

West Sussex Local Pharmaceutical Committee

Annual Report & Financial Statements April 2020 to March 2021

West Sussex Local Pharmaceutical Committee

Community Pharmacy Surrey & Sussex
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Officers 2020-2021

Chair: Mark Donaghy MRPharmS

Vice Chair: Gemma Staniforth (resigned 29/10/20)

Vice Chair: Yola Barnard (voted as Vice Chair 04/11/20)

Treasurer: Alan Salter MRPharmS

Chief Executive Officer, Community Pharmacy Surrey & Sussex: James Wood (resigned 15th January 2021)

Chief Executive Officer, Community Pharmacy Surrey & Sussex: Julia Powell (joined 22nd February 2021). Email: juliapowell@communitypharmacys.co.uk

The Committee

West 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 West 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 West Sussex.

Welcome & Overview

Mark Donaghy

Chair



Dear Colleagues

Hello and welcome to our 2020-21 annual report and financial statements of West Sussex Local Pharmaceutical Committee.

The 2020-21 year has again been overshadowed by the pandemic and may I take this opportunity to thank each and every member of each West Sussex pharmacy team for all that you have all done to stay open and support your communities. Your professional commitment is much appreciated by your LPC.

It has been disappointing that we have not seen greater commissioning of Covid vaccination sites within the county, but I would like to highlight the impressive work of Raj Rohilla and his colleagues at Midhurst Pharmacy for setting up a successful vaccination clinic and even enlisting the help of Downton Abbey actor, Hugh Bonneville, to volunteer.

Your LPC members are very conscious of the financial constraints that community pharmacy continues to be under. The benefits of working collaboratively, mean that for the third year running we have been able to make a reduction in the LPC levy collected from contractors. I would like to sincerely thank our Treasurer, Alan Salter of Day Lewis Pharmacy, for his excellent work at helping us effectively manage costs. How we use your money is outlined in the report.

Our members share our contractors' frustration that PSNC have not been able to achieve a commitment from The Department of Health & Social Care for greater funding. Our PSNC Regional representative, Sunil Kochhar of Kent, regularly attends and updates us at our meetings.

There is a lot happening in our profession, but I would urge you to try to look at some of the work of the Pharmacy Representation Review Steering Group at <https://pharmacy-review.org/>. This group is implementing the recommendations of Professor David Wright's review of the work of LPCs and PSNC. This has the potential to completely change PSNC and LPCs and who is representing contractors at national funding negotiations. At West Sussex LPC, we have already implemented much of what Professor David Wright recommends as we already work in collaboration with East Sussex LPC and Surrey LPC to share resources under the CPSS umbrella.

This year we said goodbye to Gemma Staniforth, our Vice Chair and to James Wood, our Chief Executive, to become Director of Contractor & LPC Support at PSNC. Our Service Development Pharmacist, Hinal Patel, left to take up a role as Programme Manager at our local Academic Health Science Network. Mike Hedley, Contracts Manager at NHS England, and Sue Carter Head of Medicines Management at West Sussex CCG also retired. I would like to thank them for all, alongside Sandra, Micky and our LPC members, for all they have done for local pharmacy teams.

We are delighted to now have Yola Barnard of Superdrug as our Vice Chair, Julia Powell as our new Chief Executive and Marie Hockley as our recently appointed Service Development Lead. All have much experience and look forward to helping and representing you.

Please have a good read of the enclosed report and show it to your team, your locums, and your owners.

Close collaboration with St Richard's and Worthing Hospital has allowed contractors in the south of the county to receive Discharge Medicines Summaries (DMS) from secondary care. Work is ongoing with East Surrey, Queen Victoria, and Princess Royal Hospitals to get DMS launched there.

Your LPC worked with contractors to ensure that every Primary Care Network (PCN) in West Sussex has got a community pharmacy lead so that this aspect of the Pharmacy Quality Scheme (PQS) could be claimed for. I would like to thank everyone who took on this role.

We are seeing a few NHS 111 but no GP referrals into the Community Pharmacy Consultation Service. We will shortly see some pilot PCNs launch a PharmOutcomes linked referral system, like NHS 111 use, which we hope will then roll out across the county to ensure that the process can be as straightforward as possible. Please ensure that you and your teams are checking your NHS email and PharmOutcomes throughout the day.

I look forward to hopefully seeing many of you online for our virtual AGM on the evening of Tuesday 28th September 2021. Please register [here](#).

