

**East Sussex**

**Local Pharmaceutical Committee**

**Annual Report & Financial Statements**

**April 2018 to March 2019**

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**East Sussex Local Pharmaceutical Committee**

Community Pharmacy Surrey & Sussex

The White House, 18 Church Road, Leatherhead, KT22 8BB

Online: [www.communitypharmacyss.co.uk](http://www.communitypharmacyss.co.uk)

Email: [lpc@communitypharmacyss.co.uk](mailto:lpc@communitypharmacyss.co.uk)

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

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## OFFICERS 2018-2019

### Chair:

Craig McEwan MRPharmS

### Vice Chair:

Sarah Davis MRPharmS

### Treasurer:

Paul Antenen MRPharmS

### Chief Executive Officer, Community Pharmacy Surrey & Sussex (From 1<sup>st</sup> February 2018)

James Wood, FRPharmS

Email: [jameswood@communitypharmacys.co.uk](mailto:jameswood@communitypharmacys.co.uk)

## The Committee

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

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

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

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

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

## Welcome & Overview

**Craig McEwan MRPharmS**  
**Chair**



This has been a very busy year and our first complete year of collaboration with our colleagues in Surrey and West Sussex to form Community Pharmacy Surrey & Sussex. I am pleased to report that by working with a joint executive team, managed by James Wood, chief executive officer, we have cost-effectively represented and ably supported contractors.

As well as continuing to develop good relationships with CCGs, NHS England and the County Council, we have also built on the fantastic work undertaken by Vanessa Taylor and Penny Woodgate.

Working with my colleague LPC members and the staff team we employ is fascinating and it's a pleasure to be able to share some of our achievements in our pages here. I would like to especially thank James Wood and his team for their leadership and support over the year.

East Sussex LPC, through Community Pharmacy Surrey & Sussex, has been there to support contractors through an extremely tough year. Support has been available for everything and has included a new fortnightly news round-up and phone-in advice clinics on Quality Payments.

The LPC is continuingly raising with NHS England issues such as missed waste medicines collections and support for pharmacy staff faced with aggressive patients.

As a committee we all appreciate the financial difficulties that contractors face particularly around NCSO and stock shortages and what feels like additional workload to deliver the "day job". In light of this we are always reviewing our use of funds and have reduced the number of LPC meetings which has saved costs and contributed to a maintenance of the existing levy.

Your committee continues to meet regularly and the remaining dates for 2019-20 are at the back of our review on page 15 and always on our website. Please make sure you let us know details of anything you think we can support you with. You can contact me, or any other committee members through our office: 01372 417726 or [lpc@communitypharmacys.co.uk](mailto:lpc@communitypharmacys.co.uk).

This has been a busy year as Chair and I look forward to hopefully meeting many of you at our annual contractors meeting on Tuesday 17th September in Uckfield, where we will discuss community pharmacy's new NHS contract and how we can become integrated into Primary Care Networks. I would encourage you to sign up now if you haven't already done so.

Best wishes

Craig

## Report on our Activities

**James Wood FRPharmS**  
**Chief Executive Officer**



This year was the beginning of a new term of office for 9 LPC members from 2018 to 2022, all appointed and elected as representatives of pharmacy contractors in East Sussex, who govern and guide the work of the LPC. This gave the committee a great opportunity to develop a strategy for the next four years, along with clear plans of delivering priorities centred around support, development and representation on behalf of contractors in the East Sussex area.

It was also my first full year as Chief Executive of Community Pharmacy Surrey & Sussex, the overarching management structure, delivering the LPC strategy and operations on behalf of West Sussex, East Sussex and Surrey LPCs. When I first came to post I enjoyed meeting many pharmacy owners and their teams; I heard very clearly that there was a need to further step up to provide an even greater focus on the support that we offer to pharmacies.

2018-19 was an extremely frustrating year for pharmacy contractors. The operating environment with uncertainty around funding, rising costs and very real pressures from providing front line services – such as supply and reimbursement issues, all made for incredibly challenging trading conditions. It has therefore been one of our top priorities to provide local support to help pharmacies continue delivering high quality service, whilst maximising opportunities through implementation of national contractual elements and delivery of local services.

