

Annual Report and Financial Statements

2023 - 2024

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Officers

Co-Chairs: Sarah Davis and Mark Donaghy

Treasurer: Paul Antenen

Chief Officer: Julia Powell

Email: juliapowell@communitypharmacys.co.uk

The Committee

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, Brighton & Hove and West Sussex 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, Brighton & Hove and West Sussex.

Welcome & Overview

Sarah Davis & Mark Donaghy

Co-Chairs



Dear Colleagues

Welcome to our 2023-24 annual report and financial statements for Community Pharmacy Sussex, your Local Pharmaceutical Committee.

We came together in July 2023 as Community Pharmacy Sussex to cover all pharmacy contractors across Sussex. We now cover the Council areas of East Sussex and West Sussex County Councils as well as Brighton and Hove City Council.

Community Pharmacy Sussex has had a successful coming-together of the old East Sussex and West Sussex LPC's in the new Sussex-wide committee. We have welcomed a mix of a few established LPC members from both of the old committees alongside a good number of fresh faces who have contributed to every meeting.

As a new committee, we have adopted a joint-Chair arrangement whereby the past Vice Chair of East Sussex (Sarah Davis) and past-Chair of West Sussex (Mark Donaghy) were elected the joint Chairs of Community Pharmacy Sussex for this year.

Of course, by having one joint Committee, rather than two, we are working at keeping costs down whilst ensuring effective representation for all contractors. We are conscious that we represent every single pharmacy contractor in Sussex, whether it be a single independent or a national multiple. Every member of Community Pharmacy Sussex either owns a pharmacy or has been appointed by an owner of a pharmacy. All members are very much aware of how difficult the financial situation is for pharmacy contractors, and we are acutely aware of the impact of this contributing to the ten pharmacy closures across Sussex in this financial year. We are regularly informing politicians, Public Health, NHS England and the ICB of the current financial crisis.

We continue to work closely with Community Pharmacy Surrey under the Community Pharmacy Surrey and Sussex (CPSS) umbrella to maximise our efficiencies and cost savings over the wider geography. Our payments to Community Pharmacy England (formerly PSNC) which we make on your behalf, have increased significantly this year. Under CPSS we have already made many of the savings recommended by the Wright review and we continue to have a commitment to effective financial management. We will have a further increase in costs incurred by Community Pharmacy England in the 24-25 year which may have an impact on our levy.

We recommend you read the rest of this report to learn about the excellent work that our Executive team have been undertaking. It is very impressive that the team have negotiated increases in fees for local services and that CPSS were commended for this in an article on 26th March 2024 in Pharmacy Magazine by the CEO of the CCA

"Across LPC land, we are seeing some excellent examples of best practice that provide food for thought. Take Community Pharmacy Surrey and Sussex, for example, who managed to secure a much-needed uplift on several locally commissioned services, including emergency hormonal contraception, smoking cessation and substance misuse."

We would like to put on record our sincere thanks to our Chief Executive, Julia Powell and her team of Marie Hockley, Michaela Cassar, and Simran Johal, especially for their work in supporting PCN pharmacy leads, blood pressure testing uptake, the implementation of Pharmacy First and their continual work representing us, contractors, in countless meetings. Finally, we would like to thank our fellow Community Pharmacy Sussex members for their ongoing support, especially our Treasurer Paul Antenen for his ongoing work.

Sarah Davis & Mark Donaghy, co-Chairs

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. The aim is to help them to continue delivering quality services to their patients whilst maximising income to maintain a viable business.

The CPSS team operational plan drives our activity and work, 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. Please find the business plan for 2024-25 [here](#).

2023-24 was another extremely difficult year for pharmacy contractors. The operating environment with the current financial crisis arising from inadequate contract remuneration, rising costs, and 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. The year has seen an increasing importance of Sussex Integrated Care Board following the devolved management of Community Pharmacy, Dentistry and Optometry to them. CPSS has ensured that 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. 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.

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 the local Councils, Public Health Teams, to discuss community pharmacy issues relating to locally commissioned public health services. We have planned strategic actions, to support service delivery, reduce the burden on delivery of the service specifications and negotiate for increased remuneration of pharmacy commissioned services. This includes the use of a CPSS LPC cost calculator to demonstrate the costs to commissioners for delivery of a service and to ensure a fair return in remuneration.

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 CPSS has been involved in contacting Health and Wellbeing Boards to support contractors with reviewing if there is a need for a Supplementary Statement following the closure of a number of pharmacies across Sussex which could have led to identification of pharmaceutical gaps and disruption to current pharmaceutical provision.