Yours

Mark Donaghy, Chair West Sussex LPC

Report on our Activities

Julia Powell
Chief Executive Officer



Community Pharmacy Surrey and Sussex is clear on our purpose; to support and represent you, our contractors. Our ambition is that community pharmacy is at the heart of the communities they serve; an integrated part of a sustainable NHS, promoting and improving health and wellbeing for patients and the public, now and in the future. The current financial situation for community pharmacy has, quite rightly, led us to an increased focus on the support we offer contractors and their pharmacy teams to help them to continue delivering quality services to their patients whilst maximising income to maintain a viable business. This drives our activity and work which is guided by our strategy. The CPSS team operational plan makes clear links to this strategy to cover all aspects of support and representation. We have continued to strengthen our relationships with local commissioners and other key stakeholders. The CPSS team attend meetings across West Sussex and at all levels to ensure that we represent community pharmacy in the key places. This includes regular meetings with NHS England and Improvement, maintaining links with CCGs, Local Authorities, Hospital Trusts and Local Medical Committees, and representation at numerous meetings including Digital Development, Primary Care, Medicines Safety and Prescribing Committees. We attend meetings to ensure that community pharmacy is included and promoted in local discussions, to keep abreast on what is happening in our area and to feedback relevant information to contractors.

Coronavirus

2020-21 was an extremely difficult year for pharmacy contractors. The operating environment with uncertainty around funding, rising costs and very real pressures from providing front line services – due to the coronavirus pandemic, all made for incredibly challenging conditions. For many patients we were the only accessible healthcare provider. There is no doubt in my mind that community pharmacies came to the public's rescue. I have never known a period that was so intense and relentless with so many prescriptions, OTC consultations, telephone consultations, prescription, and delivery requests. In uncertain times pharmacy contractors and the thousands of community pharmacy staff across Surrey and Sussex responded fabulously, continuing to provide vital services in difficult circumstances. I would like to thank each and every one for their amazing efforts. To support contractors during this time, CPSS rapidly changed its way of working in response to the pandemic. We couldn't meet commissioners face-to-face, but they were immediately engaged to ensure support and income for local services was

unaffected by the pandemic for example, keeping an eye on prescription intervals and ensuring that all contractors continued to receive their average monthly supervision payment even though it was necessary to suspend that service temporarily. The CPSS team sent regular communications to pharmacy teams and updated the website with useful links to the most up to date information.

Our operational priorities changed and formed the basis of the coronavirus operational response plan, found [here](#). The document describes our key operational activities at a local level, to provide the very best level of support to contractors and their teams, in their efforts to support patients, the public and the wider NHS. Our response is co-ordinated with other pharmacy organisations, the network of LPCs, and working with the local partners and stakeholders. This included:

- MDS guidance jointly signed off by the LMC and the LPC.
- Test & Trace led to some temporary pharmacy closures as some of the systems were not established enough. There is now a tier system in place, which includes a greater level of awareness around infection control procedures such as PPE for health and care settings, such as pharmacies.
- Local authority lead lockdown plans. The LPC has made contributions to these plans, gaining commitments that pharmacy needs to remain open as an essential service (making staff key workers) as per the national service. Local delivery service consideration has been written into the plan.
- Dental prescribing has increased due to Covid-19 however, dentists do not have access to EPS causing a subsequent impact on pharmacy workload. It is important as part of the recovery plan that this is monitored to limit the continuation of this pathway.

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.

Support

We continued to support contractors in all local NHS matters, both reactively and more pro-actively. In July 2020, a new Pharmacy Quality Scheme (PQS) was announced for the 2020-21 financial year. 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 Part 1 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, 99% of West Sussex contractors participating in the scheme qualified for Part 1 and 98% of eligible contractors went onto claim for Part 2 by 1st March 2021.

To support the move for all community pharmacies to be a Healthy Living Pharmacy as part of their contractual requirement, HEE offered to fund health champion training, including the exam across the whole South East Region LPCs. The spaces available are allocated on contractor numbers giving Surrey & Sussex a total of 194 places. This training will be provided by Pharmacy Complete, and information is available on our website.

Primary Care Networks

A key focus of our activities in 2020-21 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.

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

Support for service developments in the community pharmacy contractual framework

The CPCS service continued to evolve with the GP CPCS service launched in November 2020 as a national service. This has led to regular meetings with NHSE&I and the CCG's on the implementation and rollout of this service and will be a focus in 2021 to complete across all areas.

In addition, two new local services were launched during the year following gaps identified during the coronavirus lockdown. This led to the further rollout of additional pharmacies providing the palliative care service across Sussex with 63 pharmacies now providing the service at an annual rate of £300.00 a year, generating £18,900. The second service involved GP Covid Hot Sites which are Clinical Decision Unit (CDU) locations set up in each CCG for people with COVID like symptoms. 25 pharmacy sites were set up across Sussex and each received a £250.00 payment for signing up to the service and £15.00 for every activity recorded when a prescription is received via email.

