

West Sussex

Local Pharmaceutical Committee

Annual Report & Financial Statements April 2019 to March 2020

West Sussex Local Pharmaceutical Committee

Community Pharmacy Surrey & Sussex
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Officers 2019-2020

Chair: Mark Donaghy MRPharmS

Vice Chair: Gemma Staniforth MRPharmS

Treasurer: Alan Salter MRPharmS

Chief Executive Officer, Community Pharmacy Surrey & Sussex:

James Wood, FRPharmS

Email: jameswood@communitypharmacys.co.uk

The Committee

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

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

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

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

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

Welcome & Overview

Mark Donaghy MRPharmS Chair



Dear Colleagues,

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

The year has been overshadowed by the pandemic and may I take this opportunity to thank each and every member of every West Sussex pharmacy team for all that you have all done in these last few months. Local Councillors, MPs and above all, the public, have all realised what a valuable service each and every West Sussex pharmacy has delivered. Every pharmacy in West Sussex managed to stay open every working day during the lockdown period, which is an amazing achievement. Thank you!

Your LPC members are very conscious of the financial constraints that community pharmacy continues to be under. West Sussex LPC works in collaboration with East Sussex LPC and Surrey LPC to share resources under the Community Pharmacy Surrey & Sussex umbrella. The benefits of working collaboratively mean that for the second year running, we have been able to make a reduction in the LPC levy collected from contractors. How we spend your money is outlined at the back of the report.

In West Sussex, LPC members and the CPSS Executive have represented contractors on the Area Prescribing Committees and in regular meetings with NHS England and the County Council. Through this close work we have managed to minimise the usage of branded generics that are prevalent in other areas and ensured financial support for contractors for local services unable to be delivered during the pandemic. Your LPC worked with contractors to ensure that every Primary Care Network (PCN) in West Sussex has got a community pharmacy lead so that this aspect of the Pharmacy Quality Scheme (PQS) could be claimed for.

This year will see the development of PCNs, more PQS targets, the implementation of the Wright review into possibly wider local representation on PSNC and possibly the most challenging flu season we have known.

I would like to take this opportunity to thank James, Hinal, Sandra and Micky, the executive staff team, for all of their hard work in supporting you. I would also like to thank all of our West Sussex LPC members for their work in representing you, especially our Vice Chair, Gemma Staniforth and our Treasurer, Alan Salter.

I look forward to hopefully seeing many of you online for our first virtual annual meeting and AGM on the evening of Tuesday 15th September 2020. Please register here

<https://communitypharmacys.co.uk/our-events/west-sussex-agm-2020/>

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

Yours

Mark

Report on our Activities

James Wood FRPharmS

Chief Executive Officer



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

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

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

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

Support

We continued to support contractors in all local NHS matters, both reactively and more pro-actively. In July 2019, a new Pharmacy Quality Scheme (PQS) was announced for the 2019-20 financial year; this scheme was formerly known as the Quality Payments Scheme (QPS). We helped contractors to maximise their participation, by offering advice on how to achieve certain criteria and in particular, checking that pharmacies had met the gateway criteria, from data shared with the LPC.

We made this year's pharmacy quality scheme process as accessible, easy and as clear as possible by: arranging call-in-clinics; offering one-to-one individual support where requested, targeting phone calls to contractors who needed support and sending gentle reminders through our regular communications. As a result, 99% of West Sussex contractors participating in the scheme qualified for gateway criteria.

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

Primary Care Networks

A key focus of our activities in 2019-20 was to ensure that all pharmacy owners were able to claim their PCN funding as part of the Pharmacy Quality Scheme (PQS), bringing around £525,000 funding into Surrey and Sussex pharmacies. By February 2020 we had supported all 159 community pharmacy contractors in West Sussex to identify the PCN they should belong to, all other pharmacies in the same PCN and a lead pharmacist to represent them all at PCN meetings. It was a step change towards closer collaboration of pharmacy contractors, which we expect will underpin all future ways of working at community levels. Our specific activities included:

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

Support for service developments in the community pharmacy contractual framework

Almost all community pharmacies from across Surrey and Sussex signed up to offer the service. Together they completed 5,904 consultations in the five months to the end of March 2020. This is huge recognition for the planning work undertaken behind the-scenes by the LPCs, convening a Community Pharmacy Consultation Service Implementation Group for the South East with the following aims:

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

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

Support for locally commissioned services

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

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

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

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

All 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

Local Commissioning

We were in on-going discussions with West Sussex County Council to secure a multi-year settlement to 2023 for all 7 existing public health services, including NHS HealthChecks, which now include an annual review. This was a welcome first-year of a three-year deal, the sign up to which was conducted wholly through the SE Shared Services portal, a secure contracting method used by many councils to reduce time and cost for buyers and suppliers. Moving from one year to three-year contracting was welcomed by West Sussex contractors who now have more certainty of local service income. It will also save time and administration costs for everyone, despite our staff team having to coordinate and log over 50 questions about the specifications and amounts and types of supporting documentation required as part of the contracting process, for the contracting team to consider.