Market Entry Applications in 2023–2024

The LPC represents a total of 292 Contractors in the East Sussex, Brighton & Hove and West Sussex Health and Wellbeing Board areas at 31 st of March 2024.	
Applications for inclusions in the pharmaceutical list, NHS (Pharmaceutical and Local Pharmaceutical Services) received during 2023–2024	Number
Change of ownership	34
Application for combined change of ownership and no significant change relocation	0
Pharmacy Closures	10
Appeals to the NHS Litigation Authority	0
Consolidations	1
Inclusion on pharmaceutical list	2

Unforeseen benefits	2
No significant change relocation	5

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 patient forums, school/university career events and PCN public engagements, including engaging with the local Healthwatch areas.

South-East Forum of LPC's

During the year we extended the membership of the South-East Forum of Local Pharmaceutical Committees. The forum now brings together all the LPCs in the CPE South-East Region (Hampshire & IOW, Kent, Surrey, Sussex, and Thames Valley LPCs), including the Committee Officers, the CPE regional representative and regional partners such as CPPE, NHS Workforce, Training & Education, GPhC and the SE Pharmacy Commissioning Hub.

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 LPC's and contractors in the South-East area. Also, to identify areas where LPC's can collaborate to produce joint resources, share workload, organise events or commission work for the benefit of all LPC's in the forum, especially when working with regional partners and stakeholders. This has included working together with NHS WT&E on a student work experience pack for community pharmacy which is due to be completed in 2024.

Support

Our Deadline Tracker, published every month, continues to be by far our most popular publication. By compiling a list of the most important deadlines, submissions and things-to-do for every month, we help contractors avoid any last-minute panic to meet contractual and other deadlines in a fast paced and challenging operating environment. This year also saw the development and launch of our CPSS WhatsApp Deadline reminder to support further communication on forthcoming deadlines – if you have not already signed up to this you can do so [here](#).

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. A section has also been created for new contractors to inform them about the local resources and useful contact information.

The LPC organised a host of events to help inform, train and support pharmacy teams on important topics throughout 2023–24, this provided a great opportunity to meet and listen with contractors and their teams, upskill and network virtually and build relationships across the network. Events have included regular Public Health service training meetings, supporting GPhC Peer Review discussions for revalidation and supporting the implementation of Pharmacy First by funding five CPPE ENT Clinical Examination Skills training sessions.

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

Digital enablers

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

The LPC is also working closely with the ICB to launch the Independent Prescriber Pathfinder Service, which is due to go live in the summer of 2024 with the identified pharmacy sites.

RSG Recommendations

An important aspect for Sussex LPC over the course of 2023–24 has been enacting the final RSG recommendations with the implementation of a new Code of Conduct and Governance Framework.

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.
- Providing regular one-to-one clinic days to provide support to contractors.

Deliver

By continually reviewing our costs, we have driven further efficiencies in 2023–24, this has included the removal of the CPSS office to move all employees to home-based working. The driving down of all our costs has enabled the LPC to continue with the same levy as the previous five years.

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. This will include in 2024–25 to ensure that as Integrated Community Teams develop within Sussex ICB, community pharmacy is represented within them.

Amidst a lot of change ahead and continual adjustment to new ways of working within the NHS landscape, 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 support national service implementation at a local level. We look forward to working with you all into 2024–2025.

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

- Commissioners: Sussex ICB, East Sussex, West Sussex and Brighton & Hove Councils, SE Pharmacy Commissioning Hub

- NHS System Partners: NHS Digital, GP Practices, Healthwatch, Hospital Trusts, NHS Workforce, Training & Education
- Other pharmacy organisations: CPE, 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



Essential and Advanced Services

During 2023–24, the CPSS team has continued to provide support to contractors with Essential and Advanced services at a local level, to assist with their implementation and to encourage an increase in service provision, including linking in with other key stakeholders such as the acute trusts for DMS and smoking cessation and the ICB's/GP Practices for GP CPCS/Pharmacy First to expand the number of service referrals.

The table below show the combined activity data in Sussex 2023–2024

Sussex	Total
NMS	112437
AUR	0
STOMA	34
Minor illness CPCS/Pharmacy First as of 31st Jan 24	38155
BP Clinic Check	26415
ABPM	1506
Smoking Cessation	31
DMS Complete	1977
DMS incomplete	1091
Serious Shortage Protocol	5062
Flu Vaccinations	115515
Pharmacy Contraceptive Service ongoing repeat	1292
Pharmacy Contraceptive Service initiation	54
Lateral Flow Device	2240

Support for Essential and Advanced Services

CPCS and Pharmacy First (from 31st January 2024)

The CPCS service has been fully supported by the CPSS team, the ICB Community Pharmacy Clinical Leads and the wider teams. We continue to engage locally with GP practices to further support the implementation and rollout to make this service successful.