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 West Sussex. It was especially useful as not all locally commissioned services were available in all three of the CCG 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, published every month, 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.

The LPC organised a host of events to help inform and support pharmacy teams on important topics throughout 2020-21 particularly within the fast-changing environment of the coronavirus pandemic. These also provided a great opportunity to meet and listen with contractors and their teams. In light of the pandemic these moved to become monthly virtual webinars during lockdown.

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

Development

Local Commissioning

Due to Covid, a number of services were affected in terms of their usual delivery during 2020-21. To support contractors CPSS agreed a number of measures with West Sussex County Council. All training was postponed, and renewal of the Declaration of Competence requirements extended for 6 months. Contract monitoring was relaxed and where possible services, for example EHC, could be provided by telephone consultation. Changes in prescribing occurred to support dispensing for supervised consumption and an out of hours clinician phone line was put in place.

Payment protection was negotiated with West Sussex County Council:

For quarter 1 - 100% of income guaranteed (calculated by WSCC as an average of activity delivered over the previous 11 months pre COVID). This equated to £37,778 in payment protection.

For quarter 2 - 40% of income guaranteed plus any activity delivered during Quarter 2 was paid. This equated to £15,111.20 plus any activity paid as per tariff.

For quarter 3 and 4 – reverted to activity-based payments.

Payment protection negotiated with CGL:

Payment for supervised consumption fees were based on activity figures prior to Covid, figures from March 2020 onwards for quarter 1 and 2, this equated to £31,023 per quarter before reverting to activity-based payments. For needle exchange and naloxone kits payment was on activity.

A new Lateral Flow Supervised Flow service, which was the first to be commissioned Sussex wide, was put in place in February 2021 paying £10.00 per test. In the first month and a half 1,285 tests were completed across West Sussex.

Digital enablers

During the year, all three LPC's in Sussex and Surrey 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 which on the 15th of February 2021 became the Discharge Medicines Service. 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. During December 2020, the Western Trust went live with the TCAM service generating 200 referrals in February 2021 with this level increasing month on month.

Due to identified future workforce issues a careers project has been put in place. This started at the LPN and funding was received from HEE for Kent, Surrey & Sussex. Meetings have taken place to scope what local resources can be in place. This project started as local to Kent, Surrey and Sussex to showcase pharmacy as a career to school and college leavers. This has since gained national recognition and is now being discussed at a broader level. As part of showcasing pharmacy, filming is to be used featuring a number of community pharmacy roles and career pathways, using local case studies.

Representation

Consultations

We're 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:

- NHS England and NHS Improvement (NHSE&I), as they recommission new translation and interpreting services (ITS) in the South East
- Comments on PSNC Negotiation Priorities and Objectives

Public Health

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

Health & Wellbeing Board

Since the 1st of 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 and can be found [here](#). The LPC supported the production of a Supplementary Statement which was published in February 2021.

The current regulations involve a market entry test based on pharmaceutical needs assessments, so this is an important area of the LPCs work.

Clinical Commissioning Groups (CCGs)

We continued to meet regularly with representatives from West Sussex CCG, 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. In particular, the LPC was effective in managing any growth in damaging branded generic prescribing implementation.

As we started the year, the CCGs across West Sussex merged, forming one West Sussex CCG. They are working more formally together across Sussex with the other two CCGs, which presents an opportunity for us to call for increasing standardisation to matters affecting community pharmacy.

The medicines management team has had a few changes, including Eileen Callaghan being appointed Sussex Director of Medicines Management & Optimisation. The aim now is to work as a team across Sussex to reduce duplication, this work started prior to April but was put on hold due to the pandemic. Significant progress with implementing eRD across Sussex has been made. The medicines management team have switched nearly 10000 patients (just over 3000 in West Sussex).

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. West Sussex pharmacies are aligned to the Kent, Surrey, and Sussex team, based in Horley. By the 31st of

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 agreed a bank holiday rota fee of £400.00/hr for a 3hr session (total £1200.00) starting from Christmas 2020, through to Easter 2023/24. For Surrey & Sussex contractors, this represents a +67% increase on the previous hourly rate. Our aim was to make a strong case for the funding settlement covering full costs since these were last set, anticipating future costs, seeking fair return, and to have a universal rate across the South East. The value of the investment in community pharmacy in the South East via this LES over the next three years will be in the region of £870,000 (up from £560,000 in the last period). We think this is an attractive proposition for contractors to sign up to for 3 years. It should facilitate good planning, and consistent messaging to patients and the public.

