

East Sussex

Local Pharmaceutical Committee

Annual Report & Financial Statements

April 2019 to March 2020

East Sussex Local Pharmaceutical Committee

Community Pharmacy Surrey & Sussex

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TABLE OF CONTENTS

Officers 2019 – 2020	Page: 3
Chairman’s report	Page: 4-5
Chief Executive Report	Page: 6 -17
Members of the Committee & Governance 2019 – 2020	Page: 18-21
LPC Representation	Page: 22-24
Financial Report	Page: 25-37

Officers 2019-2020

Chair:

Craig McEwan MRPharmS

Vice Chair:

Sarah Davis MRPharmS

Treasurer:

Paul Antenen MRPharmS

Chief Executive Officer, Community Pharmacy Surrey & Sussex

James Wood, FRPharmS

Email: jameswood@communitypharmacys.co.uk

The Committee

East Sussex Local Pharmaceutical Committee (LPC) is a local representative committee of pharmacy contractors in the area covered by the LPC that has been approved by NHS England under the NHS Act 2006, as the body representing the owners of the community pharmacies in the Brighton and Hove Health and Wellbeing Board and the East Sussex Health and Wellbeing Board area.

Regulations under the NHS Act require NHS England to consult LPCs on matters such as market entry and local enhanced services. The LPC negotiates and discusses locally commissioned pharmacy services with other commissioners and is available to give advice to community pharmacy contractors and others wanting to know more about local community pharmacy.

The LPC constitution sets out the role and duties of the LPC that include:

- representing their contractors in local and national consultations relevant to pharmacy contractors; making representations to NHS England, Health and Wellbeing Boards and PSNC.
- providing support, resources, and guidance to pharmacy contractors, such as advice on contract compliance and monitoring, market entry and other locally commissioned services.
- promotion and development of local pharmacy through local public affairs and lobbying to create an environment for community pharmacy to flourish.

Our vision is to enhance the role of community pharmacy and to ensure the sector has an active role in promoting health and wellbeing in East Sussex.

Welcome & Overview

Craig McEwan MRPharmS
Chair



Hello and welcome to our 2019-20 annual report and financial statements of East Sussex Local Pharmaceutical Committee.

During the year we continued to collaborate with our colleagues in West Sussex and Surrey to deliver the LPC operations, local representation, and support through Community Pharmacy Surrey & Sussex. Working with my fellow LPC members and the staff team that we collectively employ; it is nice to be able to share some of our achievements and activities in our pages here. I would also like to thank all of our East Sussex LPC members for their work in representing you, especially our Vice Chair, Sarah Davis and our Treasurer, Paul Antenen, and to the executive team for their leadership and support.

We have continued to support contractors through a busy and eventful year. Support has been available for all local and some national NHS contractual matters and has included a new fortnightly news round-up, webinars, specific support for the introduction of new elements of year one of the new five year Community Pharmacy Contractual Framework, such as coming together to work with Primary Care Networks (PCNs) and the Community Pharmacist Consultation Service.

Through continued local representation we have managed to more closely integrate community pharmacy into local pathways, explore service opportunities and ensured financial support for contractors for local services unable to be delivered during the pandemic. Your LPC worked with contractors to ensure that every Primary Care Network (PCN) in East Sussex has got a community pharmacy lead so that this aspect of the Pharmacy Quality Scheme (PQS) could be claimed for.

As a committee we all appreciate the financial difficulties that contractors face. If you've ever wondered what we spend the levy collected from you, the pharmacy contractors on, then do read on in our financial statements at back. Turning to 2020-21, because we have continued to reduce our costs through collaboration, we have once again been able to reduce the levy rate, whilst continuing to provide the same local support and representation.

At the end of the financial year, the COVID-19 pandemic hit. The LPC changed its way of working rapidly and moved to provide full local support centred around the needs of contractors and teams focussed on the pandemic. This year, during 2020-21, will see the further development of PCNs, a new round of PQS, the implementation of the Wright review into wider local representation on PSNC and possibly the most challenging seasonal flu season we have known yet. We will continue to be here to support you on all local matters.

Whilst the impact of Covid is still very much upon us we are still unable to meet in large groups. However, I look forward to hopefully seeing many of you online for our first virtual annual general meeting on the evening of Tuesday 22nd September 2020.

Please register here <https://communitypharmacys.co.uk/our-events/east-sussex-agm-2020/>

In the meantime, watch out for our collective Community Pharmacy Surrey & Sussex 'Review of the Year' with more details of our work with the other LPCs. It will be landing with you by hard copy to all contractors and all pharmacies towards the end of August 2020.

Best wishes,

Craig

Report on our Activities

James Wood FRPharmS
Chief Executive Officer



Welcome to our 2019-20 annual report. This was a significant year for community pharmacy both nationally and locally. I am pleased to be able to report on further details of our activities and share some of our achievements.

Much of the day to day work on behalf of the three LPCs in East Sussex, West Sussex and Surrey is delivered through the staff team at Community Pharmacy Surrey & Sussex. This year, we made important progress in our work to develop and promote community pharmacy locally. We continued to secured over £1.5m in local funding across Surrey and Sussex; kept everyone up-to-date with local news and opportunities; revamped our website to make it easier for contractors to access local information; strengthened our identity; represented and promoted our sector at all levels across Surrey and Sussex and have been delighted that several of our publications were endorsed by the local medical committee (LMC) for the benefit of everyone in primary care.

Early on in 2019-20 the joint announcement from PSNC, NHS England & Improvement and the Department for Health & Social Care, of £13bn funding for the community pharmacy contractual framework to 2023-24 was revealed alongside ambitious plans for more clinical-based service models and more integration with the developing NHS agenda through the NHS Long Term Plan. Continued deployment of the *Pharmacy Integration Fund* is intended to help embed the new contract through a series of service development and testing to inform future commissioning.

