

East Sussex Local Pharmaceutical Committee

Annual Report & Financial Statements

April 2017 to March 2018



East Sussex Local Pharmaceutical Committee

Community Pharmacy Surrey & Sussex

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

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OFFICERS 2017-2018

Chair:

Craig McEwan MRPharmS

Vice Chair:

Sarah Davis MRPharmS

Treasurer:

Paul Antenen MRPharmS

Professional Executive Officer:

Vanessa Taylor MRPharmS (Retired 31st March 2018)

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

James Wood, FRPharmS Email: jameswood@communitypharmacyss.co.uk

The Committee:

The 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

Well as I sat down to write my report as always, I couldn't believe another twelve months had passed and as I worked through all our newsletters and executive reports for the year to pull my report together was again amazed at what has happened within twelve months in Community Pharmacy and the East Sussex area.

The committee member structure has seen some changes through the year, but this has not deterred us from remaining committed to the challenges and opportunities within the seemingly ever-changing landscape. I would like to thank the committee members for their valuable contributions and support particularly in keeping our strategy and operating plan as a living document and challenging the Executive team to review our ways of working to ensure we are delivering optimum value for our contractors. I would like to personally thank Brent Auld, Bharat Chotai, Karen Daniels, Nasim Ladak, Sheetal Patel, Ian Wilkinson and Ragae Exander for their contributions whilst on the committee and welcome our most recent members Marie Hockley and Stacey McLeod who have already started making excellent contributions.

The Executive team also continued this year as a more settled unit. Sarah Davis continued as vice-chair and Paul Antenen as our treasurer. The executives were ably supported by Vanessa Taylor who continued as Professional Executive Officer and Penny Woodgate completed her second year as Business Support Manager and has grown into the role making it her own. I would like to thank all the Executive team who have worked extremely hard to support you the contractors as I am sure you will agree from the individual reports which follow on the accompanying pages.

Perhaps the biggest transformation of the year was the final formation of the new Community Pharmacy Surrey & Sussex (CPSS) with East Sussex integrating the management team with Surrey and West Sussex LPC with the impending retirements of Vanessa Taylor our Professional Executive Officer and Martin Mandelbaum Chief Officer for Surrey and West Sussex LPCs. Penny Woodgate remained in post but in line with restructure took on the role of Communications and Engagement Senior Officer and in December we welcomed Hinal Patel who took on the role of Service Development Senior Officer CPSS. The final part of the structure was complete when in January James Wood was appointed as Chief Executive Officer CPSS. After a few months of induction and fact finding with Vanessa and Martin still in post the new Management structure was ready to hit the ground running after the LPC elections in April 2018. It was great to see so many of you at our CPSS launch events in March to come and meet the team and bid a well-deserved thank you and farewell to Vanessa and Martin.

With the restructure to the CPSS executive team it also meant at the time of LPC elections in spring 2018 the three LPCs voted unanimously to reduce the size of committee down to nine members. This meant for East Sussex a proportional representation of 4 Company Chemists Association members; 3 Association of Independent Multiples and 2 Independent members. Obviously with the reduction to 9 members we lost several members who had been stalwarts of the committee for a number of years and I have already thanked them above. The committee also voted to retain myself as Chair and Sarah as Vice-chair and Paul as Treasurer, so I am honoured and look forward to working with them and the committee in the coming year.

I would like to take this opportunity to thank all contractors who have communicated with us and made us aware of what is happening in your locality and also supported Vanessa and Penny when they have asked for help.

The biggest news of the year was the new funding mechanism and funding cuts and the implementation of the quality points. As a LPC we have invested time and resource in putting together training events and aide memoires to try and make the declarations to be as easy as possible and I hope you have found all the resources useful. As I write this report we are still unsure of the full details of the funding package for 2018-19 but have had some guidance on a few tweaks to the quality point's scheme and communications have already come out to make your lives we hope as easy as possible. Certainly, the feedback from recent training evenings is that we have delivered what you wanted of us.

