

West Sussex Local Pharmaceutical Committee

Annual Report & Financial Statements April 2017 to March 2018



West Sussex Local Pharmaceutical Committee

Community Pharmacy Surrey & Sussex

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

Online: www.communitypharmacys.co.uk

Email: lpc@communitypharmacys.co.uk

Twitter: @CPSS LPCs

TABLE OF CONTENTS

- Officers 2017 – 2017	Page: 3
- Chairman’s report	Page: 4-5
- Chief Executive Report	Page: 6 -10
- Members of the Committee 2017 – 2018	Page: 11-12
- LPC Representation	Page: 13
- Financial Report	Page: 14-22

OFFICERS 2017-2018

Chair: David Clark MRPharmS

Vice Chair: Mark Donaghy MRPharmS

Treasurer: Alan Salter MRPharmS

Chief Executive Officer: Martin Mandelbaum FRPharmS (Retired 31st March 2018)

Chief Executive Officer, Community Pharmacy Surrey & Sussex (From 1st February 2018)

James Wood, FRPharmS

Email: jameswood@communitypharmacys.co.uk

The Committee

The West Sussex Local Pharmaceutical Committee (LPC) is a statutory committee representing the interests of Pharmacy Contractors at local level. In this respect, your committee maintains links with the Pharmaceutical Services Negotiating Committee (PSNC) on matters affecting remuneration and other aspects of the pharmaceutical service.

CHAIRMAN'S REPORT

Welcome to your copy of the 2017/2018 West Sussex LPC Annual Report. I hope you will take a few minutes to read the report describing the achievements of the Committee in what can only be described as a very challenging year.

As always, your Chief Executive Officer, Martin Mandelbaum, has worked tirelessly on your behalf, and I would like to thank him for all the effort he has put in on behalf of all of us. It is especially poignant for me this year as Martin will be retiring after more than 25 years of service in the support of local contractors through his membership of various committees, steering groups and the like. Martin served as a member of West Sussex LPC from 1989 until 2001 and was Chair for the last four of those years. Martin was appointed Secretary of West Sussex LPC in 2001, a role that was to develop into the Chief Executive role from which he will be retiring at the end of March. Martin was also instrumental in the establishment of the South East Forum of LPCs, one of the most successful and highly regarded in the country. Martin is currently Chair of the forum and will also be retiring from that role at the end of March. It is thanks to Martin that we have such strong relationships with all of the key stakeholders in the local health economy and that our local contractors have continued access to many locally commissioned services, which have been cancelled in many other parts of the country. I am sure you will join our committee members, and me, in wishing Martin and Gill a long and happy retirement.

I would also like to thank those Committee members and individual Pharmacists who have sat on local Committees, working groups etc, for the time and effort they put into preparing for and attending those meetings. This engagement has been particularly important in the current economic climate, and with the pressures on the NHS to cut back – the work done in keeping Community Pharmacy on the agenda has been absolutely critical in ensuring that our contractors can continue to provide valuable services to patients and derive an income from them.

The pace of change has undoubtedly quickened this year, with the introduction of the Quality Payments alongside the cutbacks. It has become crystal clear that the direction of travel is towards a much more clinically focused quality service integrated into the wider NHS, and our remuneration is really starting to reflect that change. I realise that this may be difficult for some contractors to adapt to but I can only emphasise the need to really get behind all of the clinical services that are available to you in order for your pharmacy to thrive. There have been some real successes this year – the National Flu Vaccination service

being one. This winter thousands of patients were vaccinated in West Sussex Community Pharmacies, which is a fantastic achievement. MURs and NMS have continued to grow, and long may that continue.

That last point about successfully delivering services leads me nicely to the launch of our new management structure, shared with Surrey and East Sussex LPCs. As you know this has been in the pipeline for a number of years, and the hard work of the steering group is now bearing fruit. Penny Woodgate has been in post for some months now as Communications and Engagement Senior Officer for Community Pharmacy Surrey and Sussex (CPSS), joined by Michaela (Micky) Cassar as our Business Administrator in the new Leatherhead office. Hinal Patel joined the team as Services Development Senior Officer just before Christmas, and James Wood joined as our new Chief Officer designate at the end of January. I am sure you will join our committee members and me in wishing them all a very warm welcome to the team. Whilst James will be identifying his key strategic objectives, together with the Chairs and Vice-Chairs of the three constituent committees, it is clear that a major aim of the new team is to support you in the transition from a largely transaction-based business model to a much more clinically focused quality service. Do make the most of their expertise and the support they can, and will be, offering you.