### **Support**

We continued to support contractors to maximise their quality points, not only by providing additional Healthy Living Pharmacy champion training supported by Health Education England, but also by offering advice on how to achieve certain criteria and in particular, checking that pharmacies had met the gateway criteria. There were two review points during 2018 – 19, in June 2018 and February 2019. While the criteria to be met for the first review point remained largely similar to that in previous years, there was a major overhaul of the scheme for the February 2019 review and as such, pharmacies had to contend with various new gateway criteria and big changes to the main criteria to gain points.

We made this year's quality payments process as accessible, easy and as clear as possible by: arranging four call-in-clinics; offering one-to-one individual support where requested, targeting phone calls to contractors who needed support and sending gentle reminders through our regular communications. As a result, 99.7% of East Sussex contractors participating in the scheme qualified for gateway criteria. Our Essential Guide to Services was developed as an at a glance guide to pharmacies to pinpoint locally commissioned services in East Sussex. It is especially useful as not all locally commissioned services are available across both of the local authority areas. We encourage contractors to read our essential guide in conjunction with its companion publication, our Pharmacy Service Claiming Checklist, which outlines the fees provided for services provision from local commissioners, and the training, delivery and claiming processes to get them.

Our Deadline Tracker introduced last summer, is by far our most popular publication, and it's really smart and simple. By compiling a list of the most important deadlines, submissions and things-to-do for every month, we help contractors avoid any last-minute panics and to meet contractual and other deadlines in a fast paced and challenging operating environment. Over 14 LPC's throughout England have copied it!

There were a number of important developments over the year, including the introduction of the General Data Protection Regulations (GDPR) and changes to the way that pharmacy professionals undertake CPD with the introduction of revalidation. The LPC organised a host of events to help inform and support pharmacy teams on important topics throughout the year:

- GPhC Revalidation & GDPR training – April 2018
- Health Champion Training for HLP Level 1 – April 2018
- East Sussex LPC AGM Meeting and GPhC Update Inspections – July 2018
- Premises Shared NHS Mail box – how to use & get essential information Webinar – September 2018
- NHS Health Checks in Pharmacies. The story so far...Webinar – September 2018
- Sexual Health PGD Update in Brighton & Hove Webinar – September 2018
- Building on HLP for Healthier Future – October 2018
- Substance Misuse Service Update for participating pharmacies – October 2018
- South East Forum Annual Conference – November 2018
- Health Champion Training for HLP Level 1- January 2019
- Transfer of Care Around Medicines (TCAM) Webinar – March 2019

- Keeping patients safe when they transfer between care providers – March 2019

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

## Development

At the start of the year we successfully renegotiated all existing public health services from the local authorities in East Sussex. During the year we saw NHS HealthChecks start to be provided through community pharmacies in East Sussex via a collaboration with ThriveTribe One You, who funded the LPC to support implementation and roll out via Hinal Patel, our Service Development and Support Pharmacist.

Encouraging discussions began with commissioners about extending the role of community pharmacy via an enhanced drug treatment offer, with the additional of a Naloxone supply service, and potentially other enhancements to the drug treatment offer which launched and will be implemented in to 2019-20.

During the year all three LPCs in Sussex and Surrey committed their support to the work of the Kent, Surrey, Sussex Academic Health Science Network (KSS AHSN) in co-ordinating a new Transfer of Care Around Medicines (TCAM) pathway across Surrey and Sussex. This will see PharmOutcomes being introduced to send electronic hospital discharge information to community pharmacies, potentially enabling local service commissioning and supporting the Community Pharmacy Contractual Framework developments of a medicine's reconciliation service by 2021.

The LPC invested a lot of time in working with system partners to develop pathways, test the technology and launch the first TCAM site in Eastbourne District General Hospital at East Sussex Health Care Trust (ESHT). Taking part in the TCAM pathway is voluntary, but with the pathway live from ESHT, over 100 community pharmacy contractors (100% of community pharmacy contractors in Eastbourne Hailsham and Seaford CCG and Hastings and Rother CCG areas of East Sussex) have already registered to participate and over time will benefit from

- Improved access to patient health records, such as hospital discharge summaries and local electronic healthcare records, means community pharmacists and pharmacy technicians are better informed when dispensing medicines – this is an important “safety net” and helps keeps patients safe.

