

Annual Report

Sheffield Local Pharmaceutical Committee
Supporting Community Pharmacy
www.sheffieldlpc.co.uk



Annual Report
and
Financial Statements
April 2013
to March 2014

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Chair's Report



Overview
David Russell
Chair

Welcome to your copy of the Sheffield Local Pharmaceutical Committee (LPC) 2013-2014 Annual Report. I hope you take the time to have a read and find it a useful summary of the key developments, achievements and challenges the committee have faced over the past year.

This was the final year of the current committee, which was elected back in 2010. I would firstly like to thank all of the committee members and elected officers for their continued hard work and dedication to achieving the best outcomes for community pharmacy in Sheffield and to the wider profession. I would especially like to thank Susie Coates, our LPC Support Manager, for continuing to support our contractors and doing a sterling job managing the LPC office and its functions. I would also like to thank James Wood for his continued hard work as LPC secretary, Ravi Mohan for his support as Vice Chair and Brigid Murphy, our treasurer for doing an excellent job of balancing the books.

On the 1st April 2013 the world of the NHS woke up to a whole new era, with the abolition of PCT's and the official formation of CCG's and NHS England. The role of public health, which incorporates much of our enhanced services also transferred to the Local Authority on this date. This has meant that the committee has had to continue to develop new relationships within these organisations and continue to nurture existing relationships. These key contacts within the organisations have become much clearer over the last year and we are confident that we have good relationships with the right people in the right places. Our aim for the coming year will be to continue to build on this to further raise the profile of community pharmacy for the benefit of all contractors.

We have faced some concerns about all of our enhanced services, who they would finally be commissioned by, would they be decommissioned, who would pay for them and how we would claim payments for them? The LPC has continually pushed for clarity on these issues and encouraged the use of the Pharmoutcomes platform when discussing service development to ensure that we are using the same system for all services and thus making it simpler for contractors. We have made a lot of progress with this and hope to continue this trend. I am pleased to report that no services were decommissioned during this time.

The NHS flu vaccination service was re-commissioned from pharmacy, with the intended start date the same as other providers. Although there were some teething troubles with stock initially, this was a huge step forward and we are hopeful that this will continue in future years. There will be continued pressure for us to prove the value of the services we provide over the coming years so it is vital that we continue to

Chair's Report

gather evidence to show we are providing invaluable services to patients. Please continue to send any evidence you can collect to Susie in the LPC office so that we can continue to build on this. The LPC will continue to work tirelessly to protect and improve our current service provision and to seek out new opportunities.

Once again the LPC has hosted a full and varied programme of training and information events for pharmacists and pharmacy staff as part of our city wide update programme. We will continue to support contractors in this way and if you have any good ideas of topics you would like to see covered, please let us know. We continue to make as much information available as possible on the LPC website, which includes, service documentation, events, contract applications and details of meeting agendas and minutes. The LPC regularly feeds back information to PSNC about issues affecting our community pharmacies and this will continue and we always welcome your thoughts.

Sheffield LPC has continued to work with neighbouring LPC's in South Yorkshire on areas of common interest. In September we hosted a joint 'Think Pharmacy' event at the New York stadium in Rotherham to which we invited all commissioners from the area and other key stakeholders. This was a huge success across the area. Sheffield LPC has a joint meeting with the other LPC's and NHS England on a quarterly basis to discuss areas of common interest and this will continue moving forward.

The last year has been a challenging and exciting time with rapid change in the NHS. The NHS financial position is currently looking poor and continues to look that way. This gives community pharmacy the opportunity to grow itself into a solution for some of the issues and this came through strong in the pharmacy 'Call to Action' events. The LPC remains committed to seeking out these opportunities and exploring new ideas.

Finally I would like to thank the members who have left the committee during and at the end of this year and welcome the members of the new committee and wish them every success during their time on the committee

David Russell MRPharmS
Chairman
chair@sheffieldlpc.co.uk

Secretary's Report



Activity Report
James Wood
Secretary

2013-2014 has been another busy and interesting year for the LPC, especially as this was the first full year of community pharmacy operating within the new health and social care commissioning landscape. The committee has continued to work hard to represent and support community pharmacy contractors, to deliver high quality pharmaceutical services in Sheffield.

David has provided an introduction and overview of the year. I would like to outline our activities, operations and achievements in the main areas of the LPC work. As with previous years I will also take the opportunity to comment on what we will be doing in the months ahead.

LPC Performance

Building on the work achieved in previous years, the committee reviewed current performance using the PSNC LPC self-evaluation tool and this provided a focus for the development of a work plan for the year. Maintaining our commitment to being open and transparent with contractors our performance evaluation and governance audit on our website.

The committee continues to meet during the daytime. This investment has made a big difference in the way the committee operates, improving member engagement and continuity. This has allowed the committee to focus work in particular around maintaining and developing locally commissioned services, supporting contractors to deliver all aspects of the contractual framework, high quality targeted Medicine Use Reviews, whilst supporting IT developments including the Electronic Prescription Service and PharmOutcomes.

Despite our ambitious work plan, careful consideration was given to likely expenditure and a budget was approved at a meeting of the full committee. Due to effective financial management and careful monitoring the LPC ended 2013/14 with a surplus. This allowed the committee to arrange a levy holiday for contractors in July 2013. Over 2014/15 the LPC will consider the budget and assess the level of levy contributions required moving forward. It is likely that further levy holidays will be applied or consideration given to a reduction in ongoing monthly levy contributions.

Secretary's Report

As with previous years, we now publish individual member expenses, produce expense management reports and regular management accounts. The Treasurer's report details the financial performance of the LPC.

LPC Structure/Recognition

From April 2013 recognition to be an LPC was granted by NHS England (the brand name/trading style for NHS Commissioning Board). Contractors were asked to vote on the changes at the beginning of 2013, which included the relevant new organisations. The area in which the LPC operates remains the same, but the boundary is now identified by the Sheffield Health and Wellbeing Board area.

NHS England South Yorkshire and Bassetlaw Area Team has now formally recognised Sheffield LPC. A copy of the revised constitution can be found on our website.

External Affairs

The LPC was keen to continue to promote community pharmacy to the people of Sheffield, key stakeholders and other influencers. Stakeholder engagement has been key for us this year, especially given the significant changes in the NHS commissioning architecture.

Think Pharmacy Event

Sheffield LPC along with the our neighbouring LPCs across South Yorkshire committed to jointly funding and supporting a stakeholder and contractor showcase/engagement event.

The 'Think Pharmacy' event took place on the 26th September 2013 at New York Stadium, Rotherham. The aim was to highlight the range of community pharmacy services, which can improve patients health outcomes. The event themes were: Self Care, medicines optimisation and supply and health and wellbeing.

Keynote speaks included Rt Hon Kevin Barron MP, Chair All Party Pharmacy Group, Sue Sharpe, Chief Executive PSNC, Mike Holden, Chief Executive, National Pharmacy Association and representatives from NHS England and Local Authorities in the area. An extensive exhibition included showcases of current and future potential locally commissioned pharmacy services.

The event was supported by industry partners: Novartis, Bristol Myers Squibb, GSK, Lundbeck, BD, and TEVA.

Sheffield LPC would like to thank Cathy Hunter, 'Think Pharmacy' Project Manager and Nick Hunter, Rotherham and Doncaster LPC Secretary for leading this piece of work on behalf of the LPCs.

Secretary's Report

Members of Parliament

After a successful programme of MP visits at the beginning of this LPC term, we kept in communication with Sheffield MPs offices over the year.

Local Councillors/Local Authority

The LPC was keen to continue to engage with local councillors and Sheffield City Council more widely, given the new responsibility for public health services by Local Authorities.

The LPC produced a template letter for contractors to use to invite their local councillor.

Health and Wellbeing Board

Health and Wellbeing Boards have a wide remit across the new health and care system, providing strategic oversight and bringing together all the local commissioners.

The development and publication of the the Pharmaceutical Needs Assessment (PNA) is now the responsibility of the Sheffield Health and Wellbeing Board. The Joint Strategic Needs Assessment (JSNA), the Joint health and Wellbeing Strategy (JHWS) will inform the preparation of the PNA which will be used by NHS England to determine some applications for pharmacy market entry.

During the year LPC representatives attended a number of Health and Wellbeing Board engagement events at Sheffield City Council.

Representatives from the LPC were actively involved in the PNA steering group, hosted by the Local Authority.

Public

Ravi Mohan, LPC Vice Chair leads on media relations and continued to have a regular feature on BBC Radio Sheffield, highlighting seasonal health issues and the role of community pharmacies in health and wellbeing.

In addition the LPC published a number of press releases and featured in the local press and community magazines. LPC representatives attended several public facing health promotion events such as community forums.

The LPC started initial discussions with HealthWatch Sheffield, the new local consumer watchdog for health and social care services. Healthwatch Sheffield exists to help adults, children and young people have a say in how services are designed and run.

Secretary's Report

Other contractors

Representatives from the LPC met regularly with the Local Medical Committee, communicated with the Local Dental Committee and with the Local Optometric Committee, working on areas of common interest.

New Commissioners

The LPC supported contractors and their teams during the changes with a 'Who is who' guide of the new local NHS landscape. This is very much a live document and has been updated several times. The latest version is available on our website.

NHS England

NHS England via a series of area teams across the country has now taken over the responsibility for the monitoring and performance management of the community pharmacy contractual framework. Sheffield pharmacies are aligned to the South Yorkshire and Bassetlaw Area Team, based in Rotherham.

LPCs across South Yorkshire and Bassetlaw meet bimonthly with representatives from our NHS England Area Team, to feedback contractor issues and discuss areas of common interest and where a common approach on a contractual issue is required across South Yorkshire and Bassetlaw.

One area of work that focussed the LPCs was negotiating in order to reach agreement in respect of contractual matters, particularly the local approach to contract monitoring.

Local Professional Networks

Local Professional Networks (LPNs) are set to be a key part of the NHS England Area Team, by engaging clinical involvement in both the operational and strategic commissioning undertaken by the Area Team. There are now LPNs for pharmacy, dental and eye health professions.

The LPC worked with our neighbouring LPCs to support the development of a local professional network for pharmacy in South Yorkshire. The network is chaired by Dr Peter Magirr, FRPhamS, who is Head of Medicine Management at Sheffield CCG and includes a number of members who are local LPC Chief Officers, however their role on the LPN is around pharmaceutical expertise, rather than representatives of the LPCs.

The LPN was successful in engaging a wide range of contractors and their teams, primary care representatives and other stakeholders to support the NHS England Pharmacy "Call to Action" consultation event.

Secretary's Report

Sheffield Clinical Commissioning Group (CCG)

Sheffield Clinical Commissioning Group is responsible for the local commissioning of hospital care and community and mental health services for the people of Sheffield.

Over the year the LPC worked to continue to develop well established relationships within the new organisation. The CCG is responsible for a number of locally commissioned services (previously known as Enhanced Services) from community pharmacies in Sheffield and has a clear commitment to supporting a strategy around "pharmacy first", involving community pharmacy in the wider primary care strategy. This will become more important with the development of local "co-commissioning" along with NHS England.

The LPC was consulted as part of the CCG authorisation process and has held regular constructive meetings with CCG colleagues. These include a review of all the locally commissioned services that the CCG commissions. We were pleased that the CCG recognised the value of these services and recommissioned them into 2015.

Several LPC members were part of the CCG clinical reference group. This forum/group was made up of clinical representatives from the four main primary care professionals and others, designed to capture some wider clinical engagement.

In addition to this we are very pleased that Dr Richard Oliver, the then Joint Clinical Director of the CCG attended the open NHS part of our LPC meetings. Richard is very engaged in medicines and prescribing issues.

Sheffield City Council

Locally commissioned public health services, these include Emergency Contraception for 14-17 year olds and Chlamydia Screening, were rolled over to Sheffield City Council on the 1st April 2013, from NHS Sheffield.

These services continue to be commissioned, and representatives from the LPC met with locally authority colleagues to discuss how these services can be developed and improved. So far this has included a relaxation of the accreditation requirements, introducing self-declaration and recognition of online / existing training.

Over the course of 2014/15, it is hoped further changes, such as a new PGD with wider scope and easier reporting and recording of service delivery will be introduced.

Secretary's Report

Supporting and Developing Contractors

LPC Support Manager

This was the first full year of the committee and contractors being supported by Susie Coates. The role has two main aspects; to support the committee to discharge its work and functions, but more importantly to support community pharmacy contractors and their teams in their day to day work.

Susie has been an easily accessible point of contact for many pharmacy contractors and their teams, in order to provide support on all aspects of the pharmacy contractual framework, including support for locally commissioned services, navigating the NHS commissioning architecture and with general contractor communications.

Susie is also heavily involved in the LPCs work around the continued implementation of the Electronic Prescription Service and the delivery of the LPC City Wide Update Programme.

During the year the LPC introduced a weekly email bulletin from the LPC Office to pharmacies. Many contractors and their teams have commented on the value of Susie's weekly email bulletin, highlighting topical issues, news round up and opportunities for Sheffield pharmacies.

Susie can be contacted by email on susie.coates@sheffieldlpc.co.uk or by phone 0114 2536870.

City Wide Update Meeting Programme/Medicine Use Reviews/New Medicines Service

The LPC delivered four update meetings for Sheffield community pharmacy contractors and their teams, known as 'City Wide Update Meetings'.

The rolling programme of events were intended to help keep community pharmacy staff well informed about local health needs, initiatives and priorities. Clinical speakers provided timely clinical updates and an applied focus encouraged the delivery of high quality targeted Medicines Uses Reviews by community pharmacists. The meetings were supported by a number of LPC pharmaceutical industry partners. These were free to attend and open to all the community pharmacy team.

Topics included the new General Pharmaceutical Council premises standards and new inspection model, Francis report - Dignity and Respect, Stop Smoking brief interventions, Healthy Living Pharmacy update, the new NHS commissioning environment, new service developments and the Electronic Prescription Service release 2.

Secretary's Report

Topical Issues

Over the year we continued constructive discussions with commissioners and GP leaders around waste medicines, pharmacy repeat ordering management systems, NHS111, prescription direction and the Electronic Prescription Service.

The LPC was keen to support pharmacies with the implementation of the New Medicines Service and targeted Medicines Use Reviews. LPC representatives held discussions with NHS Sheffield, local GPs including the Local Medical Committee and representatives from Sheffield Teaching Hospitals NHS Foundation Trust.

Contractor Engagement

We have continued to champion email communication to ensure community pharmacies receive timely constructive updates on local NHS matters. Pharmacy contractors and their teams now receive a weekly email bulletin from the LPC.

As the PSNC launched a new LPC website portal during the year, we refreshed the LPC website with additional content to support pharmacy contractors and their teams with local resources.



www.sheffieldlpc.co.uk is regularly updated with local news and opportunities. A growing focus has been and will continue to be, a host for support documentation for delivery of essential, advanced and locally commissioned enhanced services. This will help pharmacy teams with their everyday work.

The website is also home to important LPC documentation such as news, agendas, minutes, policies and contact details. We aim to be open and transparent and make these documents publicly available.

Sheffield LPC can be found on Twitter for all our latest news and developments. Find us @sheffieldlpc.

Secretary's Report

Locally Commissioned Services

Fourteen locally commissioned services were commissioned from a variety of pharmacies across the city during the year. This is a significant investment into Community Pharmacies in Sheffield.

Service	Commissioner
Anti-coagulation Monitoring Service	Sheffield Clinical Commissioning Group
Advice to Care Home Services	Sheffield Clinical Commissioning Group
Chlamydia Screening	Sheffield City Council
Emergency Contraception to 14-17 year olds via PGD	Sheffield City Council
Extended Hours Opening	Sheffield Clinical Commissioning Group
Medicines Information Exchange Scheme	Sheffield Clinical Commissioning Group
Minor Ailments Scheme	Sheffield Clinical Commissioning Group
Not Dispensed Scheme	Sheffield Clinical Commissioning Group
NRT Voucher Dispensing	South West Yorkshire Partnership NHS Foundation Trust

Secretary's Report

Service	Commissioner
Stop Smoking Service	South West Yorkshire Partnership NHS Foundation Trust
Substance Misuse Services - Supervised Administration	Sheffield DACT (now hosted by Sheffield City Council)
Substance Misuse Services - Needle Exchange	Sheffield DACT (now hosted by Sheffield City Council)
Seasonal Flu Vaccination Service	Public Health England via NHS England Area Team in South Yorkshire and Bassetlaw
Access to Palliative Care Medicines	Sheffield Clinical Commissioning Group

Transfer of Locally Commissioned Services to New Commissioners

Much of the focus of the last year was working with the new commissioning organisations such as Sheffield CCG, Sheffield City Council, NHS England Area Team, as each locally commissioned service was reviewed in conjunction in line with the commissioning intentions of each organisation.

The LPC was able to present robust arguments, evidence and outcomes, to support the ongoing commissioning of existing services. All services were recommissioned; some were subject to improvements, such as the Not Dispensed Scheme recording and reporting moving on to PharmOutcomes, and a relaunched clinically focussed care homes service.

A written guide to locally commissioned services, contracts and payments was produced by the LPC and circulated to pharmacies.

Secretary's Report

New Services

Given the financial and organisational challenges facing the NHS, we were particularly pleased to be involved in the continued development of three areas.

Seasonal Flu Vaccination



After two previous years of seasonal flu vaccine commissioning, discussions took place with representatives from Public Health England, based at the NHS England Area Team in South Yorkshire. Given the evidence and patient reported outcomes available from service evaluation reports published by the LPC, the service was commissioned across the South Yorkshire.

The LPC provided significant input into the development of this service. A number of materials were made available on the LPC website and we supported a service evaluation. Pharmacies provided over 2000

vaccines. The patient reported outcomes from the programme were excellent, 99% of patients said that they considered the service provision good or excellent.

In November 2013, the LPC was awarded a PSNC/Heath Education Foundation Evidence Award, in recognition of the evidence collected and presented in our service evaluations and how this can be applied to further the development of locally commissioned services.

Healthy Living Pharmacy (HLP) Initiative

A second wave of the initiative got underway during the year, heavily supported and lead by Sheffield CCG, with support provided by the LPC. We now have eighteen quality marked HLPs with 29 trained 'Healthy Living Champions' qualified to the Royal Society of Public Health level two award in understanding health improvement. Over 30 local leaders have had the chance to attend leadership and change management workshops.

Over the last year we contributed to the national evaluation of the Healthy Living Pharmacy Pathfinder programme, using data and experiences from Sheffield pharmacies.

A guide to HLP in Sheffield is available on the LPC website.

Stop Smoking Service

Towards the end of the year, the LPC was involved in championing and developing a PGD for Varenicline supplies.

Secretary's Report

Pharmacy Information Technology

Electronic Prescription Service - Release Two

The release two part of the service supports the use of advanced electronic signatures, e-repeat dispensing, patient nomination of their selected pharmacy, the cancellation of e-prescriptions, and the submission of prescriptions electronically to the NHS Prescription Service.

Most pharmacy PMR systems are now accredited for release two and pharmacies that have release 2 systems can start to collect patient nominations. During the year NHS England authorised deployment of



more surgeries to go live with release two. By the end of the year 24 practices were live. We expect the rate of deployment to accelerate over the coming months.

Every pharmacy contractor will need to consider their individual circumstances and carefully weigh up benefits, risks, opportunities and costs to determine the optimal time to upgrade. In conjunction with PSNC, the LPC produced a handy guide to the deployment of EPS release two. This and a number of other supporting resources are available on our website, along with current and future local deployment plans.

The LPC has had an active presence in ensuring that EPS is introduced in a carefully managed way that ensures no contractor in Sheffield is disadvantaged, with adequate local support to meet the needs of pharmacy businesses.

We will continue to be highly involved as the work and roll out progresses and support pharmacies with their deployment plans.

PharmOutcomes

The LPC has supported contractors and commissioners with the roll out and local deployment. This has included running a number of familiarisation events for pharmacy teams.

