



East Sussex

Local Pharmaceutical Committee

Annual Report

& Financial Statements

April 2022 to March 2023



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Officers 2022–2023

Chair: Craig McEwan

Vice Chair: Sarah Davis

Treasurer: Paul Antenen

Chief Executive Officer, Community Pharmacy Surrey & Sussex: Julia Powell

Email: juliapowell@communitypharmacyss.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 East Sussex and Brighton & Hove Health and Wellbeing Board areas.

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 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 Community Pharmacy England (formerly 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 and Brighton & Hove.

East Sussex Local Pharmaceutical Committee

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Welcome & Overview

Craig McEwan

Chair



Dear Colleagues

Welcome to our 2022–23 annual report and financial statements for East Sussex Local Pharmaceutical Committee.

This has fortunately been a year in which we have largely been able to put the pandemic behind us. However East Sussex community pharmacies have remained, and continue to be, instrumental in the continuing vaccination booster campaigns.

As an LPC we have continued to implement the recommendations of the Wright review. Both East Sussex and West Sussex LPCs have agreed to merge, after a decision of the respective committees and a vote of contractors. This means that from the 1st of July 2023, East Sussex LPC will no longer exist and instead join with West Sussex LPC to become Community Pharmacy Sussex. We will still continue to work closely with, what will be, Community Pharmacy Surrey under the Community Pharmacy Surrey and Sussex umbrella.

Community Pharmacy Sussex will allow us to match the area of Sussex ICB (Integrated Care Board) which has now taken over from what were East Sussex CCG, Brighton & Hove CCG and West Sussex CCG. Sussex ICB has taken over responsibility for managing the community pharmacy contract but in effect, on a day-to-day basis this is still being managed by the same people at NHS England in the South East.

Through careful financial management, we have been able to avoid any increases in levy payments again this year. Our payments to Community Pharmacy England (formerly PSNC) which we make on your behalf, are increasing significantly in the future though. By merging LPC Committees we hope to be able to minimise the financial impact of this on contractors.

We continue to have an excellent relationship with the Public Health team at East Sussex and Brighton & Hove County Councils. Through the hard work of our Deputy Chief Officer, Marie Hockley, we have been able to negotiate increases in the remuneration for services such as sexual health services.

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With the continuing financial pressures, we have been supporting the campaign to highlight the struggles faced by pharmacy contractors to local MPs.

I would like to put on record my thanks to Chief Executive, Julia Powell and her team of Marie Hockley, Michaela Cassar and Jess Turner (who sadly left us this year). In particular, I wish to thank them for arranging a really successful Community Pharmacy Surrey and Sussex Conference back on the 12th of March 2023. It was great to have a large-scale face-to-face event again and to meet many contractors, pharmacists, and pharmacy staff from East Sussex.

It is heartening that the hard work of the team has been recognised with a nomination for a Health Service Journal Award for their work on arranging direct referrals from surgeries to patients to go to community pharmacies for blood pressure checks as part of the advanced service.

Finally, I would like to thank our LPC members, and in particular our Treasurer Paul Antenen and Vice Chair Sarah Davies for all of their work for the Committee.

Craig McEwan, Chair East 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. The business plan objectives are published on our website and detail the aims of CPSS for the current year, if you have the opportunity, please review this document. We are always happy to take feedback or comments on any aspects that you would like us, your committee, to focus on.

2022-23 was another 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 workforce shortages, all made for incredibly challenging conditions. 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.

I would also 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.

We have continued to strengthen our relationships with local commissioners and other key stakeholders, providing them with an increasing awareness of how community pharmacy can support across the wider healthcare system. This has led the CPSS team to be invited to attend an increasing number of meetings across East Sussex at all organisational levels to ensure that we

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represent community pharmacy in the key places. This includes regular meetings with NHS England, maintaining links with CCGs/ICB's, 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 the voice of 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.

From the 1st of July 2022 the new Sussex Integrated Care Board took on devolved management of Community Pharmacy, Dentistry and Optometry. CPSS has ensured that as a result of this change community pharmacy is represented at all levels within the ICB to enable effective communication and education on all aspects of community pharmacy both now and what could be developed and offered in the future with the right remuneration.

Support

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 to meet contractual and other deadlines in a fast paced and challenging operating environment.

As part of our communications to pharmacy teams our weekly newsletter contains updates on local services, training events and relevant information. All our support resources are hosted online including the locally commissioned services guides, and our website contains a wealth of information for pharmacy teams and others about local matters.