This shaped some of our operational plans from July 2019 onwards, as LPC committee members decided to invest local resources to support contractors and work with the many different parts of the local NHS to implement new national services and make them a success.

Support

We continued to support contractors in all local NHS matters, both reactively and more pro-actively. In July 2019, a new Pharmacy Quality Scheme (PQS) was announced for the 2019-20 financial year; this scheme was formerly known as the Quality Payments Scheme (QPS). We helped contractors to

maximise their participation, by offering advice on how to achieve certain criteria and in particular, checking that pharmacies had met the gateway criteria, from data shared with the LPC.

We made this year's pharmacy quality scheme process as accessible, easy and as clear as possible by: arranging call-in-clinics; offering one-to-one individual support where requested, targeting phone calls to contractors who needed support and sending gentle reminders through our regular communications. As a result, 98% of East Sussex contractors participating in the scheme qualified for gateway criteria.

The LPC supported workshop in January was specially timed to help contractors in advance of the Pharmacy Quality Scheme (PQS) declaration period which ran throughout February. Pharmacists and non-pharmacist managers attended for last minute updates as those seeking to become HLP Leaders and qualified Health Champions. The day also included RSPH level 2 award assessments. We were grateful to East Sussex County Council supporting this event through their HLP development funds.

Primary Care Networks

A key focus of our activities in 2019-20 was to ensure that all pharmacy owners were able to claim their PCN funding as part of the Pharmacy Quality Scheme (PQS), bringing around £525,000 funding into Surrey and Sussex pharmacies. By February 2020 we had supported all 160 community pharmacy contractors in East Sussex to identify the PCN they should belong to, all other pharmacies in the same PCN and a lead pharmacist to represent them all at PCN meetings. It was a step change towards closer collaboration of pharmacy contractors, which we expect will underpin all future ways of working at community levels. Our specific activities included:

- Mapping pharmacies to PCN areas and working with them to validate the information, which saved contractors having to do this themselves
- Helping to facilitate lead PCN nominations and in some areas, a bit of extra help to reach consensus
- Four editions of a bespoke PCN newsletter with how-to, and what-to-do advice and information and dedicated pages on our website.

Support for service developments in the community pharmacy contractual framework

Almost all community pharmacies from across Surrey and Sussex signed up to offer the Community Pharmacist Consultation Service. Together they completed 5,904 consultations in the five months to

the end of March 2020. This is huge recognition for the planning work undertaken behind the-scenes by the LPCs, convening a Community Pharmacy Consultation Service Implementation Group for the South East with the following aims:

- Smooth transition from NUMSAS
- Accelerate readiness for CPCS for go live 29 October 2019
- Maximise sign ups to the service
- Optimise the environment for referrals from 111
- Address any post implementation issues

And included all local and regional partners, including NHS111, NHS England & Improvement regional pharmacy contract Managers & integration leads, DOS leads and others taking part in weekly conference calls – a model which was copied by other LPCs across England.

Support for locally commissioned services

We refreshed and further developed our Essential Guide to Services, as an at a glance guide to pharmacies to pinpoint locally commissioned services in East Sussex. It was especially useful as not all of the locally commissioned services were available in all areas. We encourage contractors to read our essential guide in conjunction with its companion publication, our Pharmacy Service Claiming Checklist, which outlines the fees provided for services provision from local commissioners, and the training, delivery and claiming processes to get them.

Our Deadline Tracker, now published every month for the last two years, continues to be by far our most popular publication, and it's really smart and simple. By compiling a list of the most important deadlines, submissions and things-to-do for every month, we help contractors avoid any last-minute panics and to meet contractual and other deadlines in a fast paced and challenging operating environment. Many other LPC's throughout England have copied it to benefit contractors across the LPC network.

The LPC organised a host of events to help inform and support pharmacy teams on important topics throughout 2019-20. These also provided a great opportunity to meet and listen with contractors and their teams. We will continue to support meetings in 2020/21 but are considering how best we can offer these in light of more virtual working started during the pandemic.

- 2 Events: PCNs & Community Pharmacy, everything you need to know - June 2019

- Take home Naloxone service - June 2019
- 2 Events: Smoking cessation Pharmacy Update Training - September 2019
- Annual meeting of East Sussex contractors including support for GPhC Revalidation – September 2019
- Support webinar for Area Managers in Surrey & Sussex - November 2019
- 2 Events: Everything you need to know about being a PCN Lead Community Pharmacist Representative - November 2019
- East Sussex: PCN Lead Meeting (to discuss lead position and more) December 2019
- Countdown to PQS declaration: Get HLP ready at our HLP workshop - January 2020
- 3 Events: Anti Coagulation Pharmacy network events - January & February 2020
- 2 Events: Contractor meetings – March 2020

All our support resources are hosted online, and our website contains a wealth of information for pharmacy teams and others about local opportunities. Every second Thursday, we send a news round-up directly to pharmacy premises email accounts with all the relevant local news.

Development

Local Commissioning

At the start of the year we successfully renegotiated all existing public health services from Brighton & Hove City Council and East Sussex County Council, including NHS HealthChecks and the locally commissioned services via the local NHS Clinical Commissioning Groups.

We were in on-going discussions with local commissioners to secure future looking multi-year settlement, however, the coronavirus pandemic overshadowed further development, and this is something we will revisit in 2020-21. Moving from one year to three-year contracting is our goal, to give more certainty of local service income. It will also save time and administration costs for everyone.

We continued our development work with public health colleagues about extending the role of community pharmacy and at the end of 2019-20 adding a new proof of concept service in East Sussex County Council area for the supply of oral contraception service (repeat and quick start bridging via PGD). In East Sussex, a Naloxone PGD supply service was added to the refreshed substance misuse arrangements. In Brighton and Hove a new stop smoking SLA was agreed, which saw an increase in the 4-week quit fee and the addition of a Varenicline PGD element for community pharmacies.

