

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

HERTFORDSHIRE COMMUNITY PHARMACY WORKING TOWARDS 2020 AND BEYOND

ANNUAL REPORT 1 APRIL 2018 TO 31 MARCH 2019

“The LPC have always helped me with any query that I have had. They have always supported us with prompt and accurate replies, they have also been very supportive in their work such as providing patient satisfaction survey reports for us. Herts LPC work extremely hard for their pharmacists and support us when needed and champion the way forward for pharmacy. I would really like to thank all the staff at the LPC especially Girish and Helen who take my calls at all times of the day!!”

Vijay Mistry, Esom pharmacy, South Oxhey

“I have found the LPC quite forward coming and helpful organising locality meetings which are informative and helpful towards our own CPD and quality payments. I normally attend these meetings with other colleagues from our pharmacy for them to understand various aspects of pharmacy and their own CPDs”

Avinashi R K Patel, Tesco Pharmacy, Potters Bar



October 2018 Stephen McPartland
MP at Archer Pharmacy.



November 2018 Mike Penning
MP at Woodhall Pharmacy



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

Contents

Introduction and Executive Summary	3
What is the LPC?	3
LPC Finances	3
Acknowledgements	4
Achievements	4
The Future	6
Impact and Value	7
Committee Update	7
LPC Meetings	8
Contractor Events	8
Promoting Community Pharmacy	9
Projects and Achievements 2018/19.....	11
LPC Ambition and Aims.....	16
Statutory Information	17
Contract Matters	18
Statement of Accounts 2018/19.....	19
Accompanying Notes	28



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

Introduction and Executive Summary

What is the LPC?

Hertfordshire Local Pharmaceutical Committee (LPC) is the statutory body representing community pharmacy contractors within the geographical area of the Hertfordshire Health and Wellbeing Board. It is our vision at the LPC for community pharmacies to become an integral and equal partner in the health and care landscape for the benefit of patients and the public. It is our mission to represent and support community pharmacy contractors and their staff to work locally as one unified team that supports the best possible outcomes for patients and the public.

The LPC negotiates and discusses pharmacy services with commissioners and is available to give advice to community pharmacy contractors and others wanting to know more about community pharmacy. To find out more about your LPC or to discuss how, as a pharmacist or as a pharmacy team member, you may be able to assist or join the LPC, please contact the LPC office (<http://www.hertsipc.org.uk/about-us/contact-us/>).

LPC Finances

Hertfordshire LPC is funded by a 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.

The levy is currently set at 0.14% (14p per £100 of net ingredient cost) and as contractor's fees have decreased, so has the LPCs' income decreased. In 2014/15 the LPC received an annual levy of £252,000. In 2018/19 the levy receipts for the year totalled £231,000. We estimate this will further decline in 2019/20. The cost of supporting community pharmacy contractors has increased during this period, but we have been extremely diligent in managing the LPC's (and therefore community pharmacy contractors') resources to retain an adequate cash reserve. As a result, we have not needed to increase the levy for community pharmacy contractors for 11 years.

In light of the continued challenges facing community pharmacy, including implementation of the NHS Long Term Plan, engagement with Primary Care Networks (PCNs) and work with the Sustainability and Transformation Partnership (STP), it is clear that the voice of community pharmacy through the LPC is of critical importance now more than ever.

We need a strong and financially viable LPC in order to engage with all partners, stakeholders and commissioners to identify and deliver local opportunities for our community pharmacy contractors and to help facilitate change within community pharmacy practices.

To ensure that the LPC is providing the best support it can to Hertfordshire community pharmacy contractors, and that it can continue to be effective in the future, the Executive Team at Hertfordshire LPC undertook a detailed review and capacity plan in 2018-19. This included reviewing the resources of the LPC office, LPC members and LPC officers in consultation with all LPC members. The culmination of this capacity plan was considered at the March 2019 committee meeting.



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

The following decisions were unanimously approved after detailed debate:

- A financially sustainable and equitable expenses policy for members and officers.
- A vision of a future office structure that could sustain the energy and capacity needed to promote community pharmacy as a credible provider of services for the benefit of patient outcomes, and as an integral part of local health and social care.
- A zero-based budget for 2019/20 with a move to a fixed LPC levy, a method already implemented by a majority of LPCs. A budget of £252,000 for 2019/20 was approved which, while drawing heavily from reserves, will retain a minimum three-month reserve to support implementation of the anticipated office structure.
- A fixed levy method so the LPC only collects that which is operationally required.