The LPC organised a host of events to help inform, train and support pharmacy teams on important topics throughout 2022-23, this provided a great opportunity to meet and listen with contractors and their teams, upskill and network virtually and build relationships across the network. The highlight of the year was our first face-to-face Pharmacy Conference post covid which received positive praise and was enjoyed by everyone. The event enabled us the opportunity to celebrate community pharmacy and to recognise individual pharmacy team members as part of our awards ceremony.

As always, we are open to hear how we can better support you either through improvements to our communications or the way we operate.

Primary Care Networks – Community Pharmacy PCN Leads

In March 2022 the Community Pharmacy PCN Lead hypertension case-finding enhanced service was commissioned by NHSE South-East. To support the implementation of this service the pharmacy leads were assisted by CPSS to complete a plan documenting the actions taken as part

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of the service across their PCN. The total remuneration for this commissioned service was £1,200.00 per Community Pharmacy PCN lead, divided into two elements: acceptance of the proposal and completion of the actions outlined in the proposal.

To fully embed community pharmacy as an integral member of the ICB's a service to fund Community Pharmacy PCN Leads was successfully developed in early 2023 with a launch date planned for 2023/24 across both Sussex ICB and Surrey Heartlands ICB.

Digital enablers

During the year, NHS Sussex continued to fund the electronic referral pathway for GP CPCS which included the EMIS integrated referral pathway and PharmRefer. This has benefited contractors with a consistency of referrals across all GP Practices in Sussex into PharmOutcomes.

Due to identified future workforce issues, a careers project started as local to Kent, Surrey, and Sussex to showcase pharmacy as a career to school and college leavers has continued to develop across 2022-2023 with the expansion of the website to a national level and the addition of other pharmacy workforce roles to include pharmacy technicians.

RSG Recommendations

An important aspect for East Sussex LPC over the course of 2022-23 has been enacting the outcomes of the RSG recommendations. The LPC has reviewed and implemented the recommendations from the Review Steering Group as voted on nationally by pharmacy contractors. This has included the planned merger of East Sussex LPC with West Sussex LPC to create a new Sussex LPC on the 1st of July 2023.

Representation

Consultations

We're often asked for our views on a variety of topics. This is usually by 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. We continue to respond to local consultations and support feedback to any national requests.

Public Health

We meet on a quarterly basis with commissioning colleagues from East Sussex County Council and Brighton & Hove County Council, Public Health Teams, to discuss community pharmacy issues relating to locally commissioned public health services. We have planned strategic actions in order

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to support service delivery, reduce the burden on delivery of the service specifications and negotiate for increased remuneration of pharmacy commissioned 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).

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 the committee gave local pharmacy a voice and has been involved in the Steering Groups for the East Sussex and Brighton & Hove Pharmaceutical Needs Assessments, which were published on the 1st of October 2022. This included ensuring that the PNA represents the required needs of the geography and supporting pharmacy contractors to respond to the pharmacy survey. The 2022 PNA's concluded that there were no current gaps in pharmaceutical provision.

Market Entry Applications in 2022–2023

The LPC represents a total of 155 Contractors in the East Sussex and Brighton & Hove Health & Wellbeing Board areas at 31 st of March 2023.	
Applications for inclusions in the pharmaceutical list, NHS (Pharmaceutical and Local Pharmaceutical Services) received during 2022–2023	Number
Change of ownership	9
Application for combined change of ownership and no significant change relocation	0
Pharmacy Closures	0
Appeals to the NHS Litigation Authority	0
Consolidations	0
Inclusion on pharmaceutical list	1

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Unforeseen benefits	0
No significant change relocation	1

Clinical Commissioning Groups (CCG's) moved to Integrated Care Boards (ICB's)

On the 1st of July 2022 East Sussex CCG, Brighton & Hove CCG and West Sussex CCG became Sussex ICB this presents new challenges and opportunities for community pharmacy in participating and delivering new services. The ICB statutory body will be a new type of organisation, governed by partners and focused on collaboration as a means of driving improved outcomes for people in Sussex. CPSS has been in regular work with local NHS commissioners and partners to promote the inclusion and integration of community pharmacies into patient care pathways. With the ICS being given responsibility for the commissioning of pharmacy services, CPSS will continue to build on this work to promote the inclusion of pharmacies to support urgent care, preventative care programmes, promotion of selfcare, support for long term conditions and medicines management.