In Brighton and Hove, we ended the year working on transition arrangements with substance misuse providers – due to a change of provider. From the 1st April 2020, Change Grow Live (CGL), as they will deliver substance misuse services in Brighton and Hove, alongside subcontractors The Oasis Project, Lloydspharmacy (working with all current pharmacy providers in the city) and Cascade creative recovery. This will standardise the arrangements across Sussex and we look forward to working with CGL to improve and optimise elements of the community pharmacy arrangements.

Digital enablers

TCAM Pathway

During the year, all three LPCs in Surrey and Sussex committed their support to the work of the Kent, Surrey, Sussex Academic Health Science Network (KSS AHSN) in co-ordinating a new Transfer of Care Around Medicines (TCAM) pathway across Surrey and Sussex. The AHSN has invested over £150,000 in-kind implementation support. This will see PharmOutcomes being introduced to send electronic hospital discharge information to community pharmacies. The local TCAM pathway is critical to being able to deliver the new Discharge Medicines Service, a new essential service being added to the Community Pharmacy Contractual Framework later in 2020-21. During 2019-20, much of our focus was on developing the technology and pathways with East Sussex Healthcare NHS Trust. They were the first to pilot TCAM in April 2019, followed by three more Surrey-based trusts - Ashford and St Peter’s Hospital, Surrey; Surrey and Borders Partnership; and Royal Surrey. Together, along with the successful partnerships formed with over 300 pharmacies, they have used the TCAM system to support over 800 patients across Surrey and Sussex during Q1 – Q4, 2019-20, with referrals still building up.

The table below shows how the pathway was utilised in 2019, which was a development year

	Total live Trusts #	Referred #	Completed #	Completion rate
2019/20 Q1	1	109	89	81.7%
2019/20 Q2	1	101	83	82.2%
2019/20 Q3	3	278	218	78.4%
2019/20 Q4	4	321	225	70.1%
	4	809	615	78.1%

At the start of the year, East Sussex LPC led work on developing a policy position about TCAM, which was adopted by all the LPCs across Surrey and Sussex. It recognised that taking part in the TCAM pathway is currently voluntary, but with the pathway going live across most of Surrey and parts of East Sussex, to ensure the digital pathway is available at the launch of the DMS. Hundreds of community pharmacy contractors have already registered to participate with a high level of acceptance and completion rate, because:

- Improved access to patient health records, such as hospital discharge summaries and local electronic healthcare records, means community pharmacists and pharmacy technicians are better informed when dispensing medicines – this is an important “safety net” and helps keep patients safe
- Access to the hospital discharge process is an enabler and can bring benefits to community pharmacies:
 - By informing the dispensing process to improve efficiency, improving safety, saving time and reducing wasted effort and wasted medicines
 - Driving added value interventions such as medicines use reviews (MURs), new medicines services (NMS), seasonal flu vaccinations, as well as locally commissioned services such as smoking cessation and Blood Pressure+ where available
- The TCAM pathway opens doors to further medicines optimisation activities in community pharmacy and introduces opportunities for discussion about full medicines reconciliation, prescription synchronisation and pharmaceutical care planning, which along with making better use of the clinical skills of community pharmacists, are high on the NHS national agenda.

MYS

We worked to provide local support and awareness to make sure that 99% of East Sussex pharmacy contractors had registered on the NHSBSA Manage Your Service (MYS) portal by February 2020, which will become increasingly important for service and other payment claims.

Representation

Consultations

We are often asked for our views on a variety of topics. This is usually by national and local government, local NHS commissioners, or by organisations that represent patients and the public; pharmacists; people involved in educating and training the pharmacy workforce; and those working to transform the NHS.

Over the last year the committee gave local pharmacy a voice and responded formally to the following:

- Feedback about local EPS Phase 4 Pilots, in April 2019
- Department of Health Consultation on Drug Tariff Reforms, we responded in September 2020, giving local examples of issues that contractors experience
- Professor David Wright's review of LPCs and PSNC. In November 2019 Professor David Wright was appointed to lead an independent review into PSNC and LPC representation and support for contractors. We submitted a joint response with Surrey and West Sussex LPCs in February 2020.

Health & Wellbeing Board

Since 1 April 2013, every Health and Wellbeing Board (HWB) in England has had a statutory responsibility to publish and keep up to date a statement of the needs for pharmaceutical services of the population in its area. This is referred to as a Pharmaceutical Needs Assessment (PNA) and was published in March 2018 (Brighton & Hove) and 2017 (East Sussex).

The current regulations involve a market entry test based on pharmaceutical needs assessments, so this is an important area of the LPCs work. During the year we worked with the HWB in Brighton and Hove to consider a supplementary statement. We also responded to market entry consultations; a summary of activity can be found towards the end of this report.

In East Sussex County Council, work began on the Pharmaceutical Needs Assessment refresh during 2019-20, to be prepared to publish a revised PNA from July 2020. The development of the PNA is an iterative process, which will take into account the Joint Strategic Needs Assessment and the Joint Health and Wellbeing Strategy – and which will also take into account the information about current and future provision of services. We have been closely involved in this work, to ensure a robust PNA is developed, as well as to feed in local knowledge about what services are provided, the aspirations and willingness of existing pharmacy contractors to provide additional services, and they will be able to help the Health and Wellbeing Boards to engage with pharmacy contractors.

At the time of writing this report, much of the PNA work sadly proved abortive, as due to the pandemic the lifetime of current PNAs has now been extended until 2021/22.

We meet on a quarterly basis with commissioning colleagues from Brighton & Hove City Council and East Sussex County Council Public Health Team, to discuss community pharmacy issues relating to locally commissioned public health services.

Members of Parliament

The General Election presented a great opportunity for our sector to be recognised as a valuable health and wellbeing asset, so we joined forces with the national pharmacy organisations and PSNC on their 'Vote Pharmacy' manifesto campaign, which set out how we hoped any new Government will commit to investing in community pharmacy. Contractors across Surrey and Sussex got involved in the campaign by inviting local candidates from all parties to visit them and sign a pledge of support using the #votePharmacy hashtag.