We continued our discussions with public health colleagues about extending the role of community pharmacy via an enhanced sexual health offer, improving the stop smoking service offer with the addition of a Varenicline PGD and a Hepatitis C treatment test service. The Coronavirus pandemic paused some of this work, however we hope the new PGDs will be launched early in 2020-21.

Digital enablers

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. The AHSN has invested over £150,000 in-kind implementation support. This will see PharmOutcomes being introduced to send electronic hospital discharge information to community pharmacies. The local TCAM pathway is critical to being able to deliver the new Discharge Medicines Service, a new essential service being added to the Community Pharmacy Contractual Framework later in 2020-21. During 2019-20 discussions and planning with Trusts in West Sussex began, and we hope to see role out later this year.

We worked to provide local support and awareness to make sure that 100% of West Sussex pharmacy contractors had registered on the NHSBSA Manage Your Service (MYS) portal by February 2020, which will become increasingly important for service and other payment claims.

Representation

Consultations

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

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

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

Health & Wellbeing Board

Since 1 April 2013, every Health and Wellbeing Board (HWB) in England has had a statutory responsibility to publish and keep up to date a statement of the needs for pharmaceutical services of the population in its area. This is referred to as a Pharmaceutical Needs Assessment (PNA) and was published in March 2018 and can be found [here](#).

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 also responded to market entry consultations; a summary of activity can be found towards the end of this report.

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

Members of Parliament

Nick Gibb Member of Parliament for Bognor Regis and Littlehampton visited Glyn Norris Pharmacy (Paydens) in June 2019, to learn more about medicines safety and to hear about some of the ways in which Community Pharmacy is changing.

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

Clinical Commissioning Groups (CCGs)

We continued to meet regularly with representatives from all the CCGs across West 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 was effective in managing any growth in damaging branded generic prescribing implementation.

The three CCGs in West Sussex began working more closely together with their five surrounding CCGs to enable greater scale planning and purchasing of health and care services. As we closed the year on 31st March 2020, the CCGs merged, forming one West Sussex CCG. They are working more formally together across Sussex with the other two CCGs, which presents an opportunity for us to call for increasing standardisation to matters affecting community pharmacy.

NHS England & Improvement

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

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

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

Patients and the Public

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

Deliver

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

- Digitally enabling the team to work smarter and remotely across Surrey & Sussex (ahead of the pandemic)
- Consolidating the number of committee and internal facing meetings, including holding our first joint meetings across all three LPCs, saving time and costs
- Building our capability to be more insight driven – such as introduced a contractor survey prior to each LPC meeting and a widespread contractor communication survey in June 2019
- Human Resource support to ensure the LPCs continue to be a good employer and support employees in their work.

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

In December 2019, we promoted our 'A-Z' of advice, hints, tips and links to help local community pharmacists manage their NHS contracts over the holidays and save valuable time should an emergency be affecting a pharmacy business. In addition, we gathered local and regional contact details together into one document for some of community pharmacies most important external stakeholders. An informal briefing was produced, giving links to online resources that will help with

business continuity in the event of something disrupting business-as-usual at a pharmacy, and includes contact numbers for local safeguarding, local authorities and CCGs alongside links pharmacists should use to notify NHS England in the event of unplanned closures or amended opening hours.

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

Coronavirus

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

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

Future

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

Over the course of 2020-21 we will be working with PSNC, other LPCs and contractors to implement the next steps of the Wright Review, an independent review of Community Pharmacy Contractor

Representation and Support, welcomed by West Sussex LPC. Whatever is decided by contractors nationally and locally, it is likely that there will be a focus on retaining and strengthening local relationship building, so that LPCs and contractors can continue to work to expand and build on the excellent work already started, for example in primary care networks where community pharmacy is starting to be recognised as a key member of primary care teams. This will be tremendously effective at helping us be responsive to local situations and clearly defined local need as and when we need to.