We also discussed support for pharmacy teams when faced with aggressive and anti-social behaviour.

Patients and the Public

We worked with Healthwatch West Sussex staff and volunteers to promote community pharmacy and brief them about supply issues, medicines shortages, contractual developments and pressures facing pharmacies.

The LPC also worked with partners to support the collection or delivery of medicines during lockdown. This included trying to focus on the locally organised groups of friends and neighbours or at Local Authority level. The message is "help is available if you need it, if you have exhausted every other avenue". Managing people's expectations is important, if collecting on behalf of someone there may well be a queue, no priority. In addition to that, the boroughs in the district have helplines and their volunteers have been DBS checked.

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 during the pandemic
- Building our capability to be more insight driven – such as introducing Mailchimp to our mailing system
- Increasing the frequency of our newsletters to weekly with special bulletins on coronavirus updates

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 become legal entities by April 2022. This will be a fundamental shift in how CCGs work and how future commissioning of health and care services will be achieved with pharmacy commissioning devolved down to the ICS. This means that, subject to the will of Parliament, the activities in relation to the Community Pharmacy Contractual Framework (CPCF) currently undertaken by NHSE&I regional teams will be transferred to ICS from April 2022. Not all ICS may take on that role in April next year, but they will all be expected to do so by the 1st of April 2023. The negotiation of the CPCF will continue to be undertaken at a national level.

Over the course of 2021-22 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 West 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.

Amidst a lot of change ahead and continual adjustment to new ways of working, West 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 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 2021-22.

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

- Commissioners: NHS England & Improvement in the South East, West Sussex CCG, West Sussex County Council
- NHS System Partners: NHS Digital, Kent Surrey Sussex, Academic Health Science Network (KSSAHSN), Healthwatch West Sussex, Sussex Health & Care Partnership (STP), Health Education England (London and the South East)
- Other pharmacy organisations: PSNC, NPA, AIMP, CCA, CPPE and our neighbouring LPCs

With best wishes,

Julia

Governance, structure, and management

The work of West Sussex LPC is governed by committee, 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. These are detailed below for 2020-21. The committee expenses policy is available on our website.

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 2020-21

Committee Member	Organisation	Membership Type	Actual Attendance/ Possible
Mark Donaghy Chair	Kamsons	AIMp	6 out of 6
Gemma Staniforth Vice Chair	Lloydspharmacy	CCA (resigned 29/10/2020)	3 out of 5
Alan Salter Treasurer	Day Lewis	AIMp	5 out of 6
Yola Barnard Vice Chair	Superdrug	CCA	5 out of 6

CJ Patel	Geddes Pharmacy	IND	6 out of 6
Nisheet Patel	Cokeham Pharmacy	IND	3 out of 6
Sam Ingram	Boots	CCA	3 out of 6
Marieanne Hockley	Lloydspharmacy	CCA (resigned 05/05/2020)	1 out of 1
Sara Paxton Governance Lead	Boots	CCA	5 out of 6
Sam Grieve	Boots	CCA (joined 16/06/2020)	5 out of 5
Rebecca Harrison	Lloyds	CCA (joined 26/03/2021)	0 out of 0

To contact LPC members please email lpc@communitypharmacyss.co.uk

Members Expenses in 2020-21

The total amount of these expenses amounted to £10,291.00. The Chair, Vice Chair and Treasurer of the committee were provided with an annual honorarium in total of £4,000, to recognise the time taken to deliver roles effectively and ensure engagement.

Committee Meetings in 2020-21

Six 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. Dates for the remainder of 2020-21 financial year are, 14 September 2021, 24 November 2021, 10 February 2022.

Governance Documentation

Members of the Committee adhere to Corporate Governance Principles adopted by the Committee. Copies of the West 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 West Sussex LPC meetings. 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 November 2020 and made improvements where necessary, these are detailed in our operational plan. A copy of our latest LPC self-evaluation, 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.

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.

Julia Powell, MRPharmS, MBA, Chief Executive Officer
Connect [@CPSS_LPCs](#) | Twitter

Marie Hockley, Service Development & Support Lead

Sandra Lamont MCIPR MCMI, Communications & Engagement Lead
Connect [@LamontSandra](#) | Twitter

Micky Cassar, Business Administrator

West Sussex LPC Statistics

The LPC Represents a total of 157 Contractors in the West Sussex Health & Wellbeing Board area in March 2021.