Clinical Commissioning Groups (CCGs)

We continued to meet regularly with representatives from all the CCGs across East Sussex, including key individuals involved with medicines and prescribing policies, as well as colleagues who commission some local pharmacy services through CCG NHS Standard Contracts.

The LPC fielded representatives on all the area prescribing groups across the county, to ensure decisions taken at groups recognised the impact on community pharmacy and where possible to influence decisions that would have a negative impact on contractors.

During 2019-20 all the CCGs in East Sussex continued working more closely to enable greater scale planning and purchasing of health and care services, working across providers, commissioners, and social care organisations. As we closed the year on 31st March 2020, the CCGs merged, forming two across the East Sussex LPC area: East Sussex CCG and Brighton & Hove CCG. They are working more formally together across Sussex with the West Sussex CCG, which presents an opportunity for us to call for increasing standardisation to matters affecting community pharmacy.

NHS England & Improvement

NHS England & Improvement, via a series of area teams across the country, is responsible for the monitoring and performance management of the community pharmacy contractual framework. East Sussex pharmacies are aligned to the Kent, West Sussex, and Surrey, based in Horley. By the 31st March 2020, the area team had merged into a wider 'South East' region. Local Pharmaceutical Committees across the South East met with representatives from the local NHS, through regular liaison meetings, to feedback contractor issues and discuss areas of common interest and where a standard approach on a contractual issue is required across all of the LPCs.

During the year, we worked in collaboration with colleagues from the local NHS team and the Local Professional Network Chair, Sally Greensmith, around the new pharmaceutical waste arrangements, rural matters and progressing work on digital mapping and dispensing list validation, planning of rota provision and many other matters.

By mid-summer during 2019-20, we had worked with the NHS England area team to implement the dispensing list validation audit, under the NHS Pharmaceutical and Local Pharmaceutical Services Regulations 2013. We produced a local briefing for contractors and their teams, which saw hundreds of patients removed from historical GP dispensing lists across rural parts of East Sussex and asked to nominate a community pharmacy of their choice.

Patients and the Public

We worked with staff and volunteers from Healthwatch East Sussex and Healthwatch Brighton & Hove to promote community pharmacy and brief them about supply issues, medicines shortages, contractual developments and pressures facing pharmacies. In January 2020, we met with Healthwatch representatives across the South East network, to update them about the new 5-year CPCF developments and local initiatives.

People living in the High Weald area of East Sussex praised community pharmacy in a report published by Healthwatch East Sussex in 2019. This was part of a rural listening tour.

Almost 1,000 local people contributed their views on local services. Coming out top for positive feedback were local pharmacists. GPs too were rated highly on the quality of care provided, but for many people, the frustrations of getting a GP appointment are a significant challenge.

Pharmacies received feedback, not only around the convenience of collecting medication, but for general health advice and for being a valued asset in the community.

Deliver

We continued to develop the Community Pharmacy Surrey & Sussex team and infrastructure to be better enabled and efficient in the way that we deliver our work. This has included:

- Digitally enabling the team to work smarter and remotely across Surrey & Sussex (ahead of the pandemic)
- Consolidating the number of committee and internal facing meetings, including holding our first joint meetings across all three LPCs, saving time and costs

- Building our capability to be more insight driven – such as introduced a contractor survey prior to each LPC meeting and a widespread contractor communication survey in June 2019
- Human Resource support to ensure the LPCs continue to be a good employer and support employees in their work.
- Comprehensive LPC committee induction programme locally (to supplement training offered at a national level by PSNC).

For many contractors, the internet is the first place they turn to for help, making our website and social media channels critical to our effectiveness. Last year I mentioned that we got a new face within the staff team (Sandra Lamont), giving us extra skills to reach, engage and support you and our stakeholders even more. A major piece of work was delivered halfway through the year when we revealed our new look identity and revised layouts and content on our website. An A-Z of advice, tips and links helps contractors manage their NHS contracts, with all important local information. Our most popular pages are 'about us' and our 'A-Z'. Monitoring data tells us that the site is accessed most often on a Thursday at 3pm.

In December 2019, we promoted our 'A-Z' of advice, hints, tips, and links to help local community pharmacists manage their NHS contracts over the holidays and save valuable time should an emergency be affecting a pharmacy business. In addition, we gathered local and regional contact details together into one document for some of community pharmacies most important external stakeholders. An informal briefing was produced, giving links to online resources that will help with business continuity in the event of something disrupting business-as-usual at a pharmacy, and includes contact numbers for local safeguarding, local authorities and CCGs alongside links pharmacists should use to notify NHS England in the event of unplanned closures or amended opening hours.

During 2019-20 we added to our series of local briefing notes with an updated local guide to considerations when providing medicines compliance aids, which was supported by the Local Medical Committee. Another, focused on NHS requirements for prescription deliveries from pharmacies, helping to inform local NHS stakeholders about the limitations and helping to manage expectations. These are both available on our 'A-Z' section of our website.

Coronavirus

The last month of our financial year was overshadowed by the coronavirus. Next year's report will feature a full summary of what we did to help make contractors', and their employees', work a little easier at this extremely difficult time. For now, I would like to especially thank our staff team who have gone to extraordinary lengths to serve community pharmacy through this time, along with your LPC committee members that have governed our work.

It has been a pleasure to serve contractors and their teams during the coronavirus crisis. In uncertain times pharmacy contractors and the thousands of community pharmacy staff across Surrey and Sussex responded fabulously at the end of an already busy year, continuing to provide vital services in difficult circumstances. I would like to thank each and every one for their amazing efforts.