On the 31st of January 2024 Pharmacy First was commissioned, this incorporated the CPCS model and included the seven new clinical pathways enabling pharmacists to offer, if clinically indicated, treatment for the following conditions:

Clinical pathway	Age range
Acute Otitis Media* * Distance Selling Pharmacies will not complete consultations for Acute Otitis Media	1 to 17 years
Impetigo	1 year and over
Infected insect bites	1 year and over
Shingles	18 years and over
Sinusitis	12 years and over
Sore throat	5 years and over
Uncomplicated urinary tract infections	Women 16–64 years

The new Pharmacy First service has enabled community pharmacists to complete consultations for patients without the need for the patient to visit their general practice. This, alongside expansions to the pharmacy blood pressure checking and contraception services, will aim to save up to 10 million general practice team appointments a year nationally and help patients access quicker and more convenient care, allowing patients to choose how to access their own healthcare.

To support contractors, we arranged specific dates that contractors could request 1-2-1 support, ran webinars and disseminated supporting information directly to our pharmacies. In collaboration with CPPE we funded five ENT Clinical Examination skills face-to-face training sessions enabling pharmacists to practice examination skills and learn with their peers. These training dates were hugely successful, and places were in high demand.

Other Essential and Advanced services

CPSS meets with the ICB Community Pharmacy Clinical Leads on a regular basis to discuss the Discharge Medication Service, to support them to engage secondary care and support contractors with 1-2-1 calls and providing regular updates via email regarding referrals status. Across Surrey, three trusts are live and two awaiting implementation. This service has generated an income up to 31st of March 2024 in excess of £84,000 across Surrey and Sussex. Across Sussex, all Acute Trusts are live. A refresher training webinar was produced in February to support the relaunch of the service across two Surrey hospitals and is available [here](#).

CPSS has continued to support the rollout of the hypertensive case finding service through regular communications and working collaboratively with PCN networks in order to facilitate local pathways. Our AccuRx model has continued rollout across Sussex. The work has been recognised nationally and

we have shared our work with others to support the integration of Primary Care. Due to the success of the pilot and its consequential rollout, the pathway has evolved to include the national service finder link and is offered to all GP/PCNs across Surrey and Sussex as a tool to support undiagnosed hypertension detection.

The NHS community pharmacy Smoking Cessation Service relies on hospital discharge referrals. CPSS have supported the ongoing conversations with 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, and collaborated with the NHSE Integration Lead and ICB Community Pharmacy Clinical Leads to support the formulation of the Trust's strategic plans. To support implementation of the service, CPSS and University Hospitals Sussex held a launch webinar on the 13th of February 2024 for all of our hospital acute trusts and colleagues that sit within Surrey and Sussex ahead of their planned go live date. This was recorded and shared on our website [here](#). The webinar talks through the process of the referrals from a patient entering the hospital, discharge to a pharmacy and then a run through of how to conduct and complete a referral at the pharmacy.

The NHS Contraception Service was launched in Spring 2023 enabling Community Pharmacies, if they chose, to provide repeat supplies of oral contraception medication with confidential consultations and a discussion about contraception options. This service was expanded on the 1st of December 2023 to include the initiation of the contraceptive pill without the need to see a GP or attend a sexual health clinic. To support referrals into the service we have been promoting this service in various meetings with stakeholders, supporting with the ICB communication plans and promoting the service finder link so that patients can find their local pharmacy using the NHS postcode service finder. A Sussex ICB communications plan has been written and this will be launched in summer of 2024 to the public and other stakeholders.

Locally Commissioned Services

Locally commissioned community pharmacy services can be contracted via a number of different routes and by different commissioners, including local authorities, Integrated Care Systems and NHS England's local teams. In Sussex, most commissioned services are Public Health services, commissioned by the Public Health teams at the Councils and unitary authority.

The LPC represents local contractors in negotiations for locally commissioned services and we have developed a Service Evaluation Tool for locally commissioned services to help scrutinise each proposal/service specification and to ensure that remuneration is in line with the costs of delivering the service and enables a fair return to contractors.

ICB commissioned services (NHS Sussex)

This year we have seen an increase in the number of services commissioned Sussex-wide by the ICB, an increase in remuneration and the decommissioning of two older PCT services.

End of Life Care (EOLC)/Palliative Care Service this is Sussex wide service in 77 pharmacies at £1027.00 per site generating £79,079.

Antiviral Covid and Flu service, this is commissioned in nine pharmacies, across Sussex to ensure geographical coverage.

MAR Charts (historic CCG service in specific localities in West Sussex) This service is ongoing evaluation to determine decommissioning or recommissioning across Sussex. A robust process is in place to consider the impact of decommissioning or benefits of commissioning a Sussex wide.

H Pylori (historic CCG service in specific localities in West Sussex) During late 2023 NHS Sussex took the decision to decommission this service, following a needs assessment it was determined that this service was redundant, and notice was served to existing commissioned pharmacies and this service will cease 8th of July 2024.

The Gluten Free Service (historic CCG service in specific localities in West Sussex) was decommissioned on the 30th of April 2023.