What is the financial impact for community pharmacy contractors in 2019/20?

- The levy would not be fixed for contractors and would still be based upon the number of prescription items per pharmacy as is currently undertaken.
- The newly agreed method would increase the contribution by approximately £8 per month for the average contractor dispensing 7000 items in 2019/20 from 1 July 2019.

Acknowledgements

The LPC remains truly representative of all our contractors in Hertfordshire and we would like to thank all the Committee for their hard work.

In the last year your LPC has been led by Helen Musson as Executive Officer supported by Ingrid Cruickshank as Deputy Executive Officer (interim), Jeanette Edwards as Implementation Manager and Sara Norwood as Office Coordinator. We would like to acknowledge and thank the LPC office team for their dedication and hard work through the year.

Sally Hutcherson (Administrative Assistant) left the LPC in March 2019 and was integral to ensuring the weekly e-news was dispatched, contact details of pharmacies were up to date and supporting the Community Pharmacy Patient Questionnaire (CPPQ). We were sad to learn that Sally passed away after a long illness in May 2019 and our thoughts are with her family. She will be sorely missed by all at the LPC office.

Achievements

Hertfordshire LPC remains in a good position with regard to our relationships with other stakeholders, both health and social, and we will continue to consolidate our position as the body to contact for all matters relating to community pharmacy and raise the profile of community pharmacy as a key stakeholder.

“2018/19 has seen changes made to the public health contracts of smoking cessation and sexual health and Herts LPC has worked closely with Public Health Hertfordshire to ensure the best outcome for the benefit of healthy communities and community pharmacy.

Community pharmacy is continuing to become an integrated part of the health and care system and public health and the LPC continue to work collaboratively together as the changes develop.”
Prof. Jim McManus, Director of Public Health, Hertfordshire County Council

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

It has been a busy year and your LPC has attended meetings on your behalf over the course of this year to ensure that community pharmacy is represented, within both the health and social economy, at a number of different events as well as engaging with contractors and other stakeholders. Discussions have ranged from contractual matters; discussions with commissioners and stakeholders to optimise the use of community pharmacy in Hertfordshire, and supporting community pharmacies on a range of issues.

"We have a long-established and good working relationship with the Hertfordshire LPC. The LPC's attendance at the LIN (Local Intelligence Network) meetings give the viewpoint from Community Pharmacies while sharing the learnings/intelligence with Community Pharmacies.

Hertfordshire LPC have been supportive throughout the NUMSAS pilot (NHS Urgent Medicine Supply Advanced Service) and the Public Health Campaigns

We look forward to continuing this relationship as we go forward."
**Amit Dawda , Deputy CDAO, Medication Safety Officer,
NHS England and NHS Improvement – Midlands and East of England**

Some of our most notable achievements in the last year is the development of the pilot project in [diabetes](#) and the preparation for the STP blood pressure check service. We have continued to work as a key part to the Sustainability and Transformation Plan (STP) medicines optimisation work stream that has been instrumental in delivering the implementation of the [Electronic Medicines Optimisation Pathway](#) that has now rolled out to both Lister Hospital and Princess Alexandra Hospital within the STP.

"Eastern AHSN worked in partnership with Hertfordshire LPC to deliver the Electronic Medicines Optimisation Pathway (EMOP) programme throughout 2018/19 and are continuing to do so in 2019/20. EMOP is improving patient outcomes through PharmOutcomes that automatically transfers updated patient data between hospital and community pharmacy when they are discharged.

Community pharmacists accepted and completed 599 PharmOutcomes referrals in 2018/19 from East and North Hertfordshire NHS Trust and Princess Alexandra Hospital NHS Trust and we are already seeing significant benefits across the whole system. Community pharmacists are now armed with the information required to make positive interventions with patients. They are also able to work more efficiently and cut down on waste through using the software. We're extremely grateful to Hertfordshire's community pharmacists and LPC for their hard work in 2018/19 and we look forward to working with them again in 2019/20."

Ernest Amoako Programme Manager, Eastern Academic Health Science Network

We look forward to further outcomes in the next year. A full list of our achievements is outlined starting on page 11.

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

The Future

On 30 April 2019 PSNC launched a [video animation](#) explaining how community pharmacies are likely to fit into the NHS of the future. As PSNC has outlined the Government has made it clear through the NHS Long Term Plan and GP Contract that it wants to better utilise the skills and reach of community pharmacy. **However**, this will require the sector to embrace a series of changes which we must start planning for now.