The new PNA is now finished, and just needs a final sign-off from the County Council before publication. This has been another success for the LPC in ensuring that the PNA is a robust and complete reflection of the services available to patients from our contractors.

There have been a number of contractor events through the year, all of which have been very well attended. LPC members also attended another annual meeting hosted by the South East Forum in Crawley, which was a great success and was very informative. The keynote speaker was Gordon Hockey from PSNC, who made the very dry subject of pharmacy regulation into an extremely interesting and entertaining session.

As always, I would encourage all contractors to get involved in some way with the LPC, either directly or through contact with their local "buddy" members. It just remains for me to thank all our LPC members for the time and effort that they put into their Committee work, both in terms of attending meetings and also for the additional time spent outside of those meetings. This will be my final report as I will not be seeking re-election as Chair this year, so I wish you all every success in the future.

David Clark MRPharmS
Chairman, West Sussex Local Pharmaceutical Committee to 31st March 2018

CHIEF EXECUTIVE OFFICER'S REPORT

I hope you will take a few minutes to read the report describing the achievements of the committee.

This has been a challenging year for contractors in West Sussex with the Quality Payments (QP) scheme and the introduction of NUMSAS. The performance of our contractors who signed up to deliver the QP was very good with over 90% passing the gateway criteria and then delivering the key points to a high standard. We now have over 70% of our pharmacies attaining HLP level 1 status and plenty of interest from West Sussex County Council to help develop a HLP level 2 status for those pharmacies wishing to move forward with this. NUMSAS has been slower to develop, mainly due to communication issues with NHS Mail but this seems to have been addressed with the introduction of PharmOutcome as the route for communication from 111 to the pharmacy and to facilitate simpler paperwork and claiming procedures.

Summary Care record use continues to grow as more pharmacies are seeing the benefits of using the system to help their professional work and decision-making processes.

The reduction in remuneration from the National contract has affected both cash flow and expenses planning which has prompted pharmacies to review their staffing requirements and the services they offer to patients for free, such as home delivery and MDS supply. The usual financial pressure on Public Health has limited the progress for pharmacy in West Sussex although opportunities for contractors to participate in local services are still there. The take up of these services by contractors has been limited which is a shame as this can provide a useful financial source in challenging times. A lack of motivation for contractors still exists and uncertainty with the financial burden being imposed, which does not appear to have an end point, is still an issue. There are significant opportunities to gain some of your money back with the Quality Payments scheme and Public Health services.

The LPC continues to work with WSCC to ensure that pharmacy has a part to play in delivering the important public health objectives and it is a real opportunity to establish a reputation for delivery. We have managed to protect valuable services with Public Health rolling the services on for a further two years, but we must ensure we deliver these services and importantly claim payment and share outcomes with the commissioners. PharmOutcome began being used in January 2017 to record the data and improve the claiming/payment regime and appears to be a great success. It serves the need for a comprehensive, easy to use system that all pharmacy staff should have access to and must use where appropriate.

David Clark, the LPC Chair, retired from the LPC in March 2018. David has served as a member of West Sussex LPC (as both a CCA representative and as a Private Contractor) for over 15 years and has held the position of Chair for the last 13 years. David has been a key person in all the work that the LPC has been involved in during his time as the Chair. He has supported the members and officers in working with the PCT, CCGs, Public Health, PSNC and Public engagement. He was instrumental in leading on much of the initial work that has resulted in the introduction of Community Pharmacy Surrey & Sussex. The LPC on your behalf wishes to thank David for all his time and efforts.

On a personal note I would wish to thank David for all his advice, that I have often needed, and for the professional way he has gone about his role in sometimes difficult situations and negotiations. I could not have wished for a better or indeed a nicer Chair to work with.

We hope that David will stay active in Community Pharmacy and help make the future better for everyone. Thank you, David.

There have been no membership changes to the committee this past year. We have been unable to find a replacement private contractor to fill the vacancy despite our efforts. All of the members continue to contribute to both the meetings and the work going on outside of the meetings with other organizations. The LPC meetings have invited a number of prominent guests that have helped us to deal better with our objectives to improve our functions and performance and to work even harder on behalf of you, our contractors. We are represented on the PNA Steering group which developed the new PNA that was published in April 2018.

The new LPC has taken office from April 2018 for a period of 4 years and now has 9 members which is a reduction from the 13 members in years gone by.