Public Health commissioned services

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

Service Provision	23/24
4-Week Smoking Quit	11
Emergency Hormonal Contraception	437
Condom Supply	88
NHS Healthcheck	287
Supervised consumption	45653
Needle Exchange	7742
Naloxone	100

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

Service Provision	23/24
NRT e-Voucher Supply	245
4-week quit and outcome	146
Emergency Hormonal Contraception	2353
Chlamydia Treatment	178
Supervised consumption	40472
Needle Exchange	5185
Naloxone	28
HLP Level -2 Programme	4

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

Service Provision	23/24
Smoking Clients signed up	297
4 - Weeks quit rate	100
NHS Healthcheck	240

Emergency Hormonal Contraception Supply & Registration	270
Alcohol Brief Advice and Intervention Service	204
Supervised consumption	46772
Needle Exchange	12268
Naloxone	108

NHSE locally commissioned services

- Bank Holiday Rota service, to provide a pharmacy service on Bank Holidays.
- Covid-19 vaccination service.

Keeping contractors informed about Locally Commissioned Services

We refreshed and continue to develop our Essential Guide to Services, our Pharmacy Service Claiming Checklist guide, and the services pages on our website. This designated area for services on our website includes training webinars, Advanced, Essential, and Locally Commissioned Service information, important documentation, and links to helpful websites. We have acted on feedback from our contractors and adapted our website to make it simple and easy to navigate, streamlining our home page and enhancing our A-Z areas.

The Essential Guide is particularly useful as not all Locally Commissioned Services are available in all areas and can 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.

To support new contractors, we send welcome emails containing our Essential guides, Pharmacy Service Claiming Checklist, useful information, and key contacts for their locality to ensure they are fully aware of the services available in their area. With an increase in new contractors due to significant changes in pharmacy ownership in 2023-24 we also ran a new contractor webinar in October and produced a new guide for them. The guide and webinar can be accessed [here](#).

We made this year's Pharmacy Quality Scheme process as accessible, easy, and as clear as possible by offering one-to-one individual support where requested; phone calls to contractors who needed support and sending key date reminders through our regular communications.

Support for Locally Commissioned Services

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 to increase service provision. Public Health teams have visited pharmacies to support, and 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, webinars, face to face events etc.

Even though service delivery has remained challenging, in 2023–2024 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 Sussex, our Public Health teams recognise 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 Sussex are commissioned by Change, Grow, Live (CGL). In East and West Sussex 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. Brighton & Hove could not accommodate this service due to interoperability issues with internal systems therefore, Brighton & Hove remained on the current model of supervised consumption however, the fees were vastly increased to reflect this.

New services and improved fees negotiated by CPSS

- MAR Charts and H Pylori West Sussex: Fee increase
- Smoking Cessation West Sussex: Fee increase and priority banding
- NHS Healthchecks West Sussex: Fee increase and priority banding
- East and West Sussex Substance misuse services– New Wellbeing support MAT service recognising all patients and Fee increase
- Brighton Substance misuse service: Fee increase
- Smoking Cessation Brighton: Vape inclusion and Fee increase
- HLP now including Alcohol Brief intervention Brighton: New service
- NEX: Fee increase aligned across Sussex
- EHC East Sussex: Fee increase
- Smoking Cessation East Sussex: Fee increase and new payment for non CO verified quit
- Palliative (EOLC) LCS: Fee increase
- Antiviral Covid and Flu LCS Sussex: New service

Pharmacy Quality Scheme (PQS) 2023–2024

In 2023/24 there was a reduction in requirement activities for PQS, compared to the previous year. The reduced PQS contained one Gateway Criterion and the following domains: Medicines safety and optimisation, Respiratory and Prevention.

CPSS supported contractors to maximise their participation by offering advice on how to achieve the various criteria, in particular checking that pharmacies had met the gateway criteria from data shared with the LPC. We assisted contractors with regular information including sending out guidance on the Palliative Care action plan element together with a list of the locally commissioned end of life pharmacies.

Independent Prescriber Pathfinder Project

The ICB Community Pharmacy Clinical Leads, with support from CPSS, submitted proposals to NHSE detailing services which utilise the skills of an Independent Prescriber within community pharmacy. The funding attributed to this new pilot was confirmed in 2023 and we have been working together to formulate the service specifications and processes to ensure our pilot sites are fully supported.

CPSS have secured project funding from Sussex ICB to support those contractors signed up to the service. Sussex ICB are focusing on a HRT pathfinder service where the Independent Prescriber will conduct HRT reviews and provide ongoing maintenance support to a defined cohort of patients determined by the GP practice. This is still in implementation phase and likely to go live Summer 2024, we continue to support the pharmacies and GP practice with the process.

Other Projects

Simran Johal

Services Development and Support Lead



Workforce Projects

CPSS involvement in workforce projects continues to grow. Our initial work with Sussex ICB focused on the Trainee Pharmacist Recruitment 2025/26. We played a role in identifying the challenges that the reforms would impose on community pharmacy and how we may be able to work with system partners to overcome these. We then worked with Sussex ICB to identify those contractors who submitted training programmes onto Oriel and did not confirm provision of a Designated prescribing Practitioner (DPP). CPSS supported Surrey Heartlands ICB with their aim to help community pharmacy employers to connect with a potential DPP.