In particular, the emergence of [Primary Care Networks \(PCNs\)](#) – which must be formed by July 2019 – will bring changes for all healthcare providers working in the community, and it will be up to everyone in community pharmacy to ensure that our sector is included in these important emerging structures.

Therefore we would like to invite all community pharmacies and their teams to sign up to a pledge to safeguard the future of community pharmacy by committing to a change now in the best interests of your patients and your community. You can sign up to the pledge [online](#) or you can return the [form](#) by [email](#).

The pledge requests that pharmacies and pharmacy staff make a promise to their local community, the profession and health and care stakeholders that they will pledge to:

- Start a conversation with other local pharmacies about how to collaborate and work together;
- Together with other local pharmacies talk to local GP practices about their plans for the future;
- Take up all opportunities for local training for further skills enhancement to participate in the local health and care environment;
- Actively engage with and deliver advanced and local services.

A handwritten signature in black ink, appearing to be "Girish Mehta".

Girish Mehta
Chair

A handwritten signature in black ink, appearing to be "Helen Musson".

Helen Musson
Executive Officer



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

Impact and Value

Committee Update

The committee (as elected in April 2018) consists of 13 representatives - 7 elected by independent contractors, 5 appointed by the Company Chemists Association and 1 AIMp member.

Name	Representative	Attendance at LPC meetings	Expenses Paid (for additional meetings over and above LPC meetings)
Girish Mehta (Chair)	Independent	7/7	£2193.60*
Rachel Solanki (Vice Chair)	Independent	7/7	£5021.32*
Karsan Chandegra (Treasurer)	Independent	7/7	£425*
Nilesh Bathia	Independent	5/7	£0
Matt Bristow (joined April 2018)	CCA - Lloyds	4/7	£0
Rizwan Majid	CCA - Well	4/7	£0
Vinesh Naidoo	CCA - Boots	5/7	£250
Parag Oza	CCA – Boots	7/7	£200
Raj Patel	Independent	4/7	£0
Graham Phillips	Independent	6/7	£0
Purvi Smart (joined April 2018)	Independent	6/7	£0
Suraj Varia (joined April 2018)	AIMp - Jade	4/7	£0
Roy Winograd	CCA – Superdrug	7/7	£150

*Does not include honoraria paid to officers which is outlined separately on the finance annual statement.

The Executive Officer incurred annual expenses of £1755.86 and other staff within the LPC office incurred annual expenses of £1407.79.

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

LPC Meetings

Seven LPC meetings and three stakeholder LPC meetings, where local stakeholder guests were invited as well as contractors, were held in this period. Minutes from all meetings are available on our [website](#). We welcome community pharmacy representation at LPC meetings although we ask that you let us know in advance so we can ensure we have enough room space. We appreciate stakeholder meetings take place during the day when many of you are working within your pharmacy but we look forward to welcoming you should you wish to be present.

“Helen and Hertfordshire LPC have worked collaboratively and successfully with the Pharmacy Integration Fund team at NHSE this year in several key areas:

- Supporting patients needing urgent care by successful operation of NUMSAS and by collaborating with the pharmacists working in the clinical team at HUC
- Supporting the Integrating Pharmacy and Medicines Optimisation pilot in West Essex and Hertfordshire which includes innovative work on pharmacy workforce and pharmacy working together on frailty.”

Jackie Buxton, Pharmacy Integration Lead – Midlands and East, NHS England

Contractor Events

The LPC supported twenty contractor events in 2018/19 as outlined in the table below. The feedback received at the initial locality meetings in 2018 was extremely positive to engage at a more local venue. The LPC listened and acted on the comments and a plan of future locality meetings was implemented that ensured the inclusion of a CPD topic added to each of the locality meetings going forward.

The locality meetings are continuing in May and June 2019. The LPC are encouraging all pharmacies to attend their locality meeting and the dates and topics can be found on the [LPC website](#).