Individual Committee members and other local Pharmacists have been heavily involved in working groups and sub-committees becoming well established within local prescribing committees, where they can influence local decision making. Community Pharmacy will benefit from this as relationships with local GPs improve. I would like to thank all of them on your behalf for the time and effort they put into preparing for and attending those meetings.

We continue to have regular contact with Sunil Kochhar, our PSNC regional representative for the South East Coast area and we have played a full part in the South East LPC Forum that meets regularly.

We have a community pharmacist on all Coastal West Sussex CCG local prescribing groups and one LPC member on the Area Medicines Management committee for that area. We have pharmacist members on both Crawley CCG and Mid Sussex/Horsham CCG Medicines Management committees.

During the year we have seen the introduction of Community Pharmacy Surrey and Sussex (CPSS) which will act as the shared management for the Surrey and Sussex LPCs. They will take over the full management representation of the LPC from 1st April 2018.

Two members of the CPSS team Penny Woodgate (Communications and Engagement Senior Officer) and Michaela Cassar (Business Administrator) started work in April 2017. Following that Hinal Patel (Service Development Senior Officer) began work in December 2017 and the new Chief Officer, James Wood began in January 2018.

The LPC has established an office which is located in Leatherhead, in premises shared with the LMC. Throughout the last year CPSS have developed the necessary databases across all of Surrey and Sussex and communication documents that you will all have been receiving regularly. There is a monthly newsletter, news bulletins (where news needs to be communicated without delay) and a wonderful new LPC website. A CPSS twitter account will follow soon so that you can all follow the current events and issues being discussed.

We continue to liaise regularly with the LMC and wherever possible we work in a spirit of cooperation. Wherever possible when conflict situations between GPs and Pharmacies arise, we have dealt with them by having the LPC and LMC working together to try to resolve any issues and ensure that any disputes did not affect patients or disadvantage any contractor.

The LPC continues to review all contract applications concerning pharmacy services and responds on your behalf, using the new Market Entry Regulations and the existing Pharmaceutical Needs Assessment (PNA) that was published in April 2015.

All of our pharmacies are now using EPS on a regular basis with most using SCR as well. There have been issues outstanding around NHS Mail addresses, NHS Choices entries and HLP training that in the most part have been resolved.

The LPC has held two contractor's events in the last year, both in March 2018 to introduce the new CPSS team to our contractors.

During the year there was no change to the pharmaceutical list with the total at 31/03/18 remaining 165 in total.

Local Services we are currently commissioned to supply include:

- Needle Exchange
- Methadone and Buprenorphine supervision
- Stop Smoking
- Emergency Hormone Contraception
- Chlamydia testing
- Palliative Care
- Out of Hours Rota (Christmas day and Easter Sunday only)
- MAR chart supply
- NHS Health checks

The number of pharmacies on the list participating in needle exchange services is 58, whilst the Methadone/Buprenorphine supervised scheme operated during the year in over 70 pharmacies without any major problems coming to light. These services are part of the contract managed by CRI and Lloyds Pharmacy.

The Palliative Care service (commissioned by the CCGs) is in place with 30 pharmacies participating across the county.

The LPC Officers (from Kent, Surrey and Sussex) meet with the NHS England SSE Team for a regular two monthly meeting to discuss the Community Pharmacy Contractual Framework and other related matters.

The LPC has been involved in the Local Professional Network in Surrey & Sussex, with a place on their Steering group.

As ever we are always looking for more people to get involved so please feel free to contact CPSS at any time. We are always interested in your feedback and views and you are welcome to come to the meetings or just share your views.

Any changes to your email address should be sent to CPSS so that their records are kept up to date and you do not miss out on any important communication.

We can all look forward to another eventful year in the NHS and for Community Pharmacy in West Sussex.

I would like to take this opportunity of thanking all the LPC members for their commitment to our local contractors and for the support they have given both me and the Chair during the year.

The LPC remains in place so please feel free to contact the Chair or any member of the committee to confidentially discuss any issue. They are here to represent you with services and advice.

And finally, I would like to thank you, our contractors and managers, for all the wonderful support you have given me through the years. I have enjoyed my roles on West Sussex LPC for nearly 30 years, serving as a member, the Chair for 4 years and then as CEO for the last 17 years.

I have enjoyed every minute of it and look back with satisfaction at all that has been achieved for our Pharmacies in West Sussex. I will miss it but will try to keep aware of what is happening and hope to stay part of the Pharmacy family in my retirement.