Patients and the Public

The LPC continues to respond to requests and queries from patients and other members of the public and to represent community pharmacy at public events including attendance at school career meetings.

Development

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:

- Improving the format and content of our weekly newsletters based on contractor feedback.
- Updating our website in a new updated user-friendly format.
- Providing regular one-to-one clinic days to provide support to contractors.

Future

As Sussex ICB develops, the complexity and places of influence for community pharmacy increases. CPSS will work to ensure that we sit in positions of influence in each place at a senior leadership level, ensuring that the voice of community pharmacy, a key part of NHS primary care, is heard. We will keep the system stakeholders under review to ensure that we are engaging in the right places with the key organisations, meetings, and people within the ICB to maximise the community pharmacy voice and influence across the ICB.

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Amidst a lot of change ahead and continual adjustment to new ways of working, East Sussex LPC, the CPSS team and I will continue to provide guidance and support to our contractors and help them to make the most of the opportunities ahead, both on local matters and local implementation of year 5 of the Community Pharmacy Contractual Framework. We look forward to working with you all into 2023–2024.

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

- Commissioners: NHS England South East, East Sussex CCG, Brighton & Hove CCG, Sussex ICB, East Sussex County Council, Brighton & Hove County Council.
- NHS System Partners: NHS Digital, GP Practices, Kent Surrey Sussex Academic Health Science Network (KSSAHSN), Healthwatch East Sussex, Hospital Trusts, Health Education England (London and the South East).
- Other pharmacy organisations: PSNC, NPA, AIMp, CCA, CPPE and our neighbouring LPCs.

Thank you for all your dedication and effort. As always, I can assure you that CPSS will be here to support you along the way.

With best wishes,

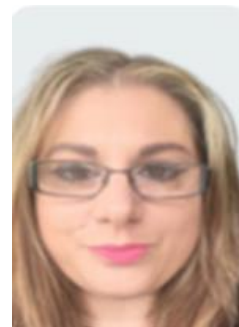
Julia



Pharmacy Services

Marie Hockley

Deputy Chief Officer



155 NHS community pharmacies dispensing over 14 million prescription items during 2022–2023

Essential services

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

Advanced services

There are nine Advanced Services in 2022–2023 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. The Hepatitis C service was decommissioned on the 31st of March 2023.

The table below show the combined activity data in Surrey and Sussex 2022–2023

NMS	10,9876
AUR	22
Stoma Customisation	141
CPCS	40,162
Hepatitis C	0
BP Clinic Check	29,827
ABPM	1,245
Smoking Cessation	35
DMS Complete	2,230
DMS incomplete Claim	1,315

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SSP	1,985
Flu vaccinations	245,413

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 (now Integrated Care Systems) 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 LPC represents 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.

CCG commissioned services (from July 22 NHS Sussex)

Palliative Care Service this is Sussex wide with 63 sites at £1000.00 per site generating £63,000.

Public Health commissioned services

We have 7 locally commissioned services in East Sussex, in the table below you will see the level of activity figures.

Service Provision	22/23
4-Week Smoking Quit	18
Varenicline Supply	0
Chlamydia/ Gonorrhoea Self-Test	139
Emergency Hormonal Contraception	410
Condom Supply	172
NHS Health check	49
Supervised consumption	44481
Needle Exchange	12852
Naloxone	9

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We have 7 locally commissioned services in Brighton & Hove, in the table below you will see the level of activity figures.

Service Provision	22-23
NRT e-Voucher Supply	238
4-week quit and outcome	138
Varenicline Supply	0
Emergency Hormonal Contraception	2981
Chlamydia Treatment	64
Supervised consumption	24966
Needle Exchange	8747
Naloxone	1
HLP Level -2 Programme	7

NHSE locally commissioned services

- Bank Holiday Rota service, to provide a pharmacy service on Christmas Day and Easter Sunday.
- Covid-19 vaccination service.

The Pharmacy Quality Scheme (PQS) 2022-23

CPSS supported contractors to maximise their participation by offering advice on how to achieve the various criteria and in particular checking that pharmacies had met the gateway criteria from data shared with the LPC. To qualify for a PQS payment, contractors had to meet the following three Gateway criteria on the day of their declaration:

1. Advanced services; – The contractor must have claimed payments for the completion of a minimum of 20 NMS between 1st April 2022 and 5th January 2023.
2. Safety report and demonstrable learning

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.