Future

The NHS and associated landscape is continuing to change rapidly and some of the decision making and contracting which historically has been done at a national level is likely to be increasingly devolved down to local decision makers. Integrated Care Systems (ICSs) are expected to cover the whole county by April 2021. This will be a fundamental shift in how CCGs work and how future commissioning of health and care services will be achieved. We have secured a seat on the Pharmacy and Medicines Programme Board of the Sussex STP, which will be of growing importance in shaping strategy across Sussex, as the CCGs work ever closer together

Over the course of 2020-21 we will be working with PSNC, other LPCs and contractors to implement the next steps of the Wright Review, an independent review of Community Pharmacy Contractor Representation and Support, welcomed by East Sussex LPC. Whatever is decided by contractors nationally and locally, it is likely that there will be a focus on retaining and strengthening local relationship building, so that LPCs and contractors can continue to work to expand and build on the excellent work already started, for example in primary care networks where community pharmacy is starting to be recognised as a key member of primary care teams. This will be tremendously effective at helping us be responsive to local situations and clearly defined local need as and when we need to.

We were pleased to see our operating model recognised in the report as an example of good practice. It took us around 24 months to get to our current position where we have significantly reduced our costs, increased our profile, and presented to all our stakeholders as a well-managed, professional organisation. However, the report identifies there is much still to do, and we look forward to working

with others in the sector to consider and implement the recommendations if there is consensus to proceed.

Amidst a lot of change ahead and continual adjustment to new ways of working, East Sussex LPC and my team and I will continue to provide guidance and support to contractors and help them to make the most of the opportunities ahead, both on local matters and local implementation of year 2 and 3 of the Community Pharmacy Contractual Framework. We will be with you every step of the way with all the local aspects and I look forward to working with you all into 2021.

Finally, I would like to express our gratitude to those who have supported and worked alongside us in partnership this year:

- Corporate partners: ALK-Abello Ltd, Bausch + Lomb UK Limited, UKCPA who received funding from Daiichi Sankyo UK Ltd
- Commissioners: NHS England & Improvement in the South East, East Sussex CCGs, Brighton & Hove CCG, East Sussex County Council, Brighton & Hove City Council
- NHS System Partners: NHS Digital, Kent Surrey Sussex, Academic Health Science Network (KSSAHSN), Healthwatch West Sussex, Surrey Heartlands ICS, Health Education England (London and the South East)
- Other pharmacy organisations: PSNC, NPA, AIMP, CCA, CPPE and our neighbouring LPCs

With best wishes,

James

Governance, structure, and management

The work of East Sussex LPC is governed by committee, 9 members are either elected or nominated to join the committee to represent pharmacy contractors' views. They do not get paid; however, they can claim expenses for attending meetings, travel and out of pocket expenses. The committee expenses policy is available on our website.

Members Expenses in 2019-20

A breakdown of member expenses is available in the table on page 18. The total amount of these expenses amounted to £6,037.98. The Chair of the committee were provided with an annual honorarium, to recognise the time taken to deliver the role effectively and to ensure engagement, this amounted to £3182 in 2019-20. The Treasurer claimed a service charge of £887.

Responsibilities of Committee Members

- Setting strategic direction and policy
- Agreeing and demonstrating vision, mission, and values
- oversight and control of the following areas
- Strategy and work plan, ensure operations are aligned
- Monitoring and evaluation against agreed goals
- Financial scrutiny – integrity, robustness, controls
- Value and level of service and being accountable to contractors
- Management of CEO and to provide help and advice, act as a soundboard for management/executive team
- Looking after the interests of the local contractors and to bring member insight and effectively represent views

Members of the Committee in 2019-20

Committee Member	Organisation	Membership Type	Actual Attendance/ Possible	Annual Expenses
Craig McEwan Chair	Station Plaza Pharmacy	IND	5 out of 5	£2,608.30
Sarah Davis Vice Chair	Boots UK	CCA	3 out of 5	£1,091.70
Paul Antenen Treasurer	Kamsons	AIMp	5 out of 5	£914.85
Marieanne Hockley	Lloydspharmacy	CCA	3 out of 5	£172.25
Shabbir Nagri	Day Lewis	AIMp (Appointed 31/10/2019)	1 out of 2	£207.60
Sharon Waghorn	Ackers Chemist	AIMp (Appointed 31/10/2019)	2 out of 2	£403.33
Julia Powell	Paydens	AIMp (resigned 31/10/2019)	1 out of 3	£235.95
Stacie McLeod	Day Lewis	AIMp (resigned 03/10/2019)	0 out of 2	£0
Ramiz Bahnam	Pharma Supply Ltd	IND	2 out of 5	£404.00
Mark Weston	Lloydspharmacy	CCA	4 out of 5	£0
Andrew Jones	Boots Pharmacy	CCA Appointed 08/08/2019	1 out of 2	£0

This was a year of change for LPC committee members. During the year, the CCA appointed one new committee member, and AIMp two new representatives, all appointees received a comprehensive local induction. To contact LPC members please email

lpc@communitypharmacyss.co.uk

Committee Meetings in 2019-20

Five LPC meetings were held in this period. Minutes from all meetings are available on our website. LPC meetings are open to observers and we especially encourage community pharmacy contractors and their team members to join us and find out what we do. Should you wish to attend an LPC meeting as an observer in person or by video, this needs to be pre-arranged. Email at LPC@communitypharmacys.co.uk. Dates for the remainder of this financial year are, 22 September 2020, 05 November 2020, 11 February 2021.

Governance Documentation

Members of the Committee adhere to Corporate Governance Principles adopted by the Committee. Copies of the East Sussex LPC Constitution and Corporate Governance Principles are available on our website. Additionally, members are required to complete a Confidentiality Agreement and a written Declaration of Interests which they have a duty to keep up to date. All Declaration of Interests are available for inspection at East Sussex LPC meetings and on our website. The Corporate Governance Principles and a Declaration of Interests Form are re-issued with the Agenda and Papers prior to each meeting of the committee.