Applications for inclusions in the pharmaceutical list, NHS (Pharmaceutical and Local Pharmaceutical Services) 2020—2021*	Number
Application for outline consent and premises approval to provide dispensing services at a GP surgery	0
Change of ownership	4
Change of details	0
Application for combined change of ownership and no significant change relocation	0
New Pharmacies	1
Pharmacy Closures	1
Appeals to the NHS Litigation Authority	0
Consolidations	0
Inclusion on pharmaceutical list	0
Unforeseen benefits	0
No significant change relocation	1

* According to notifications received by the LPC

157 NHS community pharmacy dispensing over 14 million prescription items during 2020-2021

8 Essential services

- Discharge Medicines Service
- Dispensing medicines
- Dispensing appliances
- Repeat dispensing
- Disposal of unwanted medicines
- Promotion of healthy lifestyles
- Signposting
- Self-care

8 Advanced services

There are eight Advanced Services in 2020-21 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. Two new services were commissioned in this year, the Pharmacy Collect service in March 2021 and the Hepatitis C service on the 1st of September 2020.

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 West Sussex LPC area, locally commissioned services are over £300,000 in their annual value.

3 CCG commissioned services

H-Pylori Service (Crawley)

MAR Chart services

Palliative care services – now Sussex wide with 63 sites at £300 per site generating £18,900.

9 Public health commissioned services

Alcohol intervention & brief advice scheme - 262

Emergency hormonal contraception - 129

Lateral Flow Testing supervised service – 1,285

Needle exchange transactions – 14,382

NHS health checks - 14

Missed doses - 1,602

Smoking cessation – 387

Supervised consumption – 8,088

Take-home Naloxone – 23

2 Local Enhanced Service, commissioned by NHS England in the South East Region

Bank Holiday Rota service

Covid-19 vaccinations

Financial report

West Sussex LPC is funded by a fixed 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 2021 follow on pages 22-35 for West 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% (£59,697), Surrey LPC contributes 39%, (£77,605) and East Sussex LPC contributes 31% (£61,688) 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 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 to 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 £80,412.00 of funds secured by Health Education England to undertake a regional

project in 2021-22 to promote pharmacy careers and retention in the South East, which we hope pharmacy contractors, as employers, will welcome. The work is overseen by a HEE convened project board and progress reports will be provided back to the forum.

2020-2021 Key Financial Highlights

West Sussex LPC income was £139,232.00, raised from pharmacy contractors via the levy.

For every £1 of levy income raised:

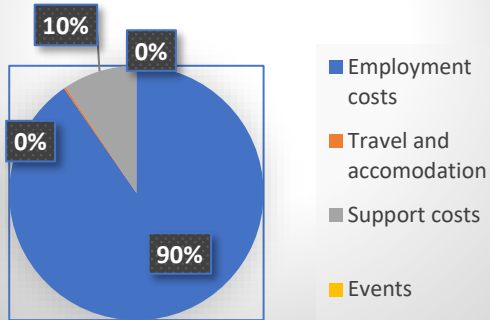
- 50p was spent directly supporting and representing contractors locally (via Community Pharmacy Surrey & Sussex and some LPC members undertaking local representation)
- 34p was sent to PSNC to fund their work nationally for contractors in Surrey & Sussex
- 7p was spent on governance costs (making sure that we are a well-run, accountable organisation that meets its constitutional duties) – mainly costs of committee members, committee meetings
- 9p was unspent and added to reserves (to make sure we have sufficient funds for the future)

By keeping our costs down, we generated an operating surplus of £18,578.00. This enabled us to bolster our free financial reserves a little further. As of the 31st of March 2021, our reserves were £95,578 (73% 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 as of the 31st of March each year.

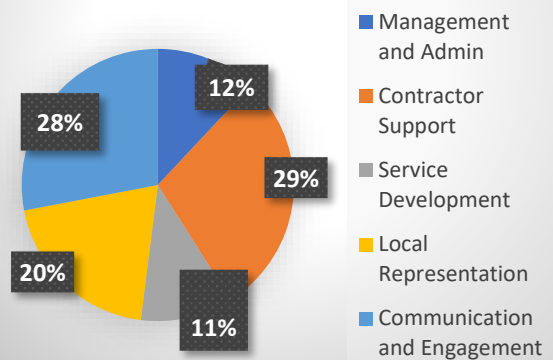
In May 2021 your LPC members approved a budget for the following 12 months and agreed the amount it will collect from contractors in 2021-22 (the levy), to fund the committee's work. Committee members agreed to reduce the levy by 5% to reduce the reserves. A copy of the approved outline 2021-22 budget can be found on our website.

A total of £205,796 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 2020-21 the Chief Executive was remunerated between £65,000 - £75,000 (including pension costs).