Support for Healthy Living Pharmacies and Locally Commissioned Services information

To support 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 of the South-East Region of LPCs. Contractors in Surrey & Sussex requested and utilised a total of 82 places. Contractors were encouraged to sign up for the funded places through advertising in the CPSS newsletter, follow up calls and emails. This training provided by Pharmacy Complete ended in October 2022.

We refreshed and continue to develop our Essential Guide to Services, our Pharmacy Service Claiming Checklist guide, and the services pages on our website. The designated area for services on our website includes training webinars, Advanced, Essential, and Locally Commissioned service information, important documentation, and links to helpful websites. The essential guide has been especially useful as not all locally commissioned services are available in all areas and locally commissioned services vary across the geography. 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 service training, delivery and claiming processes.

Support for service developments in the community pharmacy contractual framework

CPCS

The CPCS service continued to evolve with support from Jess Turner, the GP CPCS Training and Support Lead, who facilitated and supported the rollout and training to make this service successful. During this time an open channel of support and communication with NHSE and the ICB's was built, and this enabled collaboration to support the implementation and continued rollout of this service.

Sussex ICB commissioned us to provide training for GP practices in October 2021 this funded role ended on the 31st of March 2023 during this time we have delivered over 257 hours of training across 120 sessions to Sussex General Practice reception and administrative teams.

The ICB employed Community Pharmacy Clinical Lead is supporting the implementation and rollout of CPCS, and this has been a focus for 2022–2023 across all areas in Sussex.

Other Services

Pharmacies have continued to play a crucial role in delivering covid vaccinations in our communities. Numerous positive comments have been made on the way in which community pharmacy have supported patients and the locality with the vaccination service.

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On the 1st of October 2021 the hypertensive case finding service launched and as of the 31st of March 2023, there were 122 contractors signed up to provide the service. Pharmacy contractors across Sussex delivered 15,047 blood pressure clinic checks and 788 ambulatory monitoring in 2022/2023.

CPSS has continued to support the rollout of this service through regular communications and working collaboratively with PCN networks in order to facilitate local pathways.

In May 2022 an AccuRx pathway was developed in Sussex to to maximise the use of the service and increase the detection rate of undiagnosed hypertension. The pathway was developed using AccuRx, a digital enabler which can send bespoke secure text messages to patients. Using GP patient searches, patients were invited to record a blood pressure result, the text message included a link to enter the result either using a home blood pressure monitor or to visit a participating pharmacy.

CPSS created a google map to embed within the text message so patients could choose how to access their healthcare. We contacted pharmacies in the implementation phase to check how many pharmacies were 'live' in the PCN and the capacity of the pharmacy, that is, how many appointments could the pharmacy offer to patients. This was used to determine how many text messages were initially sent out. This was initially 20–25 texts weekly per pharmacy 'live' with the service. The volume of texts sent out was then increased as more pharmacies went 'live' or when workload impact was assessed as minimal. Information that had been sourced was added to the patient community pharmacy map to advise patients of service availability times, the patient was then able to make an informed decision regarding their healthcare. We created a complete package of support for the PCNs to enable this collaborative project to be successful and collated data to evaluate the project to determine potential for rollout across the systems.

In Sussex there were 3 place-based pilot sites collating data to enable evaluation of the pathway and this resulted in 2683 text messages being sent. 1519 responses were received giving a response rate of 56.6%. Of the respondents approximately half chose to attend a pharmacy for further intervention and half of the respondents had access to their own blood pressure monitor. From the place-based pilots 77 patients were newly diagnosed with hypertension and treated to target.

As this was successful, we have continued rollout across Sussex and Surrey, the work has been recognised nationally and we have shared our work with others to support the integration of Primary Care. CPSS were Highly Commended in the category of Digital Innovator of the year at the HSJ awards and South-East regional runner up for the NHS Parliamentary awards in two categories, The Excellence in Primary Care & Community Care Award and The Health Equalities Award.

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On the 10th of March 2022, the NHS community pharmacy Smoking Cessation Service launched. As of the 31st of March 2023, thirty-three contractors had signed up to provide the service. This service relies on hospital discharge referrals and CPSS have supported the ongoing conversations within trusts to support developing the pathways and their in-house tobacco dependency teams in preparation for this service to go live. In addition, we have presented at forums to highlight the service, collaborated with the NHSE Integration Lead and ICB Community Pharmacy Clinical Leads to support the formulation of the Trust's strategic plans. We are working hard in collaboration with our healthcare partners to support the implementation of the service.