PharmaOutcomes is now being for the recording and reporting of most locally commissioned services.

Secretary's Report

Summary Care Records

During the course of the year discussions began with local commissioners about the potential for pharmacy access to the Summary Care Record (SCR). The LPC had identified a number of areas, which with patient consent, providing community pharmacists with appropriate role-based read and write access to electronic patient records has the potential to greatly improve patient safety, support the development of new services for patients and increase the quality and continuity of care currently provided to patients.

In December 2012 one community pharmacy in Sheffield piloted access to the SCR. An evaluation of this work is expected shortly.

PNA/Market Entry

The new market entry regulations came into effect on 1 September 2012. These regulations introduce a new market entry test based on pharmaceutical needs assessments, and remove the current exemptions for new applications for pharmacies undertaking to provide pharmaceutical services for at least 100 hours per week, pharmacies in one stop primary care centres, and pharmacies in large retail developments. As included in the consultation on the draft regulations, the exemption for distance selling pharmacies continues, but with strengthened conditions.

The current Sheffield PNA and live map can be found online at the Sheffield City Council website www.sheffield.gov.uk.

Contract Applications Summary

The LPC continues to review all contract applications to the pharmaceutical list and responds where appropriate. During the year there was a closure of one distance selling pharmacy, exiting the to the pharmaceutical list. At the end of March 2014 a total of 126 pharmacies were on the pharmaceutical list in the Sheffield area, this includes seventeen pharmacies open for 100 hours a week and one distance selling pharmacy.

Local representation

LPC members represented Community Pharmacies on the following committees and groups:

NHS Sheffield CCG Pharmacy Joint Planning Group Representative
James Wood

NHS Sheffield CCG Area Prescribing Committee Representative
Ravi Mohan/David Russell

NHS Sheffield CCG Formulary Sub Group
Crispin Bliss

NHS Sheffield CCG/ Sheffield City Council Care Homes Best Practice Group - David Russell

Secretary's Report

PNA Lead/NHS Sheffield PNA Steering Group Representative
James Wood/Susie Coates

EPS Lead
Susie Coates

Sheffield City Council Medication Policy Group Representative
David Russell

Joint South Yorkshire LPCs
David Russell/James Wood

South Yorkshire and Bassetlaw NHS England Area Team
David Russell/James Wood

Sheffield Clinical Reference Group Forum
Ravi Mohan, David Russell, James Wood

DACT Shared Care Monitoring Group
Neville Lee* (* Not an LPC member - provides an update to LPC)

A number of LPC representatives attended national events, which included the LPC Conference, PSNC Community Pharmacy Conference. LPC Members attended various training, update and policy briefing events organised by PSNC.

Looking Ahead

With continued financial pressures and drives for greater efficiency facing the NHS, new relationships to develop with new commissioning organisation, the work ahead for the LPC is likely to be challenging. However, we are confident the LPC has the resources and strategy to make the most of any new opportunities.

A copy of the LPC annual work plan is available on our website, along with other committee policy and governance documents.

We are committed to helping Sheffield pharmacy contractors provide an NHS pharmacy service of the highest quality by offering support and advice to pharmacy contractors. The LPC is specifically referred to in NHS legislation, set up to represent the interest of all local NHS Pharmacy Contractors.

Please feel free to contact us if you ever wish to discuss an issue – I generally work for the LPC each Tuesday and Wednesday.

Finally, I would like to thank the other LPC officers, members and my colleague Susie Coates, for their assistance, commitment and support over the last year.

Secretary's Report

Thanks also to our commissioning colleagues. We are fortunate to have a constructive and collaborative relationship, which has worked well for commissioners, pharmacies and patients.

James Wood MRPharmS
Secretary

Email secretary@sheffieldlpc.co.uk
LPC Office 0114 2536870

Members of the committee April 2012 – March 2013

Committee Membership

Committee Member	Role/Membership Type	Actual Attendance/ Possible Attendance	Expenses Claimed
David Russell	Chair CCA Member	4/5	£5900.11
Ravi Mohan	Vice Chair AIMp Member	4/5	£3237.30
James Wood	Secretary Independent Member	5/5	£1606.28
Brigid Murphy	Treasurer (Non-Member)	4/5	£802.50
Brigitte Waring	Independent Member Resigned Feb 14	3/5	£438.50
Crispin Bliss	Independent Member	4/5	£840.25
Terry Relf	CCA Member	4/5	£909.90
Lynn Murrie	CCA Member Resigned Nov 13	2/3	£426.10
Luke Downs	CCA Member	5/5	£937.50
Matthew Webster	CCA Member	2/5	None claimed
Osama Ali	CCA Member Resigned March 14	4/5	£562.50
Laura Reed	CCA Member	4/5	£830.00
Greg Campbell	CCA Member	5/5	None claimed
Emilia Kuzmicka- Stelmach	CCA Member	3/5	£575.00
Adam Yates	AIMp Member Appointed Dec 13	1/1	£250.00

A copy of the LPC expenses policy can be found on our website.

Committee Membership

A number of guests from NHS Sheffield, Sheffield DACT, Sheffield Stop Smoking Service, Industry Partners and contractor observers were invited to parts of LPC meetings. Attendance is indicated on the minutes published after each meeting.

The PSNC Representative for the East Midlands and South Yorkshire Area, Garry Myers, has an open invitation to attend all LPC meetings.

Governance

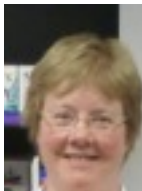
Committee Governance

Members of the LPC adhere to corporate governance principles adopted by the committee. Copies of the 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 written declaration of Interests which members have a duty to keep up to date. All Declaration of Interests are available for inspection at LPC meetings and will be shortly available on our website.

The corporate governance principles and a declaration of interests form are reissued with the agenda and papers prior to each LPC meeting.

Treasurer's report



Brigid Murphy
Treasurer Report

Once again Sheffield LPC has had a busy year keeping up with changes in the NHS and making sure Sheffield is a leading light among LPCs.

Careful consideration is given to how contractors levies are spent. Spending is targeted at areas which will protect contractors interests, which includes looking at new services and protecting the services already provided. This has been taken into account when producing the budget for the next financial year. The budget is aligned with the LPC Strategy for 2014-15 as mentioned in the Secretaries' Report.

Joint working with local LPCs has enabled money to be saved by not duplicating work and spreading the cost of larger events such as the Think Pharmacy Event.

Due to cost savings there was a levy holiday for July 2013. Even with this holiday the accounts show a surplus of £24k. The committee has taken this on board and are considering a reduction in the contractor levy.

Expenses shown for members include locum costs reimbursed, plus training course costs and travel expenses involved in undertaking these. Honoraria, as detailed, have been paid to the officers to compensate for time spent working at home, preparing for meetings and undertaking work not recompensed through expense claims.

Expense claims, invoices and all supporting documents are available for examination at all LPC meetings and can be viewed at the LPC office as long as notice is given so I can bring in any documents I keep at home. If you have any queries regarding LPC finance please feel free to contact me.

Brigid Murphy
Treasurer

e-mail treasurer@sheffieldlpc.co.uk or brigid.murphy@hotmail.co.uk
Tel 0114 2727181 mob 07747150668

Accounts 2013 - 2014

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2014

FOR

SHEFFIELD LOCAL PHARMACEUTICAL COMMITTEE

Accounts 2013 -2014

SHEFFIELD LPC

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FOR THE YEAR ENDED 31 MARCH 2014**

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Accounts 2013-2014

SHEFFIELD LPC

GENERAL INFORMATION

FOR THE YEAR ENDED 31 MARCH 2013

CHAIR: David Russell

VICE CHAIR: Ravi Mohan

SECRETARY: James Wood

TREASURER: Brigid Murphy

ACCOUNTANTS:

Cairns Accountants (Abacus 369 Ltd)
102 Snape Hill Lane
Dronfield
Derbyshire
S18 2GP