- Access to the hospital discharge process is an enabler and can bring benefits to community pharmacies: better informing the dispensing process to improve efficiency, improving safety, saving time and reducing wasted effort and wasted medicines.
- Driving added value interventions such as medicines use reviews (MURs), new medicines services (NMS), seasonal flu vaccinations, as well as locally commissioned services such as smoking cessation and Blood Pressure+ where available.
- The TCAM pathway opens doors to further medicines optimisation activities in community pharmacy and introduces opportunities for discussion about full medicines reconciliation, prescription synchronisation and pharmaceutical care planning, which along with making better use of the clinical skills of community pharmacists, are high on the NHS national agenda.

## Representation

### *Consultations*

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

Over the last year the committee responded formally to the following:

- Consultation by NHS England about the Medicines Safety Programme,
- Consultation by Brighton & Hove City Council about the draft Health & Wellbeing Strategy  
Health & Wellbeing Strategy
- Consultation by Health Education England about a draft health and care workforce strategy
- EPS4 Pilot feedback to NHS Digital
- We respond to all consultations about market entry matters

### *Health & Wellbeing Board*

Since 1 April 2013, every Health and Wellbeing Board (HWB) in England has had a statutory responsibility to publish and keep up to date a statement of the needs for pharmaceutical services of the population in its area. This is referred to as a Pharmaceutical Needs Assessment (PNA) and for Brighton & Hove HWB was published in March 2018 and can be found [here](#). The East Sussex HWB will be refreshing the [current PNA](#) in 2019-20 and the LPC will be closely involved in this process.

The current regulations involve a market entry test based on pharmaceutical needs assessments, so this is an important area of the LPCs work. During the year we worked with the HWB to consider a supplementary statement.

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

#### *Clinical Commissioning Groups (CCGs)*

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

The LPC fielded representatives on all the area prescribing groups across the county, to ensure decisions taken at groups recognised the impact on community pharmacy and where possible to influence decisions that would have a negative impact on contractors. In particular, the LPC made a strong case against growth in damaging branded generic prescribing implementation, however there is still wide variation in the practices across the local CCGs.

We worked with most of the CCGs across East Sussex throughout the year to support the self-care agenda. This included producing a toolkit about the Promotion of Self-Care for Minor Conditions by Community Pharmacies and being a key partner in the active signposting programme to help channel shift work from GP surgeries into community pharmacy for minor illness. This will have been good groundwork for the launch of the Community Pharmacy Consultation Service later in 2019-20.

Eastbourne, Hailsham, Seaford CCGs and Hastings & Rother CCG worked with the LPC in partnership, to organise shared learning events for GPs and community pharmacies, these run as multiple lunchtime sessions. The LPC helped to co-ordinate engagement at all meetings from community pharmacy and should be the springboard for Primary Care Networks in future.

All of the CCGs in East Sussex have begun working more closely to enable greater scale planning and purchasing of health and care services, working across providers, commissioners and social care organisations through the Sussex Sustainability and Transformation Partnerships (STPs). We have recently secured a seat at the STP pharmacy & medicines programme board, which is populated by pharmacy leaders and executives from providers and commissioners across Sussex and will meet regularly in future to help shape and plan pharmacy and medicines commissioning.

## *NHS England*

NHS England, via a series of area teams across the country, is responsible for the monitoring and performance management of the community pharmacy contractual framework. East Sussex pharmacies are aligned to the Kent, Surrey and Sussex team, based in Horley. Local Pharmaceutical Committees across the South East met with representatives from the local NHS, through five liaison meetings, to feedback contractor issues and discuss areas of common interest and where a standard approach on a contractual issue is required across all of the LPCs.

During the year, we worked in collaboration with colleagues from the local NHS team and the Local Professional Network Chair, Sally Greensmith, around the new pharmaceutical waste arrangements, rural matters and progressing work on digital mapping and dispensing list validation, planning of rota provision and many other matters. We also discussed support for pharmacy teams when faced with aggressive and anti-social behaviour.