Self-evaluation

The Committee uses the PSNC provided LPC self-evaluation tool to review governance practices and committee effectiveness. We reviewed ourselves against the tool in July 2019 and make improvements where necessary, these are detailed in our operational plan. A copy of our latest LPC self-evaluation too, which also identifies the key areas of work that contractors can expect from an LPC, can be found on our website.

Executive Staff Team and Community Pharmacy Surrey & Sussex

In 2017-2018 the three LPCs in Surrey and Sussex combined forces to set up a central administration and operations function to help support contractors more effectively and better meet the expectations of external NHS stakeholders and other local organisations.

The constituent LPCs remain the legal entities but the new overarching team uses the trading name '*Community Pharmacy Surrey & Sussex*' and all communications and business is delivered through our central office.

Community Pharmacy Surrey & Sussex is a mechanism to allow more effective collaboration between LPCs, pool resources and share costs as well as implementing initiatives of shared

interest in common areas. It is governed by the CPSS Executive Committee, which comprises of the Chair, Vice-Chair and Treasurer from each LPC. Paul Antenen, Treasurer for East Sussex LPC leads on financial governance and oversight across Community Pharmacy Surrey & Sussex.

A collaboration agreement has been drawn up between the three LPCs to ensure that each committee did not lose its status or powers (as set out in their constitutions and in the NHS Act). The collaboration agreement gives delegated authority to the CPSS Executive Committee, from the three LPCs, to monitor the operational effectiveness of Community Pharmacy Surrey & Sussex, including holding the Chief Executive to account for the organisation's performance. Lead by the Chief Executive, Community Pharmacy Surrey & Sussex daily work is managed by an executive staff team.

James Wood FRPharmS, chief executive officer. Connect [@JamesWWood](#) | Twitter

Hinal Patel MRPharmS, service development & support pharmacist.

Connect [@PatelPatelHinal](#) | Twitter

Sandra Lamont MCIPR MCMI, communications & engagement lead.

Connect [@LamontSandra](#) | Twitter

Micky Cassar, business administrator

East Sussex LPC Statistics

The LPC Represents a total of 160 Contractors at March 2020.

Applications for inclusions in the Pharmaceutical list, NHS (Pharmaceutical and Local Pharmaceutical Services) 2019—2020 *	Number
Change of ownership	6
Application for combined change of ownership and no significant change relocation	6
New Pharmacies	0
Pharmacy Closures	2
Consolidations	2
Unforeseen Benefits	2
* According to notifications received by the LPC	

160 NHS community pharmacy dispensing over 8 million prescription items during 2019-20

7 Essential services

Dispensing medicines

Dispensing appliances

Repeat dispensing

Disposal of unwanted medicines

Promotion of healthy lifestyles

Signposting

Self-care

6 Advanced services

There are six Advanced Services within the NHS Community Pharmacy Contractual Framework.

Community pharmacies can choose to provide any of these services if they meet the requirements set out in the Secretary of State Directions. Here's the activity for the top 4, with a value of over £1.6m in East Sussex, Brighton & Hove during 2019-20

- MUR and prescription intervention services: 31,392

- New Medicines Services: 16,210
- NHS flu vaccinations: 27,119
- NUMSAS: 4, 376 (ended 28/10/19 and replaced by CPCS)
- Community Pharmacist Consultation Service: Minor illness – 512, Urgent Supply – 5, 933
(includes figures for NUMSAS until 28th October & CPCS from 29 October)

Locally Commissioned Services

Locally commissioned community pharmacy services can be contracted via a number of different routes and by different commissioners, including local authorities, Clinical Commissioning Groups and NHS England’s local teams. In Surrey and Sussex, most commissioned services are public health services, commissioned by the public health team at the county councils and unitary authority.

The LPCs represent local contractors in negotiations for locally commissioned services and have developed a Service evaluation tool for locally commissioned services to help scrutinise each proposal / service specification.

At the end of this scrutiny process, a summary is shared with contractors who have expressed an interest in providing the service, to highlight the key points for their attention and consideration. This helps contractors make an informed decision to provide a locally commissioned service, or not. In the East Sussex LPC area, locally commissioned services are around £500,000 in their annual value.

1 CCG commissioned service

Availability of palliative care drugs – Just in Case (JIC) boxes

9 Public health commissioned services

Smoking cessation: B&H 183 – ES 177

NHS Healthchecks: ES 1603

Needle exchange: B&H 26,063 – ES 31,570

Supervised consumption: B&H 52,209 – ES 65,261

Missed dose claims: ES – 6357

Take Home Naloxone: ES - 16

Emergency hormonal contraception: B&H 4121 – ES 607

Chlamydia treatment: B&H 246

C-Card scheme: ES 1272

Condom distribution scheme for young people (*data unavailable to the LPC*)

Chlamydia screening postal kits (*data unavailable to the LPC*)

Stop smoking service varenicline PGD (*data unavailable to the LPC*)

1 Local Enhanced Service, commissioned by NHS

England in the South East Region

Provision of pharmaceutical services for Christmas Day & Easter Sunday (a three-year agreement which expired in 31 March 2020), worth over £70,080 to the 68 community pharmacies open on 21st April 2019 and 25th December 2019.

Financial Report

East Sussex LPC is funded by a variable statutory levy which NHS England (managed through the NHS Business Services Authority) is empowered by regulation to deduct from the remuneration paid to community pharmacy contractors.

Financial Statements for the Year ended 31st March 2020 follow on pages 27 onwards for East Sussex Local Pharmaceutical Committee. Three sets of accounts are presented – the second set covers the income and expenditure of Community Pharmacy Surrey & Sussex, the joint management and operations tier. The administrative costs of Community Pharmacy Surrey & Sussex are split between the three LPCs in line with the percentage of contracts covered by each of the individual committees. West Sussex LPC contributes 30% (£63,124) Surrey LPC contributes 39%, (£81,950) and East Sussex LPC contributes 31% (£63,124) of the income.