Accounts 2013-2014

SHEFFIELD LPC

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2014

	31.3.14 £	31.3.13 £
INCOME	137,849	133,744
Administrative expenses	<u>114,590</u>	<u>129,501</u>
OPERATING SURPLUS	23,259	4,243
Interest receivable and similar income	<u>1,251</u>	<u>1,539</u>
NET SURPLUS / (DEFECIT)	24,510	5,782
Tax	<u>308</u>	<u>266</u>
SURPLUS FOR THE FINANCIAL YEAR	<u>24,202</u>	<u>5,516</u>

Accounts 2013-2014

SHEFFIELD LPC (REGISTERED NUMBER:)

BALANCE SHEET
31 MARCH 2014

	Notes	31.3.14		31.3.13	
		£	£	£	£
FIXED ASSETS					
Tangible assets	1		1,407		1,876
CURRENT ASSETS					
Debtors	2	19,879		19,253	
Cash at bank		<u>113,599</u>		<u>107,910</u>	
		133,478		127,163	
CREDITORS					
Amounts falling due within one year	3	<u>20,150</u>		<u>38,506</u>	
NET CURRENT LIABILITIES			<u>113,328</u>		<u>88,657</u>
TOTAL ASSETS			<u>114,735</u>		<u>90,533</u>
RESERVES					
Capital account	4		<u>114,735</u>		<u>90,533</u>
			<u>114,735</u>		<u>90,533</u>

SHEFFIELD LPC

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

		Plant and machinery etc £
1. TANGIBLE FIXED ASSETS		
COST		
At 1 April 2013 and 31 March 2014		<u>3,308</u>
DEPRECIATION		
At 1 April 2013		1,430
Charge for year		<u>469</u>
At 31 March 2014		<u>1,899</u>
NET BOOK VALUE		
At 31 March 2014		<u>1,407</u>
At 31 March 2013		<u>1,878</u>
2. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	31.3.14	31.3.13
	£	£
Prepayments	<u>19,879</u>	<u>19,253</u>
3. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	31.3.14	31.3.13
	£	£
Trade creditors	3,059	21,691
Taxation and social security	1,180	(1,591)
Joint South Yorkshire LPC funds	1,000	-
Community Pharmacy project funds	<u>14,911</u>	<u>18,408</u>
	<u>20,150</u>	<u>38,508</u>
4. RESERVES		
		Capital account £
At 1 April 2013		90,533
Surplus for the year		<u>24,202</u>
At 31 March 2014		<u>114,735</u>

Accounts 2013-2014

Accounts 2013-2014

SHEFFIELD LPC

**REPORT OF THE ACCOUNTANTS TO THE DIRECTOR OF
SHEFFIELD LPC**

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Caims Accountants (Abacus 360 Ltd)
102 Snape Hill Lane
Dronfield
Derbyshire
S18 2GP

Date:

CLIENT APPROVAL CERTIFICATE

I approve the financial statements and confirm that I have made available all relevant records and information for their preparation.

.....
Mrs B M Murphy

Date:

Accounts 2013-2014

SHEFFIELD LPC

**INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2014**

	31.3.14		31.3.13	
	£	£	£	£
Income				
Levy – NHS England	132,000		131,633	
Other contributions	<u>5,840</u>		<u>2,111</u>	
		137,840		133,744
Other income				
Deposit account interest		<u>1,251</u>		<u>1,539</u>
		139,100		135,283
Expenditure				
Rent	3,120		3,250	
Wages / Recharges	41,955		43,133	
Telephone and internet	501		510	
Print, post and stationery	887		1,721	
Travelling	1,763		3,730	
Licences and insurance	474		452	
Repairs and renewals	276		-	
Conference attendance	125		2,218	
Meetings - venues, speakers	3,065		2,458	
Training costs	2,981		2,113	
Subscriptions - PSNC	38,542		42,792	
Sundry expenses	122		80	
Locum fees reimbursed	9,734		18,011	
Honoraria	10,000		10,000	
Accountancy	222		342	
Depreciation of tangible fixed assets				
Computer equipment	<u>469</u>		<u>625</u>	
		114,196		129,435
		24,904		5,848
Finance costs				
Bank charges		<u>394</u>		<u>66</u>
SURPLUS		<u>24,510</u>		<u>5,782</u>

Sheffield LPC

Sheffield Local Pharmaceutical Committee

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