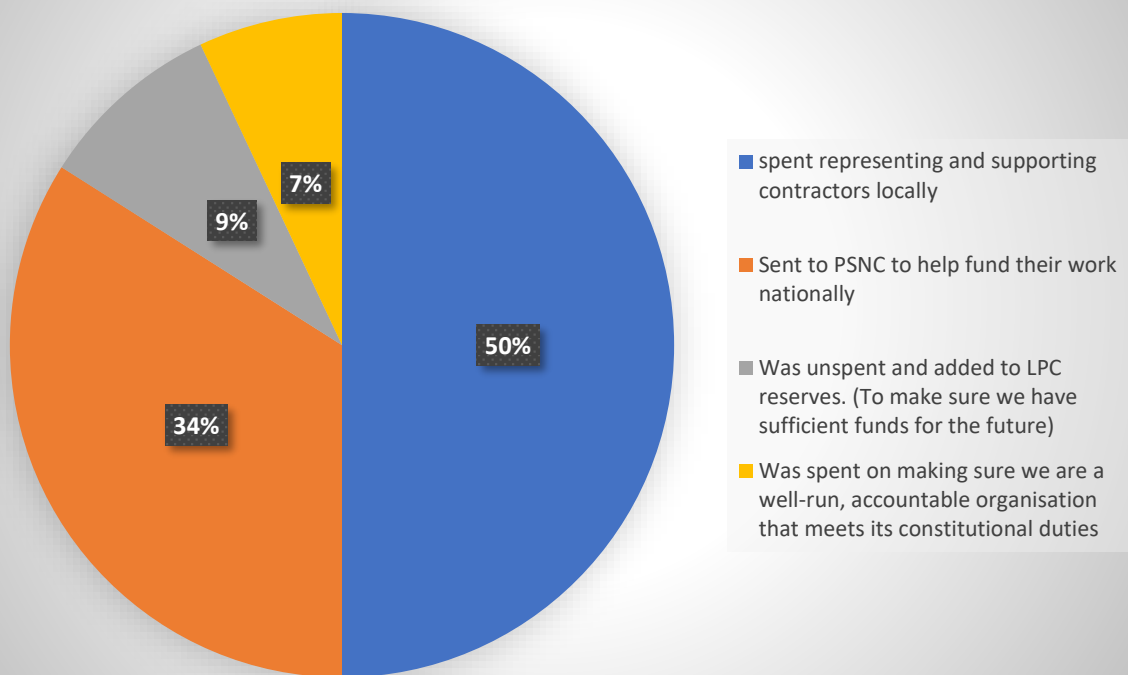
Local Support and Representation Expenditure in Surrey and Sussex 2020-2021



% employment costs allocated to activities against 2020-2021 operational plan



For every £1 of Levy income



WEST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE

ACCOUNTS

FOR THE YEAR ENDING

31 MARCH 2021

These Accounts have been prepared from the accounting records
of our client and information and explanations given to us

WEST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 MARCH 2021

	2021	2021	2020	2020
	£	£	£	£
OTHER INCOME				
Bank interest Received	0		0	
Other Income	0		0	
		0		0
SURPLUS FOR THE YEAR		<u>0</u>		<u>0</u>
STATUTORY LEVY FUND				
Prescription Pricing Authority		139232		142500
LESS EXPENDITURE:				
Community Pharmacy Surrey & Sussex	59697		642424	
Officer Honorarium	4000		4000	
PSNC Levy	45704		44950	
LPC Meeting Members Attendance	7100		7700	
Stationery	22		82	
Committee Travel Expenses	16		1209	
Hire of Rooms	0		2502	
LPC Members External Meetings	3175		4425	
Accountancy Fees	780		780	
Bank Charges	0		0	
Events and Seminars	0		0	
Sundries	0		678	
Subscriptions	160		0	
		120654		128750
PROFIT/(DEFICIT) FOR THE YEAR		<u>18578</u>		<u>13750</u>

I confirm that the above accounts have been prepared from the records and information supplied by me and is, to the best of my knowledge and belief, a true and accurate record.