## *Patients and the Public*

We worked with HealthWatch Brighton & Hove and HealthWatch East Sussex staff and volunteers to promote community pharmacy and brief them about supply issues, medicines shortages, contractual developments and pressures facing pharmacies.

## *MPs and Elected Members*

The LPC sent regular communications to local MPs throughout the year and organised visits to East Sussex pharmacies to showcase some of the great work undertaken by community pharmacies.

In August 2018 Huw Merriman MP for Bexhill and Battle visited Ticehurst Community Pharmacy to hear about the work the pharmacy team are doing to help residents in Ticehurst to stay well. During the visit Huw Merriman MP spoke with the pharmacy team to understand the innovative ways Ticehurst Pharmacy engages with the local community and the high-quality health services and advice available from community pharmacies.

Early in 2019, Caroline Lucas MP for Brighton Pavilion met with Kamsons Beaconsfield Road pharmacy team and LPC colleagues to hear about their skills and the various services they offer, as well as the opportunities and challenges facing the sector.

We also meet with various local councillors about topical local issues and some of the pressures facing pharmacy owners and their teams.

## Deliver

Much of this year has been spent developing 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:

- Development of a strategy and operating plan for 2019-20 onwards
- Digitally enabling the team to work smarter and remotely across Surrey & Sussex
- Consolidating the number of committee and internal facing meetings
- Building our capability to be more insight driven – such as introduced a contractor survey prior to each LPC meeting
- Committee and team development

For many contractors, the internet is the first place they turn to for help, making our website and social media channels critical to our effectiveness. During the year, we got a new face within the staff team (Sandra Lamont), giving us extra skills to reach, engage and support you and our stakeholders even more. Changing the look and frequency of our newsletter was a first step to make it easier for you to access our news and for us to signpost you to others' news. Now, we've started to refresh our website with new layouts and content to ensure that it is up-to-date and easier for you to find what you are looking for – due to be launched in September.

## Future

The NHS and associated landscape is changing rapidly and some of the decision making and contracting which historically has been done at a national level is likely to be increasingly devolved down to local decision makers. Integrated Care Systems (ICSs) are expected to cover the whole county by April 2021, evolving from the current STP areas. This will be a fundamental shift in how CCGs work and how future commissioning of health and care services will be achieved. We have secured a seat on the Pharmacy and Medicines Programme Board of Sussex Sustainability & Transformation Partnership (STP).

Primary care networks (PCNs) have already been created. It is important to ensure that the role and value of community pharmacy is integral to these plans, that as proposals are developed, we seek to influence and shape the environment for pharmacy contractors and their teams. This is especially important as the NHS long-term plan develops and that we clearly set out the opportunities and changes this presents to contractors. Over the coming months we will be supporting pharmacies to engage with each other and with practices about their contribution to PCNs.

Last month we heard about the £13bn funding agreement to 2023-24 for community pharmacy services in England. It was revealed alongside ambitious plans for more clinical based service models and more integration with primary care. The news received mixed reviews: some pharmacy owners across Surrey were glad to have clarity and certainty of protected funding for the next five years, while others were disappointed at the headline figures around the overall funding package.

Whatever you think at least it is now clear what will be expected of community pharmacy from now to 2024. The deal provides much needed opportunities for pharmacy owners to make decisions about the future, although these will no doubt require further efficiencies and some aspects of transformation.

Amidst a lot of change ahead, East Sussex LPC, my team and I will continue to provide guidance and support contractors and to help them to make the most of the opportunities ahead. We will be with you every step of the way with all the local aspects and I look forward to working with you all into 2020.