For the final time with thanks,

Martin Mandelbaum FRPharmS

West Sussex LPC Chief Executive Officer (until 31st March 2018)

MEMBERS OF THE COMMITTEE 2017-2018

The LPC Committee was in the last year of four years of its term of office and had a makeup of 3 contractor members (elected by ballot), 7 CCA members (appointed by the Company Chemist Association) and 3 AIMp members (appointed by the Association of Independent Multiple Pharmacies). There have been only 2 Contractor members in place during the year. Mr David Clark was appointed as Chairman for the year with Mr Mark Donaghy as the Vice Chairman. Mr Alan Salter was appointed as Treasurer. A new committee has now been appointed and elected from April 2018.

Committee Member	Organisation	Membership Type	Actual Attendance/ Possible
David Clark	Mid Sussex	Was IND then external	6 out of 7
Karuna Askoolum	Boots	CCA	5 out of 7
Sanam Sanwar	Boots	CCA	6 out of 7
Yola Barnard	Superdrug	CCA	7 out of 7
Mark Donaghy	Kamsons	AIMp	6 out of 7
Katharine Cox	Boots	CCA	6 out of 7
C J Patel	Crawley	IND	6 out of 7
Julia Powell	Paydens	AIMp	6 out of 7
Nisheet Patel	Sompting	IND	5 out of 7
Alan Salter	Day Lewis	AIMp	7 out of 7
Gemma Staniforth	Lloyds	CCA	7 out of 7
Sam Ingram	Boots	CCA	7 out of 7
Kevin Headington	Rowlands	CCA	6 out of 7

Non Members			
Martin Mandelbaum		Chief Executive Officer	7 out of 7
Gillian Mandelbaum		Minute Sec & Admin	6 out of 6

Guests	Invited to Open Part of the meetings
Michaela Cassar	Business Administrator CPSS

Sunil Kochhar	SEC PSNC representative
Penny Woodgate	Communication & Engagement Officer CPSS
Hinal Patel	Services Development Officer CPSS
Heather Frazer	Health Checks WSCC Public Health
Sue Carmichael	Stop Smoking WSCC Public Health
Emma Crozier-Smith	Healthy Eye care WSCC Public Health
Atif Shamim	HEE SEC Pharmacy Lead
Liz Fidler	HEE SEC Manager
Sam Quaye	SEC CPPE
Kevin Oliver	NHS England SSE Counter Fraud
Vicky Fenwick	Sussex Foundation NHS trust
James Wood	CEO CPSS
Sara Paxton	Boots Observer

Members of the Committee adhere to Corporate Governance Principles adopted by the Committee. Copies of the West Sussex 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 West Sussex 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.

LPC Representation

The LPC has endeavored to be represented on as many CCG and Surrey-wide committees as we believed appropriate. Appointments were made as follows:-

(a) Market Entry Sub-Committee

Mr M Donaghy	Mrs. G. Staniforth
Mr. C.J. Patel	Mr. N.Patel
Ms. J. Powell	Mr A. Salter

(b) Market Entry Committee Representative

Mr. M. Mandelbaum with Mr M. Donaghy as deputy.

(c) SEC Forum Meetings of LPCs with Regional Officers

Mr. M. Mandelbaum and Mr. D. Clark with Mr. M. Donaghy as deputy.

(d) LPC/NHS England SSE Liaison meetings

Mr. M. Mandelbaum, Mr. D. Clark and Mr. M. Donaghy.

(e) LPC/WSCC PNA meetings

Mr. M. Mandelbaum, Mr. D. Clark and Mr. M. Donaghy as deputy.

FINANCIAL REPORT

Financial Statements for the Year ended 31st March 2018 follow on pages 14-19 for West Sussex Local Pharmaceutical Committee. For the first time, two sets of accounts are presented – the second set covers the income and expenditure of Community Pharmacy Surrey & Sussex.

Community Pharmacy Surrey & Sussex was established during 2017-18 across the three LPCs of East Sussex, West Sussex and Surrey, to provide a joint management structure. 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,

By forming this structure with employed officers and having an office (co-located with the LMC) we will be much better placed to represent and support contractors into the future.