The third set of accounts is for the South East Forum of Local Pharmaceutical Committees. The forum brings together all the LPCs in the PSNC South East Coast Region (East Sussex, Kent, Surrey, West Sussex LPCs), including the Committee Officers, the PSNC regional representative and PSNC LPC lead, regional partners such as CPPE, Health Education England, the AHSN and NHS England & Improvement.

The purpose of the forum is not a decision-making forum, but to share good practice, resources, experiences, and ideas at a regional level. It is used as a forum to report on local issues, especially consider issues affecting all LPCs and contractors in the South East Forum area. To identify areas where LPCs can collaborate to produce joint resources, services, share workload, organise events or commission work for the benefit of all LPCs in the Forum, especially when working with regional partners and stakeholders.

Meeting and administration costs are met by constituent LPCs and managed by the secretariat. The administration and support to the forum is provided by the team at Community Pharmacy Surrey & Sussex and these arrangements are reviewed annually at the first meeting of the financial year. The forum is holding £60,000 of funds secured during 2019-20 by Health Education England to undertake a regional project in 2020-21 to promote pharmacy careers and retention in the South East, which we hope pharmacy contractors, as employers, will welcome. The work will be overseen by a HEE convened project board and progress reports will be provided back to the forum. Forum members agreed to revisit the terms of reference in 2020-21 following the Wright Review of PSNC/LPC representation and support.

2019-2020 Key Financial Highlights

East Sussex LPC income was £139,417, raised from pharmacy contractors via the levy

For every £1 of levy income raised:

- 47p Was spent directly supporting and representing contractors locally (via Community Pharmacy Surrey & Sussex and some LPC members undertaking local representation)
- 34p Was sent to PSNC to fund their work nationally for contractors in Surrey & Sussex
- 8p Was spent on governance costs (making sure that we are a well-run, accountable organisation that meets its constitutional duties) – mainly costs of committee members, committee meetings
- 11p Was unspent and added to reserves (to make sure we have sufficient funds for future – see note below)

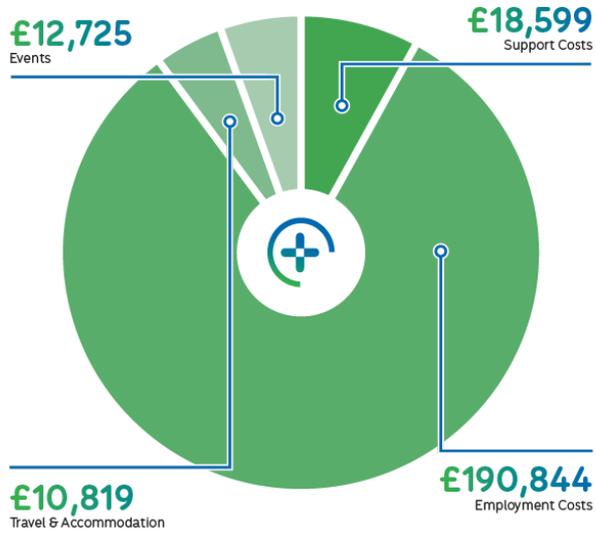
By keeping our costs down (East Sussex LPC expenses are now at a nine-year low) we generated an operating surplus of £14,654. This enabled us to bolster our free financial reserves a little further. At 31 March 2020, our reserves were £73,412 (55% of next year's expenditure). The PSNC guideline for the LPC's finances is that 50% of the next year's expenditure should be in reserves at 31st March each year.

In March 2020, your LPC members approved a budget for the following 12 months and agreed the amount it will collect from contractors in 2020-21 (the levy) to fund the committees work. Committee members agreed to reduce it from 0.11% to 0.10% from May 2020. A copy of the approved outline 2020-21 budget can be found on our website

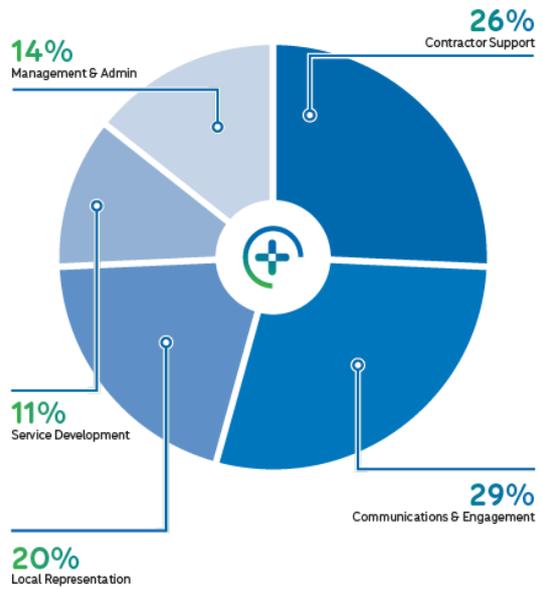
A total of £232,996 was spent by Community Pharmacy Surrey & Sussex on local support and representation across all three Local Pharmaceutical Committees and the following charts summarise this spend. The majority of this cost comprised of full employment and benefit costs of the executive staff team. In 2019-20 the Chief Executive was remunerated between £65,000 - £75,000 (including pension costs).

Local support and representation expenditure in Surrey & Sussex 2019-20 was:

(Funded by £210,280 from Contractor levy & £22,694 from external sources - industry partnership and commissioners)



% employment costs allocated to local activities against 2019-20 operational plan



EAST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE

UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

EAST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE

CONTENTS

	Page
Accountants' report	1
Income and expenditure	2
Balance sheet	3

EAST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE
STATEMENT OF INCOME AND EXPENSES
FOR THE YEAR ENDED 31ST MARCH 2020

ACCOUNTANT'S REPORT

As described on page 1, you have approved the accounts for the year ended 31st March 2020.