We hosted a webinar led by the Surrey Heartlands workforce and the NHSE WT&E team to ensure our contractors were aware of their requirements when offering a trainee pharmacist placement. This was also an opportunity for contractors to ask any questions.

We are now also part of a co-design group working with South East London ICB, creating a workbook specific to community pharmacy and how trainee pharmacists can achieve their prescribing learning outcomes utilising services such as Pharmacy First. This is due to pilot in June 2024 and CPSS are encouraging contractors to be a part of this work.

CPSS has given focus to promoting a career in community pharmacy. This has involved attendance to University and College careers fairs. These have been successful in encouraging and opening up conversations around the future of and the benefit of choosing a career in a community pharmacy setting. With NHS England Workforce Training and Education, CPSS are working on producing materials for community pharmacy contractors to support with work experience placements, as well as materials for schools and colleges, to share with their students. CPSS continues to provide key support in this project.

Community Pharmacy PCN Leads

The Community Pharmacy PCN leads role was introduced in September 2023 in Sussex ICB. Community pharmacy is an integral part of the NHS and has a vital role to play as a full partner within a primary care network (PCN). Medicines' safety and optimisation is widely recognised as part of pharmacies unique skill set, but increasingly community pharmacy is collaborating with partners in primary care to deliver integrated clinical services to the population. At a time when PCNs are looking to fulfil an enhanced role within integrated care systems (ICS) and resources are stretched to a maximum, it is critical that all available clinical capacity is used effectively on the ground.

CPSS has been successful in securing funding from both Sussex ICB and Surrey Heartlands ICB to enable the Community Pharmacy PCN role to be developed. This enables the lead to be freed up for one day per month from their pharmacy to fully support embedding the role within the PCN.

With additional funding secured from NHS Workforce Training and Education, CPSS hosted three Community Pharmacy PCN lead development days led by Captivating Training Solutions in July, September, and October 2023. The successful development days gave the leads an insight into the work they would be undertaking. The development day focused on how to communicate effectively and explored potential barriers the leads will be faced with and how to overcome them. The leads were also able to network and ask questions. Though some of the leads had previously undertaken the role of a PCN lead under the Pharmacy Quality Scheme requirements, it was important for the leads to understand the requirements of the updated role.

With the support of CPSS, the aims for the PCN leads were to:

- Provide a single channel of engagement with the PCN, building collaborative working relationships with relevant PCN members;
- Become a champion of community pharmacy within the PCN, helping to ensure community pharmacy plays a significant role in delivering healthcare services within the community and to,
- Identify key priorities and capacity constraints in the PCN area by getting together with the pharmacy colleagues in the area and discussing how the skills of community pharmacy teams, and the services they could provide, would support the PCN to address their health inequalities.

CPSS has proactively supported the PCN leads via numerous methods of communication including phone calls, messaging, emails, and Teams meetings. This included the development of a Customer Relationship Management Database. In addition, CPSS arranged a WhatsApp group specifically for the Sussex PCN leads as well as monthly drop-in sessions. The drop-in sessions are advertised as optional and as an opportunity for the leads to network with each other, discuss challenges and share best practice. To further support the PCN leads, CPSS created several documents and slides decks to aid the leads in their communication with PCN's and GP Practices including one for the implementation of Pharmacy First. Where support is requested from the leads, this is acted upon promptly ensuring the leads are prepared to undertake their role.

CPSS Awards and Recognition

Please see below a roundup of the recognition and communication that has been received on account of CPSS promoting community pharmacy as an integral part of primary care.

Article published on the Sussex Health and Care website 19th May 23

NHS Sussex published an article aimed at the general public to improve awareness of how patients can access their healthcare needs from a variety of different places including community pharmacies. The article which can be viewed [here](#) directs patients to have their blood pressure checked and includes information about the AccuRx pathway and the pharmacies which can provide the service.

A video was commissioned by NHS Sussex to encourage the public to visit their community pharmacy and know their numbers. The video is titled 'Tackling Hypertension in the Community' and can be viewed [here](#).

Invited to present with David Webb, Chief Pharmaceutical Officer and Ali Sparke, Director for Pharmacy, Optometry and Dental, 31st May 2023.

A webinar outlining the new developments for community pharmacy in the delivery plan for recovering access to Primary Care and how community pharmacy teams play a greater role in providing clinical services to patients. This webinar provided CPSS a platform to showcase the AccuRx model and highlight how important the LPC is in promoting community pharmacy, developing, and building local relationships to enhance service delivery and collaboration within PCNs and across systems.