WEST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE

ACCOUNTS

FOR THE YEAR ENDING

31 MARCH 2018

* * *

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

WEST SUSSEX LOCAL PHARMACEUTICAL COMMITTEEBALANCE SHEET AS AT 31 MARCH 2018

		<u>2018</u>		<u>2017</u>
<u>FIXED ASSETS</u> <i>See Note 1</i>	1		1	
<u>CURRENT ASSETS</u>				
Bank Account	47710		51507	
LESS:-				
<u>CURRENT LIABILITIES</u>				
Creditors	756	<u>46954</u>	750	<u>50757</u>
		<u>46955</u>		<u>50758</u>
Represented by :-				
<u>OTHER INCOME</u>				
Balance as at 1st April 2017	20301		19934	
Surplus for the year	648	<u>20949</u>	367	<u>20301</u>
<u>STATUTORY LEVY FUND</u>				
Balance as at 1st April 2017	30457		34335	
Surplus/(Deficit)/ for the year	4451	<u>26006</u>	3878	<u>30457</u>
		<u>46955</u>		<u>50758</u>

* * *

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

SIGNED



THORNE & CO

WEST SUSSEX LOCAL PHARMACEUTICAL COMMITTEEINCOME & EXPENDITURE ACCOUNTYEAR ENDED 31 MARCH 2018

	<u>2018</u>		<u>2017</u>	
<u>OTHER INCOME</u>				
Bank Interest Received	198		367	
Other Income	<u>450</u>	648	<u>0</u>	367
<u>LESS:- EXPENDITURE</u>				
Corporation Tax		<u>0</u>		<u>0</u>
<u>SURPLUS FOR THE YEAR</u>		<u>648</u>		<u>367</u>
 <u>STATUTORY LEVY FUND</u>				
Prescription Pricing Authority		150000		127500
<u>LESS:- EXPENDITURE</u>				
Insurance	320		311	
Management Fees	37927		37927	
Honorarium	4000		4000	
PSNC Levy	44950		44950	
Community Pharmacy Surrey & Sussex	34785		15747	
Postage	57		49	
Stationery	226		216	
Committee Expenses	4393		3802	
Hire of Rooms	4748		3421	
LPC Members Meetings	20910		17998	
Accountancy Fees	756		750	
Bank Charges	50		50	
Events and Seminars	448		775	
Sundries	216		135	
Subscriptions	165		247	
Computer Costs	<u>500</u>	<u>154451</u>	<u>1000</u>	<u>131378</u>
<u>PROFIT/(DEFICIT) FOR THE YEAR</u>		<u>(4451)</u>		<u>(3878)</u>

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

SIGNED

J WOOD



WEST SUSSEX LOCAL PHARMACEUTICAL COMMITTEENOTES TO THE ACCOUNTS1. FIXED ASSETSEQUIPMENTCOST

Balance at 1 April 2017	300
Additions	<u>0</u>
	300
Disposals	<u>0</u>
As at 31 March 2018	<u>300</u>

DEPRECIATION

As at 1 April 2017	299
Provided in the year	<u>0</u>
As at 31 March 2018	<u>299</u>

NET BOOK VALUE AT 31 MARCH 2018 1

NET BOOK VALUE AT 31 MARCH 2017 1

* * *

COMMUNITY PHARMACY SURREY & SUSSEX

UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2018

**COMMUNITY PHARMACY SURREY & SUSSEX
ACCOUNTANT'S REPORT
FOR THE YEAR ENDED 1 APRIL 2017**

As described on page 3, you have approved the accounts for the year ended 31st March 2018.

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

4/6/2018

COMMUNITY PHARMACY SURREY & SUSSEX

INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2018

	£	2018 £
<u>Income</u>		
East Susse LPC		35,938
Surrey LPC		45,213
West Sussex LPC		34,785
Thrive Tribe Project Management		6,105
NEST Refund		69
Other Income		245
		<u>122,355</u>
<u>Less: Expenditure</u>		
Staff costs	91,943	
Payroll	500	
Travel	8,767	
Training / Conference fees	807	
Office rent	4,944	
Computers / Equipment	5,083	
Stationery	518	
Telephone	1,745	
Venue hire and catering	661	
Accomodation / Refreshments	418	
Accountancy	180	
		<u>(115,565)</u>
Surplus / (Deficit) for the year		<u><u>6,790</u></u>

COMMUNITY PHARMACY SURREY & SUSSEX

BALANCE SHEET AS AT 31 MARCH 2018

	£	2018 £
Current Assets		
Cash at Bank		9,327.46
Debtors		<u>6,104.98</u>
		15,432.44
Less: Current Liabilities		
Creditors - amounts falling due within one year		
PAYE	(5,793)	
Accruals	<u>(2,849)</u>	
		<u>(8,642)</u>
		<u>6,790</u>
Capital and Reserves		
Surplus brought forward at 1 April 2017		-
Surplus / (Deficit) for the year		<u>6,790</u>
		<u>6,790</u>

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



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

Date: 5th June 2018