The Discharge Medicines Service is an essential service within the Community Pharmacy Contractual Framework. CPSS meets with the ICB Community Pharmacy Clinical Leads on a regular basis to support them to engage pharmacies in a targeted approach with 1-2-1 calls and providing regular updates via email regarding referrals status. Across East Sussex, all Acute Trusts are live. This service has generated an income up to the 31st of March 2023 in excess of £79,000 across Surrey and Sussex.

Ongoing, tackling health inequalities is a key focus for all healthcare organisations and this forms the basis of our service delivery models.

Development

Local Commissioning

To continue to support contractors CPSS has increased 1-2-1 calls, service clinics and worked with Public Health teams to host a range of additional training webinars in order to reinvigorate service delivery. We have focused on contacting contractors to identify barriers and challenges which enables us to support in a more targeted approach, this has been through a range of methods to utilise different forms of media i.e., surveys, phone calls, WhatsApp, e-mails etc.

Even though service delivery has remained difficult, in 2022-2023 we have seen an increase in service development and in areas of service delivery from the previous year. Contractors have participated in training events and are keen to increase provision.

Across East Sussex and Brighton & Hove, our Public Health team recognises the achievements and dedication that all colleagues have maintained throughout the year and understands the challenges that community pharmacy continues to face.

Substance Misuse services in East Sussex are commissioned by Change, Grow, Live (CGL), CPSS successfully negotiated a new Core Medicines Assisted Treatment Service to incorporate a payment for unsupervised and supervised patients, this gave our contractors a significant uplift in remuneration.

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Independent Prescriber pathfinder

The ICB Community Pharmacy Clinical Leads submitted a proposal to NHSE detailing a service which utilises the skills of an independent prescriber and pilot a new service. The funding attributed to this new pilot has yet to be confirmed and this is likely to be rolled out during 2023/2024.

Governance, structure, and management

The work of East 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 2022-23. 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 2022-23

Committee Member	Organisation	Membership Type	Actual Attendance/ Possible
Craig McEwan, Chair	Station Plaza Pharmacy	IND	3 out of 5
Sarah Davis, Vice Chair	Boots UK	CCA	5 out of 5
Paul Antenen, Treasurer	Kamsons	AIMp	3 out of 5
Mark Weston	Lloydspharmacy	CCA, (Resigned 29/09/2022)	1 out of 3
James Grieves	Boots	CCA	2 out of 5
Dan Melrose	Day Lewis	AIMp, (Joined 26/06/2022)	1 out of 4

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Joel Daniels	Kamsons	AIMp	3 out of 5
Ankit Tyagi	Clarity Stores Limited	IND	4 out of 5
Jas Condon	Boots	CCA	4 out of 5

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

Members Expenses in 2022-2023

The total amount of these expenses amounted to £4,703. The Chair, Vice Chair and Treasurer of the committee were provided with an annual honorarium in total of £4,799, to recognise the time taken to deliver roles effectively and ensure engagement.

Committee Meetings in 2022-2023

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.

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. 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 CPE provided LPC self-evaluation tool to review governance practices and committee effectiveness. We reviewed ourselves against the tool in November 2022 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.

East Sussex Local Pharmaceutical Committee

Community Pharmacy Surrey & Sussex, PO Box 1061A, Surbiton, KT1 9HJ

Online: www.communitypharmacyss.co.uk

Email: lpc@communitypharmacyss.co.uk

Twitter: [@CPSS_LPCs](https://twitter.com/CPSS_LPCs)

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*'.

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 and Vice–Chair 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.

Julia Powell, MRPharmS, MBA, Chief Executive Officer

Marie Hockley, Deputy Chief Officer

Micky Cassar, Business Administrator

Position currently vacant for the Services Development and Support Lead

East Sussex Local Pharmaceutical Committee

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Twitter: [@CPSS_LPCs](https://twitter.com/CPSS_LPCs)

Financial Report

East 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 of March 2023 follow on pages 24 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%, East Sussex LPC contributes 31% and Surrey LPC contributes 39% 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 CPE South-East Coast Region (East Sussex, Kent, Surrey, West Sussex LPCs), including the Committee Officers, the CPE regional representative and regional partners such as CPPE, Health Education England, the AHSN and NHS England.