Penny has continued to work extremely hard on engaging with MPs; local councilors; with visits to community pharmacies to showcase what we really do on a daily basis to support patient wellbeing and to continue the message of what community pharmacy can do to support the health economy in the local area. We are definitely starting to see this message being received as community pharmacy becomes more integral to local health pathways and a number of new initiatives are being discussed in localities as to where community pharmacy can help.

Although the funding cuts and quality points were the main news of the year there have been success stories with the NHS commissioned Flu vaccination service and the fact that pharmacies across East Sussex delivered more vaccinations than the 2016-2017 season. In East Sussex the locally enhanced services were rolled over for another year and Pharmoutcomes has been used as the IT solution for data collection and payment and from your feedback this has certainly been received very well with many comments of how much more user friendly the system is.

EPSR2 has grown in usage over the past year and I am sure we have all seen an increase in the uptake and are all starting to be more comfortable with using the system and what it can deliver.

As last year nothing seems to let up with the amount of work the day job in community pharmacy entails. Keeping on top of dispensing; as well as delivery of essential, advanced and enhanced services. We as a committee are fully aware of the challenges out there and our aim is always not to overburden but to help and support you the contractors. If we are not getting the balance right, please let us know as always, any feedback is most gratefully welcomed.

Could I also take this opportunity to remind you all about the new CPSS website where you will find a tab for East Sussex and newsletter that does have the dates of our meetings and all previous minutes of committee meetings. Should you have an issue that you want to raise please let our Micky know at the CPSS office so that we can add it to our agenda. We are looking at ways to be more interactive with you such as webinars and survey monkeys to find out what you want from the team and in what format to deliver it.

As always, I would recommend having the LPC website as a favourite and I would like to thank Penny and the team for all the hard work she puts in to keeping the site up to date and ensuring that all new documents are uploaded and just as importantly the old ones removed. If you think anything is missing or difficult to find, then please let us know we are always seeking feedback

As you will see from my report above and the other Executive reports that follow it has been a busy year and I anticipate the year ahead will be even busier and I welcome James on board as our new CEO who I know has a number of thoughts as to how to support all the contractors and Pharmacists of East Sussex.

I cannot finish my report without saying a big thank you to Vanessa who has worked tirelessly supporting; promoting Community Pharmacy and mentoring contractors in East Sussex for the last 15 years and also for her great friendship and support in my time as chair. I and the committee wish her a very healthy and happy retirement.

Craig McEwan
Chair, East Sussex LPC

PROFESSIONAL EXECUTIVE OFFICER REPORT

This year will be my last annual report. I have to say having retired on 31st March I needed to assemble a great deal of motivation to write this final report! I think my greatest achievement this final year was to ensure that when I left systems and a team would be in place to make sure that all contractors received support to help them meet all the challenges facing community pharmacy. I leave you with a team working for you all across East Sussex, West Sussex and Surrey (Community Pharmacy Surrey and Sussex CPSS) – James Wood, Penny Woodgate, Hinal Patel and Micky Cassar – all of who are now working to support you from our office in Leatherhead which we share with the LMC. You are definitely in safe hands and I am sure you will get better support than I have given.

Even though we have had a great deal of change since I started in post in 2004, the role of the community pharmacist has remained intrinsically the same, albeit with much more pressure to deliver – MURs; NMS; Contract Monitoring; SCRs; Information Governance; Safeguarding; Electronic prescribing; Locally Commissioned Services and finally this year – Quality points and NUMSAS.

Finally, I would like to say what a pleasure it has been working with LPC members over the years and getting to know many contractors and pharmacists. I wish you all well and hope that community pharmacy flourishes in the years to come.

Well now back to what we have achieved working for pharmacists and contractors this last year.

Contractors

Working with the LPC we strove to deliver the LPC's strategy to support contractors with the changes to the contract and the introduction of Quality Points and the new NUMSAS service. This involved arranging training and update meetings across East Sussex and Brighton. In this I was ably assisted by both Penny Woodgate and latterly Hinal Patel who commenced in post in December 2017.