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

- Corporate partners: Bayer, Chiesi, Nutricia
- External funders: Health Education England (HEE)
- Commissioners: NHS England, NHS Brighton & Hove CCG, NHS High Weald, Lewes, Havens CCG, NHS Hastings & Rother CCG, NHS Eastbourne, Hailsham & Seaford CCGs, East Sussex County Council, Brighton & Hove City Council, NHS Sussex & East Surrey STP
- NHS System Partners: NHS Digital, Kent Surrey Sussex, Academic Health Science Network (KSSAHSN) HealthWatch Brighton & Hove and Healthwatch East Sussex, Surrey & Sussex LMCs, East Sussex Healthcare NHS Trust
- Other pharmacy organisations: PSNC, NPA, CPPE and our neighbouring LPCs

With best wishes,

James

## Members of the Committee 2018 - 2019

| Committee Member  | Organisation           | Membership Type                        | Actual Attendance/<br>Possible |
|-------------------|------------------------|--|--------------------------------|
| Craig McEwan      | Station Plaza Pharmacy | IND                                    | 6 out of 6                     |
| Sarah Davis       | Boots                  | CCA                                    | 6 out of 6                     |
| Paul Antenen      | Kamsons                | AIMp                                   | 4 out of 6                     |
| Marieanne Hockley | Lloydspharmacy         | CCA                                    | 5 out of 6                     |
| Alex Lloyd        | Superdrug              | CCA (resigned<br>17/01/19)             | 3 out of 5                     |
| Sandy Jack        | Tesco                  | CCA Contractor<br>(resigned 23/11/18)  | 0 out of 3                     |
| Julia Powell      | Paydens                | AIMp                                   | 6 out of 6                     |
| Stacie McLeod     | Day Lewis              | AIMp (currently on<br>maternity leave) | 1 out of 6                     |
| Ramiz Bahnam      | Pharma Supply Ltd      | IND                                    | 5 out of 6                     |
| Mark Weston       | Lloydspharmacy         | CCA (joined 18/12/19)                  | 2 out of 2                     |
| James Grieves     | Boots                  | CCA (joined 01/02/19)                  | 1 out of 1                     |

### Others in attendance

| Name            | Role  |
|-----------------|---|
| Sandra Lamont   | Communications & Engagement Lead CPSS<br>(from November 2018)           |
| Michaela Cassar | Business Administrator CPSS   |
| Penny Woodgate  | Communication & Engagement Senior Officer CPSS<br>(Until November 2018) |
| Hinal Patel     | Service Development & Support Pharmacist CPSS                           |
| James Wood      | Chief Executive Officer CPSS  |
| Sunil Kochhar   | PSNC Regional Representative for the South East                         |

Five LPC meetings were held in this period. Minutes from all meetings are available on our website. We welcome community pharmacy representation at LPC meetings although we ask that you let us know in advance so we can ensure we have enough room space. Email at [LPC@communitypharmacys.co.uk](mailto:LPC@communitypharmacys.co.uk). Dates for the remainder of this financial year are, 3 October 2019, 9 January 2020, 12 March 2020.

Members of the Committee adhere to Corporate Governance Principles adopted by the Committee. Copies of the Surrey LPC Constitution, Corporate Governance Principles and our Governance Self-Audit 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 Surrey LPC meetings and on our website. The Corporate Governance Principles and a Declaration of Interests Form are re-issued with the Agenda and Papers prior to each meeting of the committee.

## East Sussex LPC Statistics

The LPC Represents a total of 168 Contractors at March 2019.

| Applications for inclusions in the Pharmaceutical list, NHS (Pharmaceutical and Local Pharmaceutical Services) 2018—2019 ** | Number |
|---|--------|
| Change of ownership   | 7      |
| Application for combined change of ownership and no significant change relocation   | 2      |
| New Pharmacies  | 0      |
| Pharmacy Closures   | 2      |
| ** According to notifications received by the LPC   |        |

# 168 NHS community pharmacy dispensing over 13 million prescription items during 2018-19

## 7 essential services

Dispensing medicines

Dispensing appliances

Repeat dispensing

Disposal of unwanted medicines

Promotion of healthy lifestyles

Signposting

Self-care

## 4 advanced services

50,077 MUR and prescription intervention services

14,519 New Medicines Services

26,321 NHS flu vaccinations

4, 449 NUMSAS

## 1 CCG commissioned service

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

## 10 Public health commissioned services

Smoking cessation: B&H 262 – ES 259

NHS Healthchecks: ES 689

Needle exchange: B&H 26,402 – ES 26,488

Supervised consumption: B&H 50,960 – ES 10,234

Emergency hormonal contraception: B&H 3883 – ES 453

Chlamydia treatment: B&H 155

C-Card scheme: ES 1392

Condom distribution scheme for young people

Chlamydia screening postal kits

Stop smoking service varenicline PGD

## 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 31<sup>st</sup> March 2019 follow from page 19 for East 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 three LPCs in line with the percentage of contracts covered by each of the individual committees. West Sussex LPC contributes 30%, Surrey LPC contributes 39%, East Sussex LPC contributes 31% of the income.

In March 2019 your LPC members approved a budget for the following 12 months and agreed the amount it will collect from contractors in 2019-20 (the Levy) to fund the committees work. Committee members noted that contractors are now not only benefiting from enhanced levels of support and representation but also getting more for their contractor levies. East Sussex LPC expenses are now at an eight-year low and the levies paid by contractors during 2018/19 were 6% below the 10-year average.

**EAST SUSSEX LOCAL  
PHARMACEUTICAL COMMITTEE**

**The White House  
18 Church Road  
Leatherhead  
KT22 8BB**

**FOR THE YEAR ENDED 31ST MARCH 2019**

**EAST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE**  
**STATEMENT OF INCOME AND EXPENSES**  
**FOR THE YEAR ENDED 31ST MARCH 2019**

**ACCOUNTANT'S REPORT**

As described on page 1, you have approved the accounts for the year ended 31st March 2019.

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

FRIEND-JAMES LIMITED



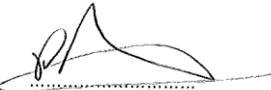
Date

18/5/2019

**EAST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE**  
**STATEMENT OF INCOME AND EXPENSES**  
**FOR THE YEAR ENDED 31ST MARCH 2019**

|                                    | £<br><u>2019</u>     | £<br><u>2018</u>     |
|------------------------------------|----------------------|----------------------|
| Bank Balance as at 1st April 2018  | 52287                | 44846                |
| <b><u>Income</u></b>               |                      |                      |
| Bank Interest (Gross)              | 20                   | 17                   |
| Eastbourne Downs Training Fund     | -                    | 1195                 |
| Educational Grant                  | 1690                 | 500                  |
| Other Income                       | -                    | 275                  |
| LPC Levies                         | 140864               | 173633               |
| <b>Total income</b>                | <b><u>194861</u></b> | <b><u>220466</u></b> |
| <b><u>Expenses</u></b>             |                      |                      |
| Insurances                         | 295                  | 318                  |
| Stamps, Stationery                 | 77                   | 340                  |
| Training/Locum Fees                | 10530                | 19463                |
| Sundries                           | -                    | 295                  |
| Telephone                          | -                    | 791                  |
| Members Travelling Expenses        | 1973                 | 7552                 |
| Accountancy                        | 216                  | 180                  |
| Green Bag Scheme                   | 225                  | -                    |
| Service Charge - Treasurer         | 887                  | 887                  |
| CPSS                               | 67296                | 35938                |
| Honorarium - Chairman              | 3305                 | 3687                 |
| Business Support Manager           | -                    | 1962                 |
| Payroll Admin                      | -                    | 140                  |
| Bank Charges                       | 80                   | 75                   |
| Service Charge-PEO                 | 3739                 | 49071                |
| PSNC Levy                          | <u>47480</u>         | <u>47480</u>         |
| <b>Total expenses</b>              | <b>136103</b>        | <b>168179</b>        |
| Bank Balance as at 31st March 2019 | 58758                | 52287                |
|                                    | <b><u>194861</u></b> | <b><u>220466</u></b> |

Signed

  
P Antenen

Date

13<sup>th</sup> May 2019

**COMMUNITY PHARMACY SURREY & SUSSEX**

**UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2019**

**COMMUNITY PHARMACY SURREY & SUSSEX**

**PROPERTY INFORMATION**

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|                    |   |
|--------------------|---|
| <b>Address</b>     | The White House<br>18 Church Road<br>Leatherhead<br>KT22 8BB  |
| <b>Accountants</b> | Friend James Limited<br>4th Floor Park Gate<br>161-163 Preston Road<br>Brighton<br>East Sussex<br>BN1 6AF |

## COMMUNITY PHARMACY SURREY & SUSSEX

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COMMUNITY PHARMACY SURREY & SUSSEX  
STATEMENT OF INCOME AND EXPENSES  
FOR THE YEAR ENDED 31ST MARCH 2019

ACCOUNTANT'S REPORT

As described on page 1, you have approved the accounts for the year ended 31st March 2019.

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

FRIEND-JAMES LIMITED

*F. James Limited*

Date

*18/5/2019*

**COMMUNITY PHARMACY SURREY & SUSSEX**

**INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 31 MARCH 2019**

|   | £       | 2019<br>£           | £      | 2018<br>£           |
|---|---------|---------------------|--------|---------------------|
| <b><u>Income</u></b>                    |         |                     |        |                     |
| East Sussex LPC                         |         | 67,296              |        | 35,938              |
| Surrey LPC                              |         | 84,660              |        | 45,213              |
| West Sussex LPC                         |         | 65,124              |        | 34,785              |
| Health Education England                |         | 30,660              |        | -                   |
| Thrive Tribe Project Management         |         | -                   |        | 6,105               |
| NEST Refund                             |         | -                   |        | 69                  |
| Other Income                            |         | 115                 |        | 245                 |
|   |         | <u>247,855</u>      |        | <u>122,355</u>      |
| <b><u>Less: Expenditure</u></b>         |         |                     |        |                     |
| Staff costs                             | 190,192 |                     | 91,943 |                     |
| Payroll admin                           | 579     |                     | 500    |                     |
| HR Support                              | 180     |                     | -      |                     |
| Health Education England                | 17,292  |                     | -      |                     |
| Travel                                  | 11,982  |                     | 8,767  |                     |
| Training / Conference fees              | 515     |                     | 807    |                     |
| Office rent                             | 4,944   |                     | 4,944  |                     |
| Computers / Equipment                   | 4,893   |                     | 5,083  |                     |
| Webinar licence                         | 1,980   |                     | -      |                     |
| Stationery                              | 1,520   |                     | 518    |                     |
| Telephone                               | 2,589   |                     | 1,745  |                     |
| Venue hire and catering                 | -       |                     | 661    |                     |
| Accomodation / Refreshments             | 1,523   |                     | 418    |                     |
| Accountancy                             | 252     |                     | 180    |                     |
|   |         | <u>(238,440)</u>    |        | <u>(115,565)</u>    |
| <b>Surplus / (Deficit) for the year</b> |         | <u><u>9,415</u></u> |        | <u><u>6,790</u></u> |

**COMMUNITY PHARMACY SURREY & SUSSEX**

**BALANCE SHEET  
AS AT 31 MARCH 2019**

|  | 2019           |                      | 2018           |                     |
|--|----------------|----------------------|----------------|---------------------|
|  | £              | £                    | £              | £                   |
| <b>Current Assets</b>                                  |                |                      |                |                     |
| Cash at Bank   |                | 24,782               |                | 9,327               |
| Debtors  |                | -                    |                | 6,105               |
|  |                | <u>24,781.61</u>     |                | <u>15,432</u>       |
| <b>Less: Current Liabilities</b>                       |                |                      |                |                     |
| <b>Creditors - amounts falling due within one year</b> |                |                      |                |                     |
| PAYE   | (5,156)        |                      | (5,793)        |                     |
| Accruals   | <u>(3,421)</u> |                      | <u>(2,849)</u> |                     |
|  |                | <u>(8,577)</u>       |                | <u>(8,642)</u>      |
|  |                | <u><u>16,205</u></u> |                | <u><u>6,790</u></u> |
| <b>Capital and Reserves</b>                            |                |                      |                |                     |
| Surplus brought forward at 1 April 2018                |                | 6,790                |                | -                   |
| Surplus / (Deficit) for the year                       |                | <u>9,415</u>         |                | <u>6,790</u>        |
|  |                | <u><u>16,205</u></u> |                | <u><u>6,790</u></u> |

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

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

Date: 13<sup>th</sup> May 2019