Date	Event Topic	No. of Attendees
17 April 2018	Healthy Living Champion - Make Every Contact Count (MECC)	31
18 April 2018	St Albans and Harpenden Locality	17
14 May 2018	Lower Lea Valley Locality	10
23 May 2018	Hertsmere Locality	10
5 June 2018	Watford and Dacorum Localities	46
11 June 2018	Revalidation	81
20 June 2018	Welwyn and Hatfield Locality	6
26 June 2018	Flu Engagement – Watford	10
2 July 2018	Upper Lea Valley and Stort Valley Localities	16
4 July 2018	Stevenage Locality	16
2 August 2018	Flu Engagement – Hertford	11
6 September 2018	AGM & Countdown to Falsified Medicines Directive (FMD)	68

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

12 September 2018	Diabetes Pilot Service – St Albans and Harpenden	20
3 January 2019	Diabetes Pilot Service – St Albans and Harpenden	4
10 January 2019	Diabetes Pilot Service – St Albans and Harpenden	8
10 January 2019	Hoarding Pilot Service - Hertsmere	5
16 January 2019	Respiratory Health: Lower Lea Valley, Upper Lea Valley and Stort Valley Localities	20
24 January 2019	Respiratory Health: St Albans and Dacorum Localities	29
7 February 2019	Respiratory Health: North Herts, Stevenage, Royston and Welwyn and Hatfield Localities	30
13 February 2019	Respiratory Health: Watford and Hertsmere	39
Total		477

“CGL Spectrum has continued to work in close partnership with Hertfordshire LPC and remain grateful for their professional advice. Between April 2018 and March 2019 CGL Spectrum have delivered a number of CPD events focusing on learning outcomes from medicine incidents. Pharmacy participants have included those working in partnership on a Service Level Agreement (SLA) for Supervised Consumption of Opiate Substitute Treatment and Needle Syringe Programme. The feedback was very positive.

Moving forward Hertfordshire LPC will be taking a lead in the organisation of CPD events for Spectrum. Building on lessons learnt from medicine management incidents, the theme for this year will include raising awareness on suicide prevention. The participation from pharmacists will also involve those outside our SLA. This will lend towards spreading the message on safer medicine administration and partnership awareness.”

Anna Marie Felice, Nurse Clinical Lead and Non-Medical Prescriber, CGL Hatfield

“It has been great to have LPC working alongside other partners to deliver the Hertfordshire Carers Strategy”.

Ted Maddex, Commissioning Manager, Hertfordshire County Council

Promoting Community Pharmacy

The LPC has ensured visibility at key local events for the benefit and promotion of local pharmacies along with working with key partners to benefit local pharmacies from April 2018 to March 2019 as outlined below.

Ware Older People Activity and Learning Event (OPALS)
Potters Bar Health and Wellbeing Event
Maple Cross Older People Activity and Learning Event (OPALS)
Hemel Hempstead Community Support/Let's Get Connected
Hemel Hempstead Dacorum Carers Information Stall
CPPE - supporting the physical health of patients with severe mental illness through pharmacy
CPPE - food for thought: nutrition and hydration at end of life study day
CPPE - mental health and wellbeing
CPPE - confidence in consultation skills
CPPE - clinical assessment skills and history taking
CPPE - clinical medication review
CPPE - alcohol identification and brief advice



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

CPPE - what's new in the BNF 76?
CPPE - COPD and asthma medication review
CPPE - falls prevention
CPPE - care homes, medicines and older people
CPPE - patient safety an anticoagulant case study
CPPE - hypertension and prevention of CVD
CPPE - developing your role in general practice
NPA - GDPR and data protection
NPA Healthy Living Pharmacy leadership training
RPS - Hertfordshire and Bedfordshire revalidation
Varenicline PGD training

"CPPE East of England team continue to work with Herts LPC to support where needed with any local training needs for pharmacy professionals. Following the success of the event last year we reran the Alcohol identification and brief advice workshop in collaboration with Hertfordshire Public Health team to support the Dry January Campaign 2019. The LPC commissioned CPPE to support a recent locality meeting on the topic of Asthma with some inhaler training in January.

CPPE ran nationally two key learning campaigns during 2018 on Patient Safety and Medicines, people and values and to tie in with the campaigns two workshops were run in the Hertfordshire area on Patient Safety and Falls prevention.

