

Hampshire & Isle of Wight LPC

SUPPORTING LOCAL COMMUNITY PHARMACY



Community Pharmacy
South Central

Annual Report 2019

Incorporating the Annual Accounts 2018/19





This is my second chair's report having been successful in being voted in by the committee for another 12 months and once again I have spent some time thinking about how to compress what's happened over the last 12 months into a few paragraphs.

So, what have we been up to since May.....?

Debby has continued to deliver in line with the strategy that the committee pulled together, working tirelessly with all local stakeholders to ensure that community pharmacy is in everyone's mind when talking about how healthcare provision could be delivered in the future. Skye continues to be a huge support to the committee and myself and is the beating heart of the LPC.

We were sad to see Richard Buxton leave the role of Professional Services Development Manager, following a decision to work less and enjoy more time pursuing the finer things in life. We are however very pleased that Richard has agreed to remain as our communications officer, and will continue to look after our website and social media channels, as well as really useful initiatives such as the flu post cards which I know many of you found useful last season.

There have been so many aspects that we as a committee have worked on for the benefit of our contractors that I feel I could write a 'war & peace' but in the interests of everyone reading this, I will summarise a few key points that I am particularly proud of and that I feel continue to demonstrate the work we all undertake on your behalf as our contractors.

The biggest celebration of all that community pharmacy does across our patch took place in July with the second CPSC awards evening where, together with many of you and your teams, we were able to share the exceptional stories that take place in your pharmacies. We had winners from Team of the year to Pharmacist of the year. I for one was humbled by the nominations and the clear impact community pharmacy can have on our communities and the positive effects we make to patients' lives.

Following Richard's decision to reduce his working days the committee looked at the support available to contractors. We took the decision to recruit a Contractor Development & Support Manager and a Professional Services Development Manager.

In March Artur Pysz joined us as our Contractor Development & Support Manager. He routinely visits contractors each week to provide support and developmental opportunities for their teams to deliver improved quality and performance standards of care at each pharmacy location, and I am sure that many of you would

have had the opportunity to meet Artur over the last few months. I am excited about the help and assistance that Artur will be providing for contractors.

In April Alison Freemantle joined us as Professional Services Development Manager, Alison will continue where Richard left off and will work with all commissioners within our 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 will also continue 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 and that we can offer solutions to support the wider system and often are the preferred choice for patients in terms of our accessibility and location.

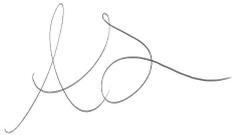
I am proud to chair the committee and look forward to working with all our committee members over the coming 12 months for the benefit of you our contractors. There is no doubt that there will continue to be challenges ahead, from the impact of a soft or hard Brexit, or deal or no deal, to the future funding arrangements for the pharmacy contract. What I do know is that individually our voices can be hard to hear, but

the strength of our collective voices will no doubt ensure a bright future for community pharmacy.

I would like to thank all the committee members past and present for their contribution, 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



At the end of my reflections on the 2017/18 LPC year for the last AGM, I mentioned that we were awaiting the result of the Judicial Appeal. When it was eventually announced in the autumn, it had not found in our favour, but at least it was a final resolution and we were able to start thinking about progress into the future.

In April of 2018 the LPC began the first year of a new four-year cycle, saying farewell to some members and welcoming other, new faces to the table. Simon Dukes also came to PSNC as the new Chief Executive Officer. Consequently, there was an air of renewal and re-organisation encouraging us to move forward.

With a focus on improving efficiency and efficacy, at our first meeting for the year, in May, the LPC sub-committees reflected on their previous work and agreed actions that would produce more effective outcomes for contractors. Every LPC agenda now includes dedicated time for the sub-committees to meet, ensuring that they have the opportunity for quality reviewing and planning.

July saw the second of our Community Pharmacy South Central Awards events. We were delighted to have more nominations than the previous year, with a very high standard of entry. Robbie Turner joined us as our guest speaker and managed to provide an engaging and motivational speech, in spite of the fact that he was in competition with a certain World Cup semi-final at the time!

The LPC strategy was reviewed and refreshed, updating our key objectives against the strategic aims. This helps to keep the work of the LPC focussed and relevant to the challenges and changes within the healthcare landscape, both locally and nationally. We also responded to a national consultation about dispensing and organisation governance to support the voice of community pharmacy being heard.

A joint campaign with Wessex LMCs was agreed, creating the Flu Free Wessex brand, and together we ran a successful campaign across social media and newspapers to encourage the uptake of the flu vaccination. Community Pharmacy in Hampshire and the Isle of Wight was praised by the CCGs for our responsive support in problem areas and for our professionalism. Overall, the season finished successfully, with another increase in the number of vaccinations delivered by our contractors.

In September, an update of our LPC Self-Assessment identified that we needed to develop the way that we communicate with you, our contractors. We have continued to build our presence and following on Twitter and shorter, punchier, digests of opportunities, actions and information are regularly shared with contractors, providing links to documents and websites etc that can be visited when most convenient for the viewer.

Following the attendance of our Finance Officer at the PSNC's Treasurer Day, we updated elements of our practice, particularly introducing a bi-monthly meeting between the Chair, Finance Officer, Chief Officer and Office Manager to ensure that our operations are aligned with our budget.