Local Press release Bexhill: Huw Merriman MP nominates innovative local blood pressure check service for NHS awards 6th June 2023

Huw Merriman, MP for the Bexhill and Battle constituency, nominated Bexhill GP, Dr Suneeta Kochhar, who is also a Clinical Lead for Cardiovascular Disease Prevention in Sussex, and Mrs Marie Hockley, Deputy Chief Officer, Community Pharmacy Surrey and Sussex, for an NHS Parliamentary Award for their innovative blood pressure pathway, Please view the article [here](#).



Pharmaceutical Journal article published 9th June 2023

The Pharmaceutical Journal published the Community Pharmacy Surrey and Sussex and NHS Sussex AccuRx Pathway. This was a fantastic achievement and showcased the award-winning pathway to support contractors and GPs with the implementation of fully utilising the Community Pharmacy Blood Pressure Check Service. Please view the article [here](#).

Invited to present at the NHS Sussex Population Health Celebration Event on 28th June 2023

Reflecting on the first year as an ICB and looking to the next, learning from each other as we all work together to improve the lives of people in Sussex. Alongside speakers Adam Doyle, Claire Fuller,

Stephen Lightfoot, and Dr Bola Owolabi, we were asked in collaboration with NHS Sussex CVD Clinical Lead and Head of Long-Term Conditions to jointly present the AccuRx Pathway and health inequalities work which we are supporting together across GP practice and Community Pharmacy. At this event we were awarded Most Innovative.



Parliamentary Awards 2023

Community Pharmacy Surrey and Sussex and NHS Sussex were awarded the SE Regional Runner-up in The Excellence in Primary Care and Community Care Award and The Health Equalities Award for The AccuRx pathway. This achievement was astounding due to the quality of the entries that were submitted nationally and for us to be recognised on a national level and awarded the South East runner-up was truly remarkable.

Nominated by:

- Tim Loughton East Worthing & Shoreham
- Rt Hon Nick Gibb MP Bognor Regis and Littlehampton
- Maria Caulfield MP Lewes
- Huw Merriman MP Bexhill & Battle
- Lloyd Russell-Moyle MP Brighton, Kemptown and Peacehaven

HSJ Awards – Digital Innovator of the Year Highly Commended

Community Pharmacy Surrey & Sussex and NHS Sussex were proud to have been Highly Commended in the Digital Innovator of the Year Category at the first ever HSJ Digital Awards 2023, recognising excellence in digitising, connecting, and transforming health and care. Winners and Highly Commended projects from a total of 19 categories, were announced during a ceremony at Manchester Central on 22 June 2023, hosted by comedian Mark Watson, celebrating the achievements of a total of 162 shortlisted finalists, from across 120 individual Trusts and organisations. This was a fantastic event.



The Independent Pharmacy Awards Best supporting local representation 2023

Community Pharmacy Surrey & Sussex received High Commendation at the Independent Pharmacy Awards for Best supporting local representation. It was an honour to be Highly Commended at this event held at the House of Commons September 2023 and testament that our hard work, continued support and dedication to our contractors is recognised at a national level.



Community Pharmacy England published identification of undiagnosed hypertension case study

In December 2023 CPE published a case study on the Hypertension pathway to share this information across England so that others may look at using this model or developing their own. Please read the case study [here](#). We have supported ICB Clinical leads and other LPC's across the country to showcase the pathway, encourage new ideas and support implementation.

Governance, structure and management 2023-2024

The work of 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 2023-24. 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 2023-24

Committee Member	Organisation	Membership Type	Actual Attendance/ Possible
Misha Patel	Imaanhealthcare	Independent (Joined 01/07/23, Resigned 13/09/23)	1 out of 1
Sukhpreet Uppal	Sidley Pharmacy	Independent (Joined 01/07/23)	4 out of 4
Dervis Gurol	Healthy U Pharmacy	Independent (Joined 01/07/23)	4 out of 4
Aakarsh Patel	Jades Chemist	Independent (Joined 01/07/23)	3 out of 4
Yola Barnard	Superdrug	CCA	4 out of 4
James Grieves	Boots	CCA (Resigned 12/02/24)	1 out of 3
Sam Ingram	Boots	CCA	3 out of 4
James Williams	Well Pharmacy	CCA (Resigned 12/02/24)	3 out of 3
Sarah Davis, Vice Chair	Boots UK	CCA	4 out of 4
Paul Antenen, Treasurer	Kamsons	AIMp	4 out of 4
Mark Donaghy	Kamsons	AIMp	4 out of 4
Dan Melrose	Day Lewis	AIMp	3 out of 4
Michaela Tytherleigh	Paydens	AIMp (Joined 17/11/23)	2 out of 2
Ankit Tyagi	Clarity Stores Limited	Independent	2 out of 4

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

Members Expenses in 2023-2024

The total amount of these expenses including venue meeting costs amounted to £14,009. The Joint Chairs and Treasurer of the committee were provided with an annual honorarium in total of £3,734, to recognise the time taken to deliver roles effectively and ensure engagement.

Committee Meetings in 2023-2024

Four 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 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 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 2023 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

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. The constituent LPCs remain the legal entities but the overarching team uses the trading name '*Community Pharmacy Surrey & Sussex*'.