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

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

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

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

With best wishes,

James

Governance, structure, and management

The work of West Sussex LPC is governed by committee, members are either elected or nominated to join the committee to represent pharmacy contractors' views. They do not get paid; however, they can claim expenses for attending meetings, travel and out of pocket expenses. These are detailed below for 2019-20. The committee expenses policy is available on 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 2019-20

Committee Member	Organisation	Membership Type	Actual Attendance/ Possible	Annual Expenses
Mark Donaghy Chair	Kamsons	AIMp	5 out of 5	£3,674.80
Gemma Staniforth Vice Chair	Lloydspharmacy	CCA	4 out of 5	£2,327.20
Alan Salter Treasurer	Day Lewis	AIMp	5 out of 5	£1,582.14
Yola Barnard	Superdrug	CCA	5 out of 5	£1,312.00
CJ Patel	Geddes Pharmacy	IND	4 out of 5	£1,748.00
Nisheet Patel	Cokeham Pharmacy	IND	4 out of 5	£827.00
Sam Ingram	Boots	CCA	4 out of 5	£910.80
Marieanne Hockley	Lloydspharmacy	CCA	3 out of 5	£664.80
Sara Paxton Governance Lead	Boots	CCA	3 out of 5	£600.00

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

Members Expenses in 2019-20

The total amount of these expenses amounted to £13,645.14. Officers of the committee were provided with an annual honorarium, to recognise the time taken to deliver roles effectively and ensure engagement. Chair £1,750, Vice Chair £750 and Treasurer £1,500.

Committee Meetings in 2019-20

Five LPC meetings were held in this period. Minutes from all meetings are available on our website. LPC meetings are open to observers and we especially encourage community pharmacy contractors and their team members to join us and find out what we do. Should you wish to attend

an LPC meeting as an observer in person or by video, this needs to be pre-arranged. Dates for the remainder of 2020-21 financial year are, 15 September, 4 November 2020, 10 February 2021.

Governance Documentation

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

Self-evaluation

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

Executive Staff Team and Community Pharmacy Surrey & Sussex

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

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

Community Pharmacy Surrey & Sussex is a mechanism to allow more effective collaboration between LPCs, pool resources and share costs as well as implementing initiatives of shared interest in common areas. It is governed by the CPSS Executive Committee, which comprises of the Chair, Vice-Chair and Treasurer from each LPC.

A collaboration agreement has been drawn up between the three LPCs to ensure that each committee did not lose its status or powers (as set out in their constitutions and in the NHS Act).

The collaboration agreement gives delegated authority to the CPSS Executive Committee, from the three LPCs, to monitor the operational effectiveness of Community Pharmacy Surrey & Sussex, including holding the Chief Executive to account for the organisation’s performance. Lead by the Chief Executive, Community Pharmacy Surrey & Sussex daily work is managed by an executive staff team.

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

Hinal Patel MRPharmS, service development & support pharmacist.
Connect [@PatelPatelHinal](#) | Twitter

Sandra Lamont MCIPR MCMI, communications & engagement lead.
Connect [@LamontSandra](#) | Twitter

Micky Cassar, business administrator

West Sussex LPC Statistics	
The LPC Represents a total of 158 Contractors in the West Sussex Health & Wellbeing Board area at March 2020.	
Applications for inclusions in the Pharmaceutical list, NHS (Pharmaceutical and Local Pharmaceutical Services) 2019—2020*	Number
Application for outline consent and premises approval to provide dispensing services at a GP surgery	0
Change of ownership	8
Change of details	2
Application for combined change of ownership and no significant change relocation	2
New Pharmacies	0
Pharmacy Closures	1
Appeals to the NHS Litigation Authority	0
Consolidations	2
* According to notifications received by the LPC	

158 NHS community pharmacy dispensing over 14 million prescription items during 2019-2

7 Essential services

Dispensing medicines

Dispensing appliances

Repeat dispensing

Disposal of unwanted medicines

Promotion of healthy lifestyles

Signposting

Self-care

6 Advanced services

There are six Advanced Services within the NHS Community Pharmacy Contractual Framework. Community pharmacies can choose to provide any of these services if they meet the requirements set out in the Secretary of State Directions. Here's the activity for the top 4, with a value of over £1.6m in West Sussex during 2019-20

- Medicines Use Reviews and prescription intervention services: 32,924
- NHS Seasonal flu vaccinations: 24,187
- New Medicines Service: 19,145
- Community Pharmacist Consultation Service: Minor illness – 659, Urgent Supply – 1152

(includes figures for NUMSAS until 28th October & CPCS from 29 October)

Locally Commissioned Services

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

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

At the end of this scrutiny process, a summary is shared with contractors who have expressed an interest in providing the service, to highlight the key points for their attention and consideration. This helps contractors make an informed decision to provide a locally commissioned service, or not. In West Sussex LPC area, locally commissioned services are over £350,000 in their annual value.