SIGNED  _____
J Powell

WEST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE
BALANCE SHEET AS AT 31 MARCH 2021

	2021	2021	2020	2020
	£	£	£	£
<u>FIXED ASSETS</u>				
See Note 1		1		1
<u>CURRENT ASSETS</u>				
Bank Account	96357		77779	
<u>LESS:-</u>				
<u>CURRENT LIABILITIES</u>				
Creditors	780		780	
		95577		76999
		<u>95578</u>		<u>77000</u>
Represented By:-				
<u>OTHER INCOME</u>				
Balance as at 1 April 2020	22372		22372	
Surplus for the year	<u>0</u>		<u>0</u>	
		22372		22372
<u>STATUTORY LEVY FUND</u>				
Balance as at 1 April 2020	54628		40878	
Surplus/(Deficit) for the year	<u>18578</u>		<u>13750</u>	
		73206		54628
		<u>95578</u>		<u>77000</u>

The above Balance Sheet and attached Profit and Loss Accounts has been prepared from the books and records supplied and information given

SIGNED 

THORNE & CO

WEST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE
NOTES TO THE ACCOUNTS

1	<u>FIXED ASSETS</u>	<u>EQUIPMENT</u>
	<u>COST</u>	
	Balance as 1 April 2020	300
	Additions	0
		<u>300</u>
	Disposals	0
	As at 31 March 2021	<u>300</u>
	 <u>DEPRECIATION</u>	
	As at 1 April 2020	299
	Provided in the year	0
	As at 31 March 2021	<u>299</u>
	 NET BOOK VALUE AT 31 MARCH 2021	 1
	NET BOOK VALUE AT 31 MARCH 2020	1

**Community Pharmacy Surrey & Sussex
Financial Statements
for the year ended 31 March 2021**

Community Pharmacy Surrey & Sussex

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Year ended 31 March 2021

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3	Statement of Committee Members' Responsibilities
4	Income and Expenditure Account
5	Balance Sheet
6 - 10	Notes to the Financial Statements
11 - 13	Independent Assurance Report

Accountants
Friend-James Limited
Chartered Accountants & Registered Auditors
4th Floor, Park Gate
161-163 Preston Road
Brighton
East Sussex
BN1 6AF

Community Pharmacy Surrey & Sussex

Report of the Committee Members

Year ended 31 March 2021

Principal Activities

Community Pharmacy Surrey & Sussex is the joint operational arm of three Local Pharmaceutical Committees ("LPC's") acting in the role of a local NHS representative organisations.

Three local pharmaceutical committees (LPC's) in Surrey and Sussex work locally with the local NHS England area teams, CCG's, local authorities and other healthcare professionals to help plan healthcare services.

The Committee

Community Pharmacy Surrey & Sussex is a mechanism to allow more effective collaboration between LPC's, 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.

A collaboration agreement has been drawn up between the three LPC's 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 LPC's to monitor the operational effectiveness of Community Pharmacy Surrey & Sussex, including holding the Chief Executive to accounts for the organisation's performance.

Overview

CPSS receives the majority of its income from pharmacy contractors paying a levy to their respective LPC. The LPC's pay a percentage of the levy collected based on the percentage of pharmacy contracts in their area to CPSS. For full details of our activities during the year please refer to our Annual Review.

Community Pharmacy Surrey & Sussex

Report of the Committee Members

Year ended 31 March 2021

Overview - Continued

This report was approved by the Community Pharmacy Surrey & Sussex [on](#) 2021 and signed on its behalf by:

C McEwan

.....

Lead Chair of the Committee

Community Pharmacy Surrey & Sussex

Statement of Committee Members' Responsibilities

Year ended 31 March 2021

The committee members are responsible for preparing the Report of the Committee Members and the financial statements in accordance with applicable law and regulations.

The committee members are required to prepare financial statements for each financial year. The committee members have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. The committee members must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the committee for that period.

In preparing these financial statements, the committee members are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgments and accounting estimates that are reasonable and prudent;
- c) prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the committee will continue in operation.

The committee members are responsible for keeping adequate accounting records that are sufficient to show and explain the committee's transactions and disclose with reasonable accuracy at any time the financial position of the committee. They are also responsible for safeguarding the assets of the committee and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The committee members are responsible for the maintenance and integrity of the financial information included on the committee website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The committee members confirm that so far as they are aware, there is no relevant audit information of which the committee's auditors are unaware. They have taken all the steps that they ought to have taken as committee members in order to make themselves aware of any relevant audit information and to establish that the committee's auditors are aware of that information.