In accordance with your instructions we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

FRIEND-JAMES LIMITED



Date



EAST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE

**INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2020**

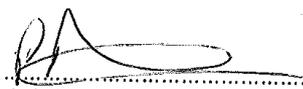
	£	2020 £	£	2019 £
Income				
LPC Levies		139,417		140,864
Educational Grant		-		1,690
Bank Interest		24		20
		<u>139,441</u>		<u>142,574</u>
Less: Expenditure				
CPSS	65,206		67,296	
PSNC Levy	47,480		47,480	
Insurances	482		295	
Stamps, stationery	-		77	
Cost of meetings	6,037		10,530	
Green bag scheme	-		225	
Members travelling expenses	1,277		1,973	
Accountancy	216		216	
Service Charge - Treasurer	887		887	
Service Charge - PEO	-		3,739	
Honarium - Chairman	3,182		3,305	
Bank Charges	20		80	
		<u>(124,787)</u>		<u>(136,103)</u>
Surplus / (Deficit) for the year		<u><u>14,654</u></u>		<u><u>6,471</u></u>

EAST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE

**BALANCE SHEET
AS AT 31 MARCH 2020**

	2020		2019	
	£	£	£	£
Current Assets				
Cash at Bank		74,911		58,758
		<u>74,911.00</u>		<u>58,758</u>
Less: Current Liabilities				
Creditors - amounts falling due within one year				
Accruals	(1,499)		-	
		<u>(1,499)</u>		<u>-</u>
		<u><u>73,412</u></u>		<u><u>58,758</u></u>
Capital and Reserves				
Surplus brought forward at 1 April 2019		58,758		52,287
Surplus / (Deficit) for the year		14,654		6,471
		<u>73,412</u>		<u>58,758</u>

We acknowledge our responsibility for these accounts and for providing Friend-James Chartered Accountants with all information and explanations necessary for their compilation.

Signed: 
For and on behalf of
Community Pharmacy Surrey & Sussex

Date: 26 July 2020

COMMUNITY PHARMACY SURREY & SUSSEX
UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2020

COMMUNITY PHARMACY SURREY & SUSSEX
STATEMENT OF INCOME AND EXPENSES
FOR THE YEAR ENDED 31ST MARCH 2020

ACCOUNTANT'S REPORT

As described on page 1, you have approved the accounts for the year ended 31st March 2020.

In accordance with your instructions we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

FRIEND-JAMES LIMITED


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Date

26/3/20

COMMUNITY PHARMACY SURREY & SUSSEX

INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2020

	2020		2019	
	£	£	£	£
Income				
East Sussex LPC				
Surrey LPC		65,206		67,296
West Sussex LPC		81,950		84,660
Health Education England		63,124		65,124
Pharma Grants		-		30,660
Surrey MoU		4,997		-
East Sussex County Council		16,600		-
Other Income		697		-
		<u>400</u>		<u>115</u>
		232,973		247,855
Less: Expenditure				
Staff costs	187,766		190,192	
Payroll admin	619		579	
HR Support	-		180	
Licences	7,113		1,980	
Health Education England	-		17,292	
Travel	9,598		11,982	
PCN Support	3,078		-	
Training / Conference fees	85		515	
Office rent	4,944		4,944	
Computers / Equipment	1,251		4,893	
Stationery	1,593		1,520	
Sundries	126		-	
Telephone	2,652		2,589	
Events	12,725		-	
Accommodation / Refreshments	1,221		1,523	
Accountancy	216		252	
		<u>(232,986)</u>		<u>(238,440)</u>
Surplus / (Deficit) for the year		<u>(12)</u>		<u>9,415</u>

COMMUNITY PHARMACY SURREY & SUSSEX

BALANCE SHEET
AS AT 31 MARCH 2020

	2020	2018
	£	£
Current Assets		
Cash at Bank	18,097	24,782
Debtors	<u>4,151.50</u>	<u>-</u>
	22,248.20	24,782
Less: Current Liabilities		
Creditors - amounts falling due within one year		
PAYE	(5,164)	(5,156)
Accruals	<u>(892)</u>	<u>(3,421)</u>
	<u>(6,056)</u>	<u>(8,577)</u>
	<u>16,193</u>	<u>16,206</u>
Capital and Reserves		
Surplus brought forward at 1 April 2019	16,205	6,790.00
Surplus / (Deficit) for the year	<u>(12)</u>	<u>9,415</u>
	<u>16,193</u>	<u>16,206</u>

We acknowledge our responsibility for these accounts and for providing Friend-James Chartered Accountants with all information and explanations necessary for their compilation.

Signed: 
 For and on behalf of
 Community Pharmacy Surrey & Sussex

Date: 26th May 2020

South East Forum of Local Pharmaceutical Committees

for Kent, Surrey, East and West Sussex

Secretariat c/o Community Pharmacy Surrey & Sussex

The White House, 18 Church Road, Leatherhead, Surrey, KT22 8BB. Tel 01372 417726

Online <http://communitypharmacyss.co.uk/about-us/se-forum/>

Email SEForum@communitypharmacyss.co.uk



Final Accounts 2019-2020

Balance brought forward **£1,763.09**

Incoming

Members

East Sussex LPC £0.00

Surrey LPC £0.00

West Sussex LPC £0.00

Kent LPC £0.00

Industry Sponsors

Forum Meetings £0.00

Other

Careers Collaborative Funding £60,000

TOTAL INCOME £61,763.09

Expenditure

May 2019 meeting -£392.00

4th July meeting -£361.00

1st October meeting -£412.00

5th December meeting -£391.00

TOTAL EXPENDITURE **£1556.00**

Balance carried forward £ 60,207.09

Note £60,000 of this surplus is ring fenced exclusively for the careers collaborative project as per HEE MoU

Produced by Community Pharmacy Surrey & Sussex for East Sussex Local Pharmaceutical Committee
July 2020.

Photo Credits Hemal Chudasama and Christopher Walton.