4 CCG commissioned services

H-Pylori Service (Crawley)

Gluten-free food (Mid Sussex)

MAR Chart services

Palliative care services

8 Public health commissioned services

Take-home Naloxone: 17

Alcohol intervention & brief advice scheme: 1016

Emergency hormonal contraception: 420

NHS health checks: 2800

smoking cessation: 306

Needle exchange transactions: 22575

Missed doses: 6,201

Supervised consumption: 81757

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

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

Financial report

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

Financial Statements for the Year ended 31st March 2020 follow on pages 22-33 for West Sussex Local Pharmaceutical Committee. Three sets of accounts are presented – the second set covers the income and expenditure of Community Pharmacy Surrey & Sussex, the joint management and operations tier. The administrative costs of Community Pharmacy Surrey & Sussex are split between the three LPCs in line with the percentage of contracts covered by each of the individual committees. West Sussex LPC contributes 30% (£63,124) Surrey LPC contributes 39%, (£81,950) and East Sussex LPC contributes 31% (£63,124) of the income.

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

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

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

convened project board and progress reports will be provided back to the forum. Forum members agreed to revisit the terms of reference in 2020-21 following the Wright Review of PSNC/LPC representation and support.

2019-2020 Key Financial Highlights

West Sussex LPC income was £142,500, raised from pharmacy contractors via the levy

For every £1 of levy income raised:

- 46p Was spent directly supporting and representing contractors locally (via Community Pharmacy Surrey & Sussex and some LPC members undertaking local representation)
- 32p Was sent to PSNC to fund their work nationally for contractors in Surrey & Sussex
- 12p Was spent on governance costs (making sure that we are a well-run, accountable organisation that meets its constitutional duties) – mainly costs of committee members, committee meetings
- 10p Was unspent and added to reserves (to make sure we have sufficient funds for future)

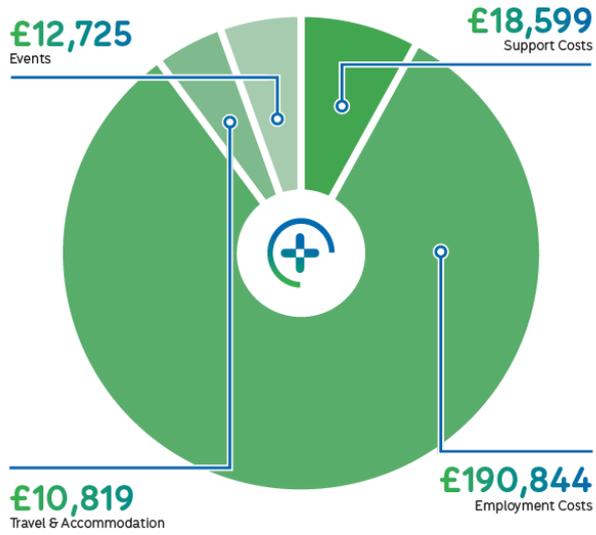
By keeping our costs down, we generated an operating surplus of £13,750. This enabled us to bolster our free financial reserves a little further. At 31 March 2020, our reserves were £77,000 (54% of next year's expenditure). The PSNC guideline for the LPC's finances is that 50% of the next year's expenditure should be in reserves at 31st March each year.

In March 2020 your LPC members approved a budget for the following 12 months and agreed the amount it will collect from contractors in 2020-21 (the Levy) to fund the committees work. Committee members agreed to reduce it by 2.5%. The saving came into effect in June 2020. A copy of the approved outline 2020-21 budget can be found on our website.

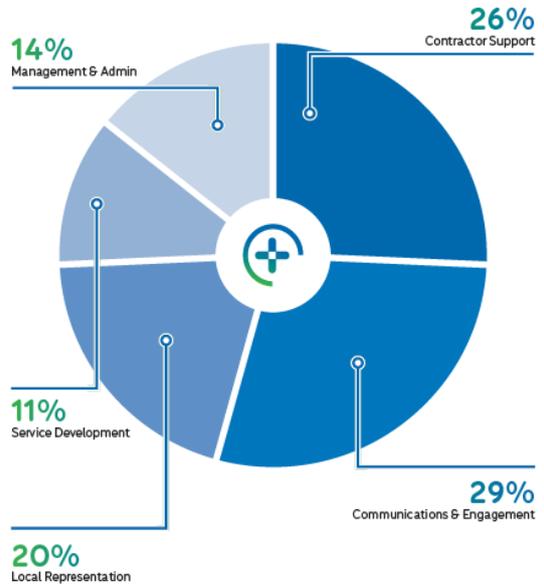
A total of £232,996 was spent by Community Pharmacy Surrey & Sussex on local support and representation across all three Local Pharmaceutical Committees and the following charts summarise this spend. The majority of this cost comprised of full employment and benefit costs of the executive staff team.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