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 the 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 £26,565.91 of funds secured by Health Education England to undertake a regional project in 2021 onwards 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. In addition, the Forum is holding funding from Health Education England of £70,777.80 for the provision of running Community Pharmacy PCN Leads training events in 2023.

2022–2023 Key Financial Highlights

East Sussex LPC income was £137,033.00, 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 CPE to fund their work nationally for contractors in East Sussex.
- 12p 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.
- 7p 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 £21,517.00. This enabled us to bolster our free financial reserves a little further. As of the 31st of March 2023, our reserves were £98,636 (65% of next year's expenditure). The CPE 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. The additional reserves will be used to fund the levy increase to Community Pharmacy England in 2023/24 to enable the levy from contractors to remain unaffected.

In March 2023, your LPC members approved a budget for the following 12 months and agreed the amount it will collect from contractors in 2023–2024 (the Levy), to fund the committee's work. The levy will remain the same as it was in 2022–2023. A copy of the approved outline 2023–2024 budget can be found on our website.

A total of £217,080 was spent by Community Pharmacy Surrey & Sussex on local support and representation across all three Local Pharmaceutical Committees. The majority of this cost comprised of full employment and benefit costs of the executive staff team. In 2022–23, the Chief Executive was remunerated between £68,000 – £78,000 (including pension costs).



East Sussex Local Pharmaceutical Committee

Financial Statements

for the year ended 31 March 2023

East Sussex Local Pharmaceutical Committee

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Year ended 31 March 2023

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10	Chartered Accountants' Report

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

East Sussex Local Pharmaceutical Committee

Report of the Committee Members

Year ended 31 March 2023

Principal Activities

East Sussex Local Pharmaceutical Committee is a Local Pharmaceutical Committee ("LPC") acting in the role of a local NHS representative organisations.

Our goal is to represent, support, develop and promote 160 NHS Community Pharmacists across East Sussex.

The Committee

East Sussex Local Pharmaceutical Committee is an association whose functions and procedures are set out in our Constitution [and rules].

During the year ended 31 March 2023 East Sussex Local Pharmaceutical Committee had 8 members on its main committee as follows:

- 3 members from Company Chemists Associations (CCA).
- 3 members from Association of Independent Multiple Pharmacies (AIMP).
- 2 members from Independent Contractors

Full details of these members can be found on East Sussex Local Pharmaceutical Committee website <https://Communitypharmacyss.co.uk>

All members have continued to adhere to corporate governance principles adopted by the Committee and the code of conduct.

Overview

The levies raised from contractors pay for the administrative costs of running the committee, a contribution to the running costs of PSNC and a contribution towards the running costs of CPSS; the overarching structure we have with Surrey and West Sussex LPCs. It is through CPSS that the majority of work we do in promoting and supporting our contractors is done, a detailed account of our activities during the year is included in our annual review published alongside these financial statements.



East Sussex Local Pharmaceutical Committee

Report of the Committee Members

Year ended 31 March 2023

Overview - Continued

This report was approved by the East Sussex Local Pharmaceutical Committee on 15th July 2023
and signed on its behalf by:

C McEwan



Chair of the Committee

East Sussex Local Pharmaceutical Committee

Statement of Committee Members' Responsibilities

Year ended 31 March 2023

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.

East Sussex Local Pharmaceutical Committee

Income and Expenditure Account

Year ended 31 March 2023

	2023		2022	
	£	£	£	£
Income				
LPC Levies	137,033		120,273	
CCG Training Fund	1,617		1,617	
Other Income	9,500		-	
Bank Interest	118		5	
	<u>148,268</u>		<u>121,895</u>	
Expenditure				
Administration				
CPSS	67,296		56,080	
PSNC Levy	47,480		48,827	
Insurance	442		386	
Cost of meetings	4,493		2,791	
Members travelling expenses	210		34	
Accountancy	720		360	
South East Forum	-		-	
Honoraria – Chair, Vice Chair & Treasurer	4,799		4,750	
CCG Training Fund	<u>1,289</u>		<u>1,289</u>	
Total Costs		126,729		114,517
Surplus / (Deficit) before Tax		21,539		7,378
Corporation tax		22		-
Surplus / (Deficit) after Tax		<u>21,517</u>		<u>7,378</u>