In collaboration with the Royal Pharmaceutical Society, CPPE ran an event in November to support local pharmacy professionals in Hertfordshire in getting ready for General Pharmaceutical Council (GPhC) revalidation. The event was very well attended with positive feedback from attendees about feeling more prepared to submit their CPD records in line with the new GPhC revalidation requirements. A further revalidation event has been planned for the next financial year to support local pharmacists and pharmacy technicians with the peer discussion and reflective account elements of revalidation"

Zara Mehra, Regional Tutor, East of England Team, Centre for Pharmacy Postgraduate Education (CPPE)

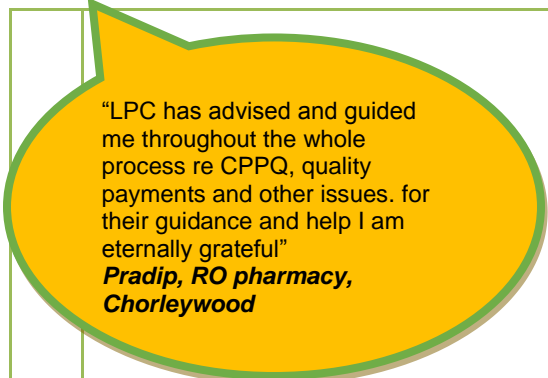
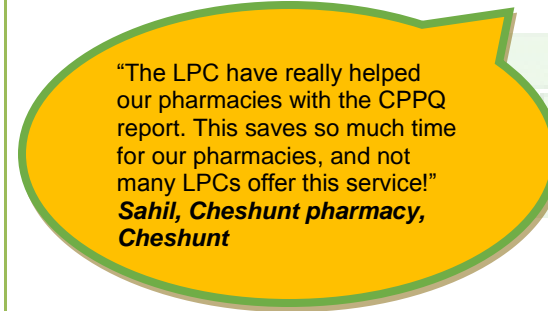
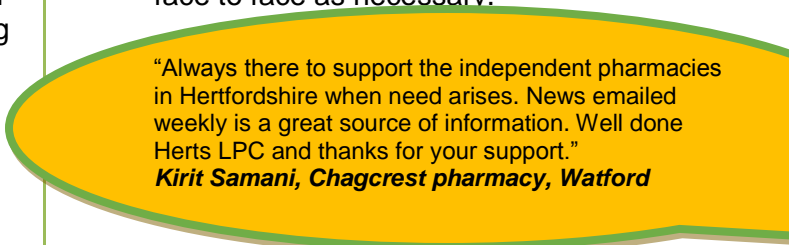
HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

Projects and Achievements 2018/19

In line with our top 13 priority project and objectives for 2018/19 we have achieved the following

	Project	Objective	Achievements
1.	Community Pharmacy Support to Care Homes.	To establish a working care homes model that includes community pharmacy as a key part of medicines optimisation.	<ul style="list-style-type: none"> • Raised issue of community pharmacy involvement in Care Homes at LPC Stakeholders meeting and STP Medicines Optimisation Group to consider community pharmacy involvement as part of integration of all pharmacy teams to support Care Homes. • Research undertaken on current Care Home models in operation and shadowing of Pharmacists in Care Homes. • Proposal discussed with CCG pharmacy leads and reworked based on feedback. • Community pharmacy pilot proposal developed for pilot to take place in Dacorum.
	<p>“Our LPC has always supported us and tried extremely hard to find the money for any services that we can deliver under the present circumstances where it is very difficult to get payment for anything. We are qualified to do a lot more but the Department of Health does not agree.”</p> <p>Hematlal Shah, Oaks Cross pharmacy, Stevenage</p>		
2.	Community pharmacists in GP practices.	Recognising the skill set of community pharmacists and optimising collaborative working between GP practices and community pharmacies.	<ul style="list-style-type: none"> • Pilot completed in Herts Valleys CCG in St Albans and Harpenden and Hertsmere during January to March 2018. • St Albans and Harpenden locality initially expressed interest in continuing pilot but did not pursue and landscape changed. • Local pharmacists have continued to work with their GP practices.
3.	Locality Working including provider board engagement.	Ensure community pharmacy represented at locality GP meetings to integrate as part of health and care system and opportunities are given to community pharmacies to support patients and the system.	<ul style="list-style-type: none"> • Have LPC office representatives as part of Lower Lea Valley, Hertsmere, St Albans and Harpenden and Dacorum Provider Board meetings. • Implemented a new programme of locality events.
4.	Contractual support to contractors.	Advising individual contractors on	<ul style="list-style-type: none"> • Continuing to respond to contractor queries and