External

Working with NHS England Kent Surrey and Sussex

Bimonthly liaison meetings take place with NHS England. Attendees at these meetings include LPC Chairs and Officers from East Sussex West Sussex, Surrey and Kent together with Mike Hedley as NHS England Kent Surrey and Sussex contracts manager and Sally Greensmith as LPN chair: Issues that have been raised at these meetings include: Capita who have taken over Market Entry communications; Flu vaccination feedback; Contract monitoring; Pharmacists in GP practices pilots; Sustainability and Transformation plans; LPS pharmacies; Changes to Regulations regarding amalgamation of pharmacies; NUMSAS scheme and PharmOutcomes; Gateway criteria for Quality Payments; Quality Payments;

Smartcards; PNAs; Digitising Community Pharmacy project; NHS.net email addresses; NHS Choices update and the Flu Vaccination advanced service.

Attended Local Pharmacy Network meetings as arranged by NHS England.

I also attended the Urgent and Emergency Care Network across the STP area to understand the focus for Urgent and Emergency Care across the area.

East Sussex CCGs

Brighton and Hove CCG:

During the year the CCG recruited a pharmacist – Naveen Soriel – who was keen to work with community pharmacy – looking at a discharge from hospital scheme. I also met with Murray King during the year to understand the primary care strategy, this led to involvement with David Supple Chair of the CCG and inclusion in the integrated primary care team initiative. We were also invited to attend the local CEPN group.

Eastbourne, Hailsham and Seaford CCG and Hastings and Rother CCG:

East Sussex Better Together (ESBT)

The LPC has established a much closer working with the two CCGs. With Penny Woodgate, we have been attending the GP and Nurses protected learning events, which has improved relationships with all CCG personnel. We also attend Shaping the Future ESBT Events where members of the public attend to help develop the ESBT strategy.

The repeat dispensing LCS although less than successful allowed for really close working with the medicines management team. We also worked with the CCG and ESHT to begin the develop a transfer of care service for communicating information about discharge medicines to pharmacies to support patients.

During the year community pharmacy were invited to attend Locality group meetings across Sussex. This was open to local community pharmacists to attend with the payment of backfill for attending.

High Weald Lewes and Havens CCG

Had a number of meetings with Paul Wilson and his team to discuss the introduction of a POD (a service of reordering patients repeat medicines by the CCG on behalf of patients). This was introduced in the Lewes area and proved popular with pharmacies as it reduced their workload. As Paul Wilson Head of Medicines Management at HWLH CCG since January 2018 took over as Head of Medicines Management at BHCCCG since Katy Jackson moved to Director of Resilience at the Newly formed NHS Alliance. Paul plans to introduce a POD scheme in the Brighton area.

East Sussex County Council (ESCC)

Penny Woodgate and I have established really good working relationships with all personnel at the Council. Working closely with Janet Rittman the Council have developed HLP pharmacies across the area and provided the opportunity for pharmacies to claim a £2,500 grant for health improvement initiatives.

When the providers of the health and wellbeing services changed I supported a bid by the new successful provider, Thrive Tribe. This enabled the involvement in community pharmacy being commissioned to provide Healthchecks. An excellent relationship was established with this provider. The substance misuse service provider CGL had new senior personnel employed with whom I established a good relationship.

During the year I supported and assisted with the production of the PNA.

Brighton and Hove City Council (BHCC)

The LPC have a good working relationship with the Council and attend the well-established Community Pharmacy Forum. with Nicola Rosenberg as chair where all locally commissioned services are discussed. BHCC are taking forward Healthy Living Pharmacies Level 2 and have recruited an additional four pharmacies. During the year I supported and assisted with the production of the PNA.

Health Education England London and the South East

During the year, I have attended a number of meetings and looked at ways of gaining funding for additional training for pharmacists and their staff in Surrey and Sussex. This has led to meetings around training for pre-registration tutors and joint working with GP trainees. It has also provided funding to train Health Living Champions to support pharmacies to meet the QP HLP criteria. I was also successful in gaining funding for further training to imbed HLPs for the future. This will be delivered during 2018-2019. I was also involved in the selection of the successful provider for the training for pharmacists in diagnostic and consultation skills.