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

A collaboration agreement has been drawn up between the two LPCs to ensure that each committee does 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 two 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

Simran Johal, Services Development and Support Lead

Financial Report

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 2024 follow from page 30 onwards for Sussex Local Pharmaceutical Committee. Two 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 two LPCs in line with the percentage of contracts covered by each of the individual committees. Sussex LPC contributes 61% and Surrey LPC contributes 39% of the income.

2023–2024 Key Financial Highlights

Sussex LPC income was £160,424.00, raised from pharmacy contractors via the levy.

For every £1 of levy income raised:

- 55p was spent directly supporting and representing contractors locally (via Community Pharmacy Surrey & Sussex and some LPC members undertaking local representation).
- 45p was sent to CPE to fund their work nationally for contractors in Sussex. Increase of 11p from 22/23.
- 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.
- -12p was removed to reserves (to decrease the funds for the future).

By keeping our contractor levy down, we generated an overspend of £19,172.00. This enabled us to reduce our financial reserves a little further. As of the 31st of March 2024, our reserves were £155,487.00 (52% of next year's expenditure). The current 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. A total of £213,533 was spent by Community Pharmacy Surrey & Sussex on local support and representation across all two Local Pharmaceutical Committees. The majority of this cost comprised of full employment and benefit costs of the executive staff team. In 2023–24, the Chief Executive was remunerated between £75,000 – £80,000 (including pension costs).

In March 2024, your LPC members approved a budget for the following 12 months and agreed the amount it will collect from contractors in 2024–2025 (the Levy), to fund the committee's work. A copy of the approved outline 2024–2025 budget can be found on our website.

Sussex LPC

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024



Sussex Local Pharmaceutical Committee

Financial Statements

for the period ended 31 March 2024

Sussex Local Pharmaceutical Committee

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Period ended 31 March 2024

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- 5 Notes to the Financial Statements
- 6 Chartered Accountants' Report

Accountants

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

Report of the Committee Members

Period ended 31 March 2024

Principal Activities

Sussex Local Pharmaceutical committee was formed on the 1st July 2024 by the merger of East and West Sussex Local Pharmaceutical Committees. 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 295 NHS Community Pharmacists across Sussex.

The Committee

Sussex Local Pharmaceutical Committee is an association whose functions and procedures are set out in our Constitution (and rules).

During the period ended 31 March 2024 Sussex Local Pharmaceutical Committee had 13 members on its main committee as follows:

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

Full details of these members can be found on 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

During the year we have devoted much of our resources to supporting contractors in the current pressurised environment.

This report was approved by the Sussex Local Pharmaceutical Committee on 18th July 2024 and signed on its behalf by:

M Donaghy - Chair of the committee

Statement of Committee Members' Responsibilities

Period ended 31 March 2024

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 accounts information of which the committee's accountants 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 accounts information and to establish that the committee's accountants are aware of that information.

Income & Expenditure account

Period ended 31 March 2024

	2024	
	£	£
Receipts		
Statutory Levies		160,424
Other Income		<u>1,118</u>
		161,542
Expenditure		
Officers Honorarium	3,734	
PSNC Levy	72,959	
Meeting costs	13,431	
CPSS	88,280	
Travel Expenses	578	
Insurance	980	
Accountancy and Professional Fees	540	
Total Costs		<u>180,502</u>
Excess of Receipts over Expenditure before tax		(18,960)
Corporation Tax		<u>(212)</u>
Excess of Receipts over Expenditure after tax		<u>(19,172)</u>

Balance Sheet

As at 31 March 2024

	Notes	2024	
		£	£
Current Asset			
Debtors	2	-	
Cash at Bank & In Hand		<u>156,939</u>	
		156,939	
Current Liabilities			
Corporation tax		212	
Creditors: Amounts falling due within one year	3	<u>1,240</u>	
Net current assets			<u>155,487</u>
Total assets less current liabilities			<u>155,487</u>
Net assets			<u>155,487</u>
Represented by:			
General fund			-
Balance at 01 July 2023			174,659
Surplus / (Deficit) for the year			<u>(19,172)</u>
Balance at 31 March 2024			<u>155,487</u>

East Sussex LPC & West Sussex LPC merged on 01/07/2023 which is where the opening reserves come from.

These financial statements were approved by the Sussex Local Pharmaceutical Committee on 18th July 2024 and signed on its behalf by:

P Antenen - Treasurer

M Donaghy - Chair of the committee

Notes to the Financial Statements

Period ended 31 March 2024

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.

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 & 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.

2) Debtors

	31/03/2024 £
Other Debtors	-
	<u>-</u>

3) Creditors: amounts falling due within one year

	31/03/2024 £
Warehous meeting costs	700
Accountancy	540
	<u>1,240</u>

Chartered Accountants' Report To The Committee Members Of Sussex Local Pharmaceutical Committee**Period ended 31 March 2024**

We have reviewed the committee's financial statements for the period ended 31 March 2024, 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 2, 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

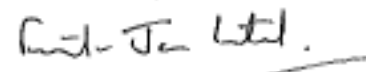
As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/members/handbook.

This report is made solely to the members of Sussex Local Pharmaceutical Committee, in accordance with the terms of our engagement letter dated 25 June 2024. Our work has been undertaken solely to prepare for your approval the accounts of 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 25 June 2024. 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

31st July 2024

Community Pharmacy Surrey & Sussex

Financial Statements

for the year ended 31 March 2024

Community Pharmacy Surrey & Sussex

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Report of the Committee Members

Year ended 31 March 2024

Principal Activities

Community Pharmacy Surrey & Sussex is the joint operational arm of two local pharmaceutical committees - Surrey and Sussex. Sussex local pharmaceutical committee having been formed by the merger of the East and West Sussex committees on 1st July 2023.

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 two 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 two 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.

This report was approved by the Community Pharmacy Surrey & Sussex on *30th July* 2024 and signed on its behalf by:

M Donaghy - Chair of the committee

Statement of Committee Members' Responsibilities

Year ended 31 March 2024

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 accounts information of which the committee's accountants 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 accounts information and to establish that the committee's accountants are aware of that information.

Income & Expenditure account

Year ended 31 March 2024

	2024		2023	
	£	£	£	£
Receipts				
East Sussex LPC		16,824		67,736
Surrey LPC		77,605		85,100
Sussex LPC		88,280		-
West Sussex LPC		16,281		65,564
CCG Training Fund		-		35,760
Pharma Support		-		2,450
Other Income		60		50
		<u>199,050</u>		<u>256,660</u>
Expenditure				
Staff Costs	194,160		199,233	
Payroll Admin	844		676	
Licences	4,731		5,356	
Travel	4,321		3,742	
Office Rent	1,736		4,944	
Computers/Equipment	1,290		1,496	
Stationary	1,044		790	
Sundries	45		259	
Telephone	1,518		2,297	
Advertising/Promotional	329		620	
Events	2,032		6,478	
Meeting venue	-		-	
Accommodation/Refreshments	947		512	
Training & Conference Fees	36		144	
Accountancy	500		360	
		<u>213,533</u>		<u>226,907</u>
Total Costs				
Surplus / (Deficit) before tax	-	14,483		29,753
Corporation Tax		-		465
Surplus / (Deficit) after tax	-	<u>14,482.78</u>		<u>29,288.00</u>

Balance Sheet

Year ended 31 March 2024

	Notes	2024		2023	
		£	£	£	£
Current Asset					
Debtors	2	-		1,750	
Prepayments	2	950		-	
Cash at Bank & in Hand		76,617		94,007	
		<u>77,567</u>		<u>95,757</u>	
Current Liabilities					
Accruals	3	500		360	
Creditors: Amounts falling due within one year	3	6,883		10,730	
				<u>10,730</u>	
Net current assets			70,184		84,667
			<u>70,184</u>		<u>84,667</u>
Total assets less current liabilities			<u>70,184</u>		<u>84,667</u>
Net assets			<u>70,184</u>		<u>84,667</u>
Represented by:					
General fund					
Balance at 1 April 2023			84,667		55,379
Surplus / (Deficit) for the year			<u>- 14,483</u>		<u>29,288</u>
Balance at 31 March 2024			<u>70,184</u>		<u>84,667</u>

These financial statements were approved by the Community Pharmacy Surrey & Sussex on 30th July 2024 and signed on its behalf by:

M Donaghy - Lead Chair of the committee

P Antenen - Lead Treasurer

Notes to the Financial Statements

Year ended 31 March 2024

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.

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.

Notes to the Financial Statements

Year ended 31 March 2024

1 Accounting Policies (continued)**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.

	2024	2023
2 Debtors		
Other Debtors	-	1,750
Prepaid venue costs	<u>950</u>	<u> </u>
	<u>950</u>	<u>1,750</u>
	2024	2023
3 Creditors: falling within one year		
PAYE & Pensions	5,985	6,495
Other Creditors	898	4,235
Accruals	<u>500</u>	<u>360</u>
	<u>7,383</u>	<u>11,090</u>

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

Year ended 31 March 2024

We have reviewed the committee's financial statements for the year ended 31 March 2024, 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 2, 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

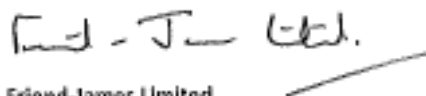
As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/members/handbook.

This report is made solely to the members of Community Pharmacy Surrey & Sussex, in accordance with the terms of our engagement letter dated 26th 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 26th 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 31st July 2024



Sussex LPC Contact Details

CPSS

PO Box 1061A

Surbiton

KT1 9HJ

Email:

lpc@communitypharmacyss.co.uk

Tel: 01372 417726