East Sussex Local Pharmaceutical Committee

Balance Sheet

as at 31 March 2023

	Notes	2023		2022	
		£	£	£	£
Current assets					
Debtors	2	-		224	
Cash at bank and in hand		99,018		76,985	
		<u>99,018</u>		<u>77,119</u>	
Current liabilities					
Creditors: Amounts falling due within one year	3	382		-	
		<u></u>		<u></u>	
Net current assets			98,636		77,119
Total assets less current liabilities			<u>98,636</u>		<u>77,119</u>
Net assets			<u>98,636</u>		<u>77,119</u>
Represented by:					
General fund					
Balance at 1 April 2022			77,119		69,741
Surplus / (Deficit) for the year			21,517		7,378
Balance at 31 March 2023			<u>98,636</u>		<u>77,119</u>

These financial statements were approved by the East Sussex Local Pharmaceutical Committee on 15th July 2023 and signed on its behalf by:

C McEwan

.....
Chair of the Committee

P Antenen

.....
LPC Treasurer

East Sussex Local Pharmaceutical Committee

Notes to the Financial Statements

Year ended 31 March 2023

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.

East Sussex Local Pharmaceutical Committee

Notes to the Financial Statements

Year ended 31 March 2023

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.

	2023 £	2022 £
Other debtors	-	224
	-	224
	<u> </u>	<u> </u>

3 Creditors: amounts falling due within one year

	2023 £	2022 £
Other creditors and accruals	382	-
	<u> </u>	<u> </u>

East Sussex Local Pharmaceutical Committee

Chartered Accountants' Review Report To The Committee Members Of East Sussex Local Pharmaceutical Committee

Year ended 31 March 2023

We have reviewed the committee's financial statements for the year ended 31 March 2023, which comprise the income and expenditure account, balance sheet, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Committee Members' Responsibility for the Financial Statements

As explained more fully in the Responsibilities Statement set out on page 5, the committee members are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Accountants' Responsibility

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/members/handbook.

This report is made solely to the members of East Sussex Local Pharmaceutical committee, in accordance with the terms of our engagement letter dated 26 June 2023. Our work has been undertaken solely to prepare for your approval the accounts of East Sussex Local Pharmaceutical Committee and state those matters that we have agreed to state to you in this report in accordance with ICAEW Technical Release TECH08/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than you, for our work or for this report.

You have approved the accounts for the year and have acknowledged your responsibility for them, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for their compilation.

Use of the Accounts

This report is made solely to the Committee's members, as a body, in accordance with the terms of our engagement letter dated 26 June 2023. Our review has been undertaken so that we may state to the committee's members those matters we have agreed to state to them in a reviewer's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Committee and the Committee's members as a body for our work, for this report.



Friend-James Limited

Chartered Accountants

4th Floor, Park Gate
161-163 Preston Road
Brighton
East Sussex
BN1 6AF

Date 26 July 2023



Community Pharmacy Surrey & Sussex
Financial Statements
for the year ended 31 March 2023

Community Pharmacy Surrey & Sussex

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Brighton
East Sussex
BN1 6AF

Community Pharmacy Surrey & Sussex

Report of the Committee Members

Year ended 31 March 2023

Principal Activities

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

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 account 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 2023

Overview - Continued

This report was approved by the Community Pharmacy Surrey & Sussex on *12th July* 2023 and signed on its behalf by:

C McEwan



Chair of the Committee

Community Pharmacy Surrey & Sussex

Statement of Committee Members' Responsibilities

Year ended 31 March 2023

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 2023

	2023		2022	
Income	£	£	£	£
East Sussex LPC	67,736		56,080	
Surrey LPC	85,100		70,550	
West Sussex LPC	65,564		54,270	
Sales	-		-	
BP Project Evaluation	-		15,000	
Surrey MoU	-		-	
CCG Training Fund	35,760		35,760	
Pharma Support	2,450		-	
Other Income	50		-	
	<u>256,660</u>		<u>231,660</u>	
Expenditure				
Administration				
Staff Costs	199,233		169,698	
Payroll Admin	676		684	
HR Support	-		756	
Licences	5,356		5,660	
Training & Conference fees	144		-	
General Admin	-		421	
Travel	3,742		2,143	
Professional Services	-		6,000	
PR Consultancy	-		90	
Website	-		1,200	
Office Rent	4,944		3,708	
Computers / Equipment	1,496		1,722	
Stationery	790		1,987	
Sundries	259		150	
Telephone	2,297		2,402	
Advertising/Promotional	620		-	
Events	6,478		825	
Accommodation / Refreshments	512		113	
Accountancy	360		360	
Total Costs		<u>226,907</u>		<u>197,919</u>
Surplus / (Deficit) before Tax		29,753		33,741
Corporation tax		<u>465</u>		<u>-</u>
Surplus / (Deficit) after Tax		<u>29,288</u>		<u>33,741</u>