Other Activities:

Over the year to ensure I am well informed on national issues I attend a number of meetings and conferences. This year these have included: The Pharmacy Management Conference, PSNC LPC Chair and Secretary's Conference, PSNC Conference, Public Health England Public Health Conference, I also meet regularly with Representatives from the LMC as we have many interests in common as well as some conflicts, which can generally be overcome by meeting and discussing issues.

As secretary of the South East Forum I arrange an annual LPC conference with West Sussex, Surrey and Kent LPCs for LPC committee members. The SE forum group meets quarterly to discuss common issues and interact with representatives from CPPE, PSNC and the NPA. The forum meetings are also attended by our LPN (Local Pharmacy network chair (Sally Greensmith)) In my role as Secretary of the SE Forum of LPCs I also meet with other LPC chief officers within KSS to share learnings and look at ways for joint working.

In summary, it has again been a very busy year for the whole LPC. I would like to thank Penny Woodgate, for all the support and help she has given me personally and the LPC Executive team. I would also like to thank Craig McEwan our LPC chair who is always there to provide sound and sensible advice and support any decisions that I and Penny make.

Vanessa Taylor

Professional Executive Officer (until 31st March 2018)

MEMBERS OF THE COMMITTEE 2017-2018

| Committee Member | Organisation | Membership Type | Actual Attendance/Possible | In Year Changes |
|-------------------|--------------------------|-----------------|----------------------------|-----------------------|
| Paul Antenen | Kamsons | AIM | 6 out of 7 | |
| Brent Auld | Warrior Pharmacy | AIM | 5 out of 7 | Left March 2018 |
| Ramiz Bahnam | Gunns Pharmacy | IND | 6 out of 7 | |
| Bharat Chotai | Waremass | AIM | 7 out of 7 | Left March 2018 |
| Stacie McLeod | Day Lewis | AIM | 2 out of 3 | Started 01/10/2017 |
| Karen Daniels | Day Lewis | AIM | 3 out of 4 | left 01/09/2017 |
| Sarah Davis | Boots | CCA | 6 out of 7 | |
| Sandy Jack | Tesco | CCA | 6 out of 7 | |
| Nasim Ladak | Fields Pharmacy | IND | 6 out of 7 | Left March 2018 |
| Craig McEwan | Pharmacy @ Station Plaza | IND | 6 out of 7 | |
| Sheetal Patel | Co Op Pharmacy | CCA | 5 out of 7 | Left March 2018 |
| Julia Powell | Paydens | AIM | 6 out of 7 | |
| Ian Wilkinson | Willows Pharmacy | IND | 5 out of 7 | Left March 2018 |
| Mark Weston | Boots | CCA | 3 out of 4 | Left 01/10/2017 |
| Alex Lloyd | Superdrug | CCA | 5 out of 7 | Started 01/01/2017 |
| Ragae Exander | Boots | CCA | 5 out of 7 | Left March 2018 |
| Nigel Newman | Boots | CCA | 3 out of 2 | Nov 2017 - March 2018 |
| Marieanne Hockley | Lloydspharmacy | CCA | 1 out of 1 | Started March 2018 |

COMMITTEE GOVERNANCE

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.

EAST SUSSEX LPC STATISTICS

The LPC Represents a total of 172 Contractors at March 2018.

| Applications for inclusions in the Pharmaceutical list, NHS (Pharmaceutical and Local Pharmaceutical Services) 2017—2018 ** | Number |
|---|--------|
| Routine applications by means of PNA assessments to meet current needs | 0 |
| Routine applications by means of PNA assessments to meet future needs | 0 |
| Routine applications to secure improvements or better access where these were not included within a PNA | 0 |
| Routine applications submitted to provide unforeseen benefits | 0 |
| Excepted from Market Entry criteria—relocation which would not result in significant change to pharmaceutical services | 1 |
| Exempted Criteria—Distance Selling Pharmacies | 1 |
| Application for outline consent and premises approval to provide dispensing services at a GP surgery | 0 |
| Change of ownership | 10 |
| Change of details | 0 |
| Application for combined change of ownership and no significant change relocation | 1 |
| New Pharmacies | 1 |
| Pharmacy Closures | 0 |
| Appeals to the NHS Litigation Authority | 1 |

** According to notifications received by the LPC

FINANCIAL REPORT

This year has been one of significant change in the structure of the support team of officers. As you will be aware our long-held ambition of forming a joint overarching support team headed up by a Chief Executive shared across the three LPCs of East Sussex, West Sussex and Surrey was finally realised. For the first time I therefore present two sets of accounts, the usual set of accounts for East Sussex and the second set covering the income and expenditure of the joint Community Pharmacy Surrey and Sussex (CPSS). The administrative costs of CPSS are split between the three LPCs in line with the percentage of contracts covered by each of the individual committees. East Sussex contributes 31% of the income, West Sussex 30% and Surrey 39%.

By forming this structure with employed officers and having an actual office (co-located with the LMC) we will be much better placed to represent contractors and face the challenges of the future than under the previous set up.

Costs for the year were lower than the previous year, this is due to the special levy that was raised to cover the costs of the judicial review of the funding cuts in 2016/17 and if this is taken out the costs for 2017/18 are 8% higher. This is because of the overlap of James and Vanessa at the end of the year to enable a sufficient period of induction.

We did make significant savings by stopping the use of faxing bulletins and information to contractors and moving over to email.

Looking forward to 2018/19 we are reducing the size of the committee to nine members and with our share of CPSS costs being slightly less than what we were incurring before it will be possible to reduce the levy from 13p to 11p.

Paul Antenen MRPharmS
Treasurer, East Sussex LPC
Lead Treasurer, Community Pharmacy Surrey & Sussex

EAST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE
STATEMENT OF INCOME AND EXPENSES
FOR THE YEAR ENDED 31ST MARCH 2018

ACCOUNTANT'S REPORT

As described on page 1, 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
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EAST SUSSEX LOCAL PHARMACEUTICAL COMMITTEE
STATEMENT OF INCOME AND EXPENSES
FOR THE YEAR ENDED 31ST MARCH 2018

| | <u>£</u> <u>2018</u> | <u>£</u> <u>2017</u> |
|------------------------------------|-------------------------|-------------------------|
| Bank Balance as at 1st April 2017 | 44846 | 57394 |
| <u>Income</u> | | |
| Bank Interest (Gross) | 17 | 22 |
| Eastbourne Downs Training Fund | 1195 | - |
| 1066 Forum Training Fund | - | 3,484 |
| Educational Grant | 500 | 4,229 |
| Green bag fund | - | 375 |
| Joint working fund | - | 2,000 |
| Other Income | 275.00 | - |
| LPC Levies | 173633 | 149432 |
| Total income | <u>220466</u> | <u>216935</u> |
| <u>Expenses</u> | | |
| Insurances | 318 | 302 |
| Stamps, Stationery | 340 | 581 |
| Training/Locum Fees | 19463 | 22113 |
| Sundries | 295 | 54 |
| Telephone | 791 | 3151 |
| Members Travelling Expenses | 7552 | 8927 |
| Accountancy | 180 | 180 |
| Service Charge - Secretary | - | - |
| Service Charge - Treasurer | 887.00 | 918 |
| CPSS | 35938 | - |
| Honorarium - Chairman | 3687 | 4131 |
| Business Support Manager | 1962 | 21938 |
| Payroll Admin | 140 | 292 |
| Bank Charges | 75 | 58 |
| Service Charge-PEO | 49071 | 45331 |
| PSNC Levy | 47480 | 64113 |
| Total expenses | <u>168179</u> | <u>172089</u> |
| Bank Balance as at 31st March 2018 | 52287 | 44846 |
| | <u>220466</u> | <u>216935</u> |

Signed

P Antenen

Date

1st June 2018

COMMUNITY PHARMACY SURREY & SUSSEX
UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2018

COMMUNITY PHARMACY SURREY & SUSSEX

INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2018

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

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

Signed: 

For and on behalf of
Community Pharmacy Surrey & Sussex

Date: 5th June 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