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

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



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



WEST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE

ACCOUNTS

FOR THE YEAR ENDING

31 MARCH 2020

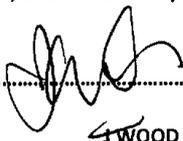
**These Accounts have been prepared from the accounting records
of our client and information and explanations given to us**

WEST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 MARCH 2020

	2020	2020	2019	2019
	£	£	£	£
<u>OTHER INCOME</u>				
Bank interest Received	0		47	
Other Income	0		1376	
		0		1423
<u>SURPLUS FOR THE YEAR</u>		0		1423
<u>STATUTORY LEVY FUND</u>				
Prescription Pricing Authority		142500		150000
<u>LESS EXPENDITURE:</u>				
Community Pharmacy Surrey & Sussex	62424		65124	
Officer Honorarium	4000		4000	
PSNC Levy	44950		44950	
LPC Meeting Members Attendance	7700		7400	
Stationery	82		52	
Committee Travel Expenses	1209		1458	
Hire of Rooms	2502		3380	
LPC Members External Meetings	4425		7135	
Accountancy Fees	780		762	
Bank Charges	0		82	
Events and Seminars	0		785	
Sundries	678		0	
Subscriptions	0		0	
		128750		135128
<u>PROFIT/(DEFICIT) FOR THE YEAR</u>		13750		14872

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

SIGNED



J. WOOD

WEST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE
BALANCE SHEET AS AT 31 MARCH 2020

	2020	2020	2019	2019
	£	£	£	£
<u>FIXED ASSETS</u>				
<i>See Note 1</i>		1		1
<u>CURRENT ASSETS</u>				
Bank Account	77779		64011	
<u>LESS:-</u>				
<u>CURRENT LIABILITIES</u>				
Creditors	780		762	
		76999		63249
		77000		63250
Represented By:-				
<u>OTHER INCOME</u>				
Balance as at 1 April 2019	22372		20949	
Surplus for the year	0		1423	
		22372		22372
<u>STATUTORY LEVY FUND</u>				
Balance as at 1 April 2019	40878		26006	
Surplus/(Deficit) for the year	13750		14872	
		54628		40878
		77000		63250

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

SIGNED

THORNE & CO

WEST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE
NOTES TO THE ACCOUNTS

1	<u>FIXED ASSETS</u>	<u>EQUIPMENT</u>
	<u>COST</u>	
	Balance as 1 April 2019	300
	Additions	<u>0</u>
		300
	Disposals	0
	As at 31 March 2020	<u><u>300</u></u>
	<u>DEPRECIATION</u>	
	As at 1 April 2019	299
	Provided in the year	0
	As at 31 March 2020	<u><u>299</u></u>
	NET BOOK VALUE AT 31 MARCH 2020	1
	NET BOOK VALUE AT 31 MARCH 2019	1

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

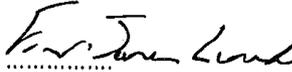
COMMUNITY PHARMACY SURREY & SUSSEX
STATEMENT OF INCOME AND EXPENSES
FOR THE YEAR ENDED 31ST MARCH 2020

ACCOUNTANT'S REPORT

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

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

FRIEND-JAMES LIMITED


.....

Date

26/3/20

COMMUNITY PHARMACY SURREY & SUSSEX

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

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

COMMUNITY PHARMACY SURREY & SUSSEX

**BALANCE SHEET
AS AT 31 MARCH 2020**

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

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

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

Date: 26th May 2020

South East Forum of Local Pharmaceutical Committees

for Kent, Surrey, East and West Sussex

Secretariat c/o Community Pharmacy Surrey & Sussex

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

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

Email SEForum@communitypharmacys.co.uk



Final Accounts 2019-2020

Balance brought forward	£1,763.09
Incoming	
Members	
East Sussex LPC	£0.00
Surrey LPC	£0.00
West Sussex LPC	£0.00
Kent LPC	£0.00
Industry Sponsors	
Forum Meetings	£0.00
Other	
Careers Collaborative Funding	£60,000
TOTAL INCOME	£61,763.09
Expenditure	
May 2019 meeting	-£392.00
4th July meeting	-£361.00
1st October meeting	-£412.00
5th December meeting	-£391.00
TOTAL EXPENDITURE	£1,556.00
Balance carried forward	£60,207.09

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

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

Photo Credits Hemal Chudasama and Christopher Walton.