Community Pharmacy Surrey & Sussex

Balance Sheet

as at 31 March 2023

	Notes	2023		2022	
		£	£	£	£
Current assets					
Debtors	2	1,750		35,760	
Cash at bank and in hand		94,007		26,646	
		<u>95,757</u>		<u>62,406</u>	
Current liabilities					
Creditors: Amounts falling due within one year	3	11,090		7,027	
Net current assets			84,667		55,379
Total assets less current liabilities			<u>84,667</u>		<u>55,379</u>
Net assets			<u>84,667</u>		<u>55,379</u>
Represented by:					
General fund					
Balance at 1 April 2022			55,379		21,638
Surplus / (Deficit) for the year			29,288		33,741
Balance at 31 March 2023			<u>84,667</u>		<u>55,379</u>

These financial statements were approved by the Community Pharmacy Surrey & Sussex on 28.3.2023 and signed on its behalf by:

C McEwan

Lead Chair of the Committee

P Antenen

Lead Treasurer

Community Pharmacy Surrey & Sussex

Notes to the Financial Statements

Year ended 31 March 2023

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.

Community Pharmacy Surrey & Sussex

Notes to the Financial Statements

Year ended 31 March 2023

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.

	2023 £	2022 £
Other debtors	<u>1,750</u>	<u>35,760</u>
	<u>1,750</u>	<u>35,760</u>

3 Creditors: amounts falling due within one year

	2023 £	2022 £
PAYE	5,813	5,968
Other Creditors and Accruals	5,277	1,059
Payments Received in Advance	-	-
	<u>11,090</u>	<u>7,027</u>

Community Pharmacy Surrey & Sussex

**Chartered Accountants' Review Report To The Committee Members Of Community Pharmacy
Surrey & Sussex**

Year ended 31 March 2023

We have reviewed the committee's financial statements for the year ended 31 March 2023, which comprise the income and expenditure account, balance sheet, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Committee Members' Responsibility for the Financial Statements

As explained more fully in the Responsibilities Statement set out on page 5, the committee members are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Accountants' Responsibility

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaweb.com/members/handbook.

This report is made solely to the members of Community Pharmacy Surrey & Sussex, in accordance with the terms of our engagement letter dated 26 June 2023. Our work has been undertaken solely to prepare for your approval the accounts of Community Pharmacy Surrey & Sussex and state those matters that we have agreed to state to you in this report in accordance with ICAEW Technical Release TECH08/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than you, for our work or for this report.

You have approved the accounts for the year and have acknowledged your responsibility for them, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for their compilation.

Use of the Accounts

This report is made solely to the Committee's members, as a body, in accordance with the terms of our engagement letter dated 26 June 2023. Our review has been undertaken so that we may state to the committee's members those matters we have agreed to state to them in a reviewer's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Committee and the Committee's members as a body for our work, for this report.



Friend-James Limited

Chartered Accountants

4th Floor, Park Gate
161-163 Preston Road
Brighton
East Sussex
BN1 6AF

Date 26 July 2023

South-East Forum of Local Pharmaceutical Committees for Hampshire & IOW, Kent, Surrey, Sussex and Thames Valley

Secretariat c/o Community Pharmacy Surrey & Sussex

CPSS, PO Box 491, Leatherhead, Surrey, KT22 2NW. Tel 01372 417726

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

Email lpc@communitypharmacyss.co.uk



Accounts 2022-2022

Year to Date to 31st March 2023

Balance carried forward 1st April 2022 **£113,283.60**

Incoming

Members

Other

TOTAL INCOME **£ 0.00**

Expenditure

HEE funding careers collaborative -£ 10,893.60

HEE PCN Leads Funding -£ 4,542.20

TOTAL EXPENDITURE **-£ 15,435.80**

Balance carried forward 31st May 2023 **£97,847.80**

*ring fenced reserves of £26,565.91 exclusively for the career's collaborative projects as per the terms and oversight of HEE MoU.

*ring fenced reserves of £70,777.80 exclusively for the PCN Lead collaborative projects as per the terms and oversight of HEE MoU.

Contractor /forum exclusive reserves £504.09