Community Pharmacy Surrey & Sussex

Income and Expenditure Account

Year ended 31 March 2021

	2021		2020	
	£	£	£	£
Income				
East Sussex LPC	61,688		65,206	
Surrey LPC	77,605		81,950	
West Sussex LPC	59,697		63,124	
Sales	850		-	
Pharma Grants	-		4,997	
Surrey MoU	11,280		16,600	
East Sussex County Council	-		697	
Other Income	480	211,600	400	232,974
Expenditure				
Administration				
Staff Costs	185,968		187,766	
Payroll Admin	690		619	
HR Support	690		-	
Licences	5,316		7,113	
General Admin	481		-	
Travel	386		9,598	
PCN Support	-		3,078	
PR Consultancy	4171		-	
Training / Conference Fee	-		85	
Office Rent	-		4,944	
Computers / Equipment	1,931		1,251	
Stationery	2,895		1,593	
Telephone	2,649		2,652	
Sundries	354		126	
Events	-		12,725	
Accommodation / Refreshments	264		1,221	
Accountancy	360		216	
Total Costs		<u>206,155</u>		<u>232,986</u>
Surplus / (Deficit) before Tax		5,445		<u>(12)</u>
Corporation tax		-		-
Surplus / (Deficit) after Tax		<u>5,445</u>		<u>(12)</u>

Community Pharmacy Surrey & Sussex

Balance Sheet

as at 31 March 2021

	Notes	2021		2020	
		£	£	£	£
Current assets					
Debtors	2	2,820		4,152	
Cash at bank and in hand		39,022		18,097	
		<u>41,842</u>		<u>22,249</u>	
Current liabilities					
Creditors: Amounts falling due within one year	3	20,204		6,056	
		<u>20,061</u>		<u>6,056</u>	
Net current assets			20,061		6,056
Total assets less current liabilities			<u>21,638</u>		<u>16,193</u>
Net assets			<u>21,638</u>		<u>16,193</u>
Represented by:					
General fund					
Balance at 1 April 2020			16,193		16,205
Surplus / (Deficit) for the year			5,445		(12)
Balance at 31 March 2021			<u>21,638</u>		<u>16,193</u>

These financial statements were approved by the Community Pharmacy Surrey & Sussex on 2021 and signed on its behalf by:

C McEwan

.....
Lead Chair of the Committee

P Antenen

.....
Lead Treasurer

Notes to the Financial Statements

Year ended 31 March 2021

1 Accounting Policies

With the exception of some disclosures, the financial statements have been prepared in compliance with FRS 102 Section 1A and under the historical cost convention. The financial statements are prepared in sterling, which is the functional currency and monetary amounts in these accounts are rounded to the nearest £. The financial statements present information about the committee as a single entity. The following principal accounting policies have been applied:

Income and Expenditure

Both income and expenditure are accounted for on the accruals' basis. The primary source of income shown in the financial statements consists of levies from NHSBA Contractors in respect of that period.

Judgements and Key Sources of Estimation Uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that effect the amount reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Operating Leases

Rentals in respect of operating leases are charged to the income and expenditure account as incurred.

Notes to the Financial Statements

Year ended 31 March 2021

1 Accounting Policies (continued)

Financial Instruments

The committee only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like other debtors and creditors. Financial assets and liabilities are recognised when the company becomes a party to the contractual provisions of the instruments.

Debtors and creditors

Basic financial assets and liabilities, including trade debtors, other debtors and other creditors, are initially recognised at transaction price, unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Such assets and liabilities are subsequently carried at amortised cost using the effective interest method, less any impairment.

Going concern

The committee members consider that there are no material uncertainties about the committee's ability to continue as a going concern. In forming their opinion, the committee members have considered a period of one year from the date of signing the financial statements.

	2021 £	2020 £
Other debtors	<u>2,820</u>	<u>4,152</u>
	<u>2,820</u>	<u>4,152</u>

3 Creditors: amounts falling due within one year

	2021 £	2020 £
PAYE	3,847	5,164
Other Creditors and Accruals	1,357	892
Payments Received in Advance	<u>15,000</u>	<u>-</u>
	<u>20,204</u>	<u>6,056</u>

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://communitypharmacys.co.uk/about-us/se-forum/>

Email SEForum@communitypharmacys.co.uk



Accounts 2020-2021

Balance brought forward	£60,207.19
Incoming	
Members	
East Sussex LPC	£162.00
Surrey LPC	£209.00
West Sussex LPC	£160.00
Kent LPC	£330.00
Industry Partners	
Forum Meetings	£0.00
Other	
Careers collaborative funding	£30,000.00
TOTAL INCOME	£30,861.00
Expenditure	
March 2020 Forum Meeting	£560.00
June 2020 Forum Meeting	-£0.00
January 2021 Forum Meeting	-£0.00
Careers Collaborative	-£9,588.00
TOTAL EXPENDITURE	-£10,148.00
Balance carried forward	£80,920.19

Note ring fenced reserves of £80,412 exclusively for the career's collaborative projects. Contractor/forum exclusive reserves £508.19

Produced by Community Pharmacy Surrey & Sussex for West Sussex Local Pharmaceutical Committee September 2021.