net Bank Fees	£ 2,570.62
Account Balance	£ 102,509.97



**Peter Woodward**  
LPC Finance Officer  
Dated: August 2020



**Ashley Littlewood-Miller**  
LPC Chair  
Dated: August 2020

## ACCOUNTANTS' REPORT TO THE COMMITTEE ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF THE HAMPSHIRE & ISLE OF WIGHT LPC FOR THE YEAR ENDED 31 MARCH 2020

In order to assist you to fulfil your duties under the Constitution, we have prepared for your approval the financial statements of The Hampshire & Isle of Wight LPC for the year ended 31 March 2020 set out on pages 2 to 5 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales, we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

This report is made solely to the Committee of The Hampshire & Isle of Wight LPC, as a body, in accordance with the terms of our engagement letter dated 2 June 2014. Our work has been undertaken solely to prepare for your approval the financial statements of The Hampshire & Isle of Wight LPC and state those matters that we have agreed to state to the Committee of The Hampshire & Isle of Wight LPC, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF as detailed at icaew.com. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Hampshire & Isle of Wight LPC and its Committee as a body, for our work or for this report.

It is your duty to ensure that The Hampshire & Isle of Wight LPC has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of The Hampshire & Isle of Wight LPC. You consider that The Hampshire & Isle of Wight LPC is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of The Hampshire & Isle of Wight LPC. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

HJS Chartered Accountants

### The Hampshire and Isle of Wight Pharmaceutical Committee Fund Statement as at 31 March 2020

	2020 £	2019 £
<b>Turnover</b>	426,828	265,854
Administrative expenses	(423,798)	(359,786)
	<hr/>	<hr/>
<b>Operating profit</b>	3,030	(93,932)
Other interest receivable and similar income	1,038	965
	<hr/>	<hr/>
<b>Profit on ordinary activities before taxation</b>	4,068	(92,967)
Tax on profit on ordinary activities	(197)	(183)
	<hr/>	<hr/>
<b>Profit for the year</b>	<b>3,871</b> =====	<b>(93,150)</b> =====

The profit and loss account has been prepared on the basis that all operations are continuing operations. There are no recognised gains and losses other than those passing through the profit and loss account.

Hampshire & Isle of Wight Pharmaceutical Committee  
Sentinel House  
Harvest Crescent  
Fleet Hants  
GU51 2UZ  
Tel 01252 413778

[www.cpsc.org.uk](http://www.cpsc.org.uk)