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

<p style="text-align: center;">  “LPC has advised and guided me throughout the whole process re CPPQ, quality payments and other issues. for their guidance and help I am eternally grateful” Pradip, RO pharmacy, Chorleywood </p>	<p>essential services such as CPAF, CPPQ, public health campaigns, pharmaceutical waste, controlled drugs and safeguarding but also developing proactive guidance and briefings to support contractors to meet essential services.</p> <p style="text-align: center;">  “The LPC have really helped our pharmacies with the CPPQ report. This saves so much time for our pharmacies, and not many LPCs offer this service!” Sahil, Cheshunt pharmacy, Cheshunt </p>	<p>issues offering support by email, phone and face to face as necessary.</p> <p style="text-align: center;">  “Always there to support the independent pharmacies in Hertfordshire when need arises. News emailed weekly is a great source of information. Well done Herts LPC and thanks for your support.” Kirit Samani, Chagcrest pharmacy, Watford </p> <ul style="list-style-type: none"> • Supported 115 pharmacy contractors to comply with the Community Pharmacy Patient Questionnaire (CPPQ) requirements as part of the core element of the clinical governance essential service • Sent 55 LPC e-newsletters to 692 subscribers to support contractors with current important topics • 100% of community pharmacy contractors returned their CPAF screening questionnaire supported by the LPC. • Supported all contractors to return submission of important contract information to NHS England along with supporting some pharmacies with NHS England visits in relation to the Community Pharmacy Contractual Framework. • Supporting contractors with reminders on requirements for the Quality Payments Scheme.
<p>5. Electronic Medicines Optimisation Pathway (EMOP).</p>	<p>Successful transfer of medicine information from hospital to community pharmacy with demonstrated outcomes and benefits.</p>	<ul style="list-style-type: none"> • Supported Lister Hospital go live with EMOP from July 2018. 563 referrals were made from Lister Hospital to community pharmacy in 2018-19. • Supported Princess Alexandra Hospital (PAH) in partnership with Essex LPC to go live with EMOP from December 2018. 353 referrals were

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

			<p>made from PAH to community pharmacy in 2018-19.</p> <ul style="list-style-type: none"> • Hertfordshire LPC supported three EMOP engagement events for community pharmacies. • Pharmacies have been supported with phone calls and emails to offer reminders and support to accept and complete the EMOP referrals from the local hospitals the LPC office.
6.	Diabetes Transformation	Demonstrate the value of community pharmacy support for patients with diabetes and general practice to prevent worsening of condition.	<ul style="list-style-type: none"> • The community pharmacy diabetes plus service was introduced in January 2018 for patients registered to a GP practice in St Albans and Harpenden. • The service was relaunched in September 2018 with 25 community pharmacies signed up to offer the service. • From April 2018 to March 2019 162 first consultations have taken place with 24 follow ups consultations completed.
7.	Developing a successful LPC.	Clear plan of how the LPC will move forward in the future for all members and LPC office staff to ensure that the LPC meets all statutory responsibilities; there are effective and efficient policies and procedures that support streamline working, succession planning and education and development; there is clear responsibility for work streams supported by good communications/governance and there are effective meetings that use committee members and LPC office input to full value.	<ul style="list-style-type: none"> • Undertook a detailed capacity plan that reviewed LPC office and member responsibilities during July 2018 - March 2019. • Presented final capacity plan recommendations to committee for discussion and approval in March 2019. • Developed new expectations document and buddy support for LPC members. • Continued to consider succession planning for LPC office and team members supported by the LPC subcommittee.
8.	MCAs.	Support for MCAs where appropriate and a vulnerable persons enhanced service commissioned.	<ul style="list-style-type: none"> • Developed an LPC audit for contractors on MCAs, the results of which will be published on LPC website shortly. • Developing updated guidance on MCAs and