At our meeting in November, we heard that PSNC was now able to get much more engaged with the

NHS, but it was quite clear that the government was very much focussed on reducing its spend on the dispensing of medicines through community pharmacy. As the committee appreciated the changes and challenges ahead, it was seen to be the time to invest in the creation of greater capacity within the Operational Team, enabling more individualised support for contractors and broader engagement within the increasingly complex stakeholder environment. The decision was made to create full time roles for Service Development and Contractor Support and that these would be employed roles, as advised by PSNC.

We were delighted that Simon Dukes was able to attend our meeting in January. He was able to confirm that there would be no increase in the funding for our sector, but a better relationship was now being built with Government. As financial constraints bit harder, however, we were now seeing more evidence of the effects, such as some of our pharmacies reducing their opening hours. To ensure that the LPC was not holding reserves above the recommended level, the levy reduction that we had introduced earlier in the year had now successfully brought our reserves down to the required level.

At our final meeting of the LPC year in March, I was able to announce that we had successfully recruited for our Professional Services Development Manager and our Contractor Development and Support Manager roles. Both recruits would be serving their notice and joining us later in the year. This has proven to be a prescient move on the part of our LPC, as many LPCs are now reporting that they are struggling with capacity issues.

With the fragile economic situation, PSNC advised

contractors against investing personal funds into a pharmacy business. PSNC subsequently dropped one meeting per year in order to create savings and our own committee members were finding it harder to attend meetings as their businesses became more demanding. However, despite this, your LPC continues to remain focussed and dedicated to representing and supporting you all to be the best that you can be.

My final words are those of encouragement to maximise your engagement with, and therefore benefit from, the communications and training opportunities that we offer – the CPSC website and weekly email updates, CPSC Twitter, VirtualOutcomes, CPSC Academy meetings and, brand new for 2019/20, CPSC webinars.

With best wishes,

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.

Committee Member	Elected or Appointed	Attendance / Possible	Expenses Claimed [†]
Andrew Selvaratnam	CCA Appointment	4/6	£1,136.25
Arun Sharma	Independent	5/6	£1,164.60
Ashley Littlewood-Miller	CCA Appointment	5/6	£0
Davinder Virdee	Independent	3/6	£0
Gary Warner	Independent	5/6	£1,606.57
Kate Toms	CCA Appointment	5/6	£0
Mark Ireland	CCA Appointment	3.5/6	£0
Michael McWhirter	AIMp Representative	6/6	£1,609.20
Peter Woodward	CCA Appointment	6/6	£2,760.80
Roshni Simmonds	CCA Appointment	6/6	£1,302.15
Sri Potta	CCA Appointment	5/6	£0
Tim Baker	Independent	5/6	£1,768.90
Stephanie Mackinnon	CCA Appointment	2/6	£0

[†] 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 deficit of £88 616.19 for the year as the budget was set to incur a deficit by reducing the levy for 6 months so that the retained income would be reduced to £195 543.79 from £284 159.98 in 2018. The retained income still leaves the finances in a sound financial status.

After the successful 3-year contract to secure the services of someone to promote professional services, the committee has decided to employ two people to continue the increase professional services for contractors. This has resulted in the levy for 2019/20 to be increased to £33 651.09.

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	260,245.22	PSNC Levy	100,940.00
Bank Interest	637.36	Training Costs	1,120.00
Educational Support	0.00	Member's Expenses and Travel	15,273.03
HLP Hampshire & IOW	45.00	Catering & Room Hire	3,815.85
Sundry Income	0.00	Secretarial & Administration	23,152.78
Communications	5,562.00	Staff Costs	104,690.86
		Corporation Tax	397.29
		Professional Subscriptions	219.49
		Bank Charges	681.90
		Service Development	40,306.00
		CDSM Manager	6,369.58
		Communications	23,855.68
		Patient group engagement	578.39
		IT Hardware	1,322.42
		CPW Academy	32,382.50
Total	266,489.58	Total	355,105.77
FUND			
Initial balance	284,159.98	Balance at Bank	195543.79
Surplus (Deficit) for the year	-88,616.19		
	£ 195,543.79		£ 195,543.79
		Trading profit (- loss) to date =	-£ 88,616.19

Finance Officer's Report

The Grant Account has £125 976.25 across four projects. The balance in each account is shown below.

Project	Balance Remaining
Portsmouth EPS Support	£ 16,313.90
HCC HLP	£ 106,705.64
COPD Project	£ 3.91
Diabetes Project	£ 719.65
Balance	£ 123,743.10
Net Bank Fees	£ 2,233.15
Account Balance	£ 125,976.25



Peter Woodward
LPC Finance Officer
Dated: August 2019



Ashley Littlewood-Miller
LPC Chair
Dated: August 2019

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 2018

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 2019 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 2019

	2019 £	2018 £
Turnover	265,854	307,825
Administrative expenses	(359,786)	(335,624)
	_____	_____
Operating profit	(93,932)	(27,799)
Other interest receivable and similar income	965	2,091
	_____	_____
Profit on ordinary activities before taxation	(92,967)	(25,708)
Tax on profit on ordinary activities	(183)	(397)
	_____	_____
Profit for the year	(93,150) =====	(26,105) =====

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.

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