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

			seven day prescribing in consultation with the LMC and both local CCGs.
9.	STP (Sustainability Transformation Plan) community pharmacy proposition.	To establish community pharmacy as a key part of the care landscape that is maximised to its full potential and integrated into key pathways with appropriate resource.	<ul style="list-style-type: none"> LPC has standing invite to monthly STP medicines optimisation meetings with Chief Pharmacists from across all provider and commissioning organisations from Hertfordshire and West Essex. Ensured that community pharmacy was a key part of the STP medicines optimisation work stream.
10.	Supporting community pharmacy workforce and education.	Supporting community pharmacists and their teams to change to meet the future challenges.	<ul style="list-style-type: none"> Worked in partnership with the STP medicines optimisation group to develop a workforce document that included community pharmacy and was signed off by the LPC. Locality meetings were reintroduced in April 2017 and 11 locality meetings have taken place including a programme of continuous professional development (CPD) to support the learning of the pharmacist and pharmacy teams.
11.	Open the bag campaign and Herts mere hoarding project.	Empower patients to better understand their medicines, ordering processes and not to overstock medicines.	<ul style="list-style-type: none"> Supported a launch of an STP wide campaign aimed at all stakeholders around encouraging patients to open their medicines bag before leaving the pharmacy. Developed and implemented a domiciliary MUR project in Herts mere supported by local councillors launched in February 2019.
12.	Flu vaccination service.	Support contractors to deliver the service effectively where it is of value; providing information to contractors on delivery of these services and promoting collaborative working between GP practices and community pharmacies.	<ul style="list-style-type: none"> Regularly attended monthly flu meeting with local commissioners and stakeholders to support successful implementation. Supported three locality flu meetings between GP practices and community pharmacies to prepare for the flu season and support collaborative working. Supported messages to all community

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

			pharmacies in preparation for the flu season and dealt with any queries/issues.
13.	CVD Prevention (including hypertension, atrial fibrillation, Health Checks and cholesterol)	Ensure that community pharmacies are an integral part of these pathways for identification and management to support CVD detection and prevention support.	<ul style="list-style-type: none"> Supported a successful STP bid to the British Heart Foundation aimed at localities of prevalence for hypertension for a blood pressure check aimed at those undiagnosed. Supported implementation of a blood pressure check service including community pharmacy that went live on 1 April 2019.

“HBLICT Primary Care Implementation & Utilisation Lead have worked diligently with the LPC in providing GP Utilisation of Electronic Prescription Service (EPS) and in Resolving any issues / problems raised via Pharmacies and Practices within the Herts Valley CCG and North & East Hertfordshire CCG.”

Raj Sahota-Mandair, Primary Care Implementation & Utilisation Lead, Hertfordshire, Bedfordshire & Luton ICT Services

“Over the last year we have had a few queries with the quality payments as well as the CPPQ patient questionnaire and on both occasions the support from the LPC has been invaluable in providing the guidance we required”

Mahmood Moledina, Village pharmacy, Borehamwood

“We at East and North Hertfordshire/Herts Valley CCG have an excellent working relationship with Hertfordshire LPC. LPC have been very swift in response to any queries raised. We look forward on carrying on working with the Hertfordshire LPC”.

Minhaj Sharif, Directory of Services, East and North Herts CCG & Herts Valleys CCG



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

LPC Ambition and Aims

In April 2018 the LPC agreed a three year strategic plan to run until March 2021 that included an overarching vision, mission and aims. The priorities to achieve the aims would refresh every financial year during the three year period and have been updated as outlined below.

Vision

For community pharmacies to become an integral and equal partner in the health and care landscape for the benefit of patients and the public.

Mission

To represent and support community pharmacy contractors and their staff to work locally as one unified team that supports the best possible outcomes for patients and the public.

Aims

1. To promote the benefits of community pharmacy.
2. To provide leadership and development of community pharmacy to meet future challenges.
3. To support delivery of existing and new commissioned/contracted services through community pharmacies.
4. To support the viability of the community pharmacy network

These aims will be delivered in 2019/20 by focusing on the following top eleven priorities for achievement. These are listed in no particular order.

1. Community Pharmacy Support to Care Homes

Objective: To develop a working care homes model that includes community pharmacy as a key part of medicines optimisation supported by stakeholders with a potential pilot developed within one locality of Hertfordshire.

2. Community pharmacies working as part of a locality with GP practices

Objective: Develop a working model of how community pharmacy can be integrated as part of localities and Primary Care Networks with GP practices.

3. Public Health Commissioned Services

Objective: To develop and agree an LPC approach to a public health service to be commissioned from April 2020 and negotiate a new three year contract with Public Health Hertfordshire.

4. Electronic Medicines Optimisation Pathway (EMOP)

Objective: To embed EMOP within all community pharmacies in Hertfordshire and ensure successful launch from Lister, PAH and Watford hospitals with clear value demonstrated and evaluation measures reported.

5. Diabetes Transformation

Objective: To increase community pharmacy delivery and engagement of the diabetes plus MUR pilot. To demonstrate the value and evaluation of the pilot in St Albans and Harpenden with a view to implementing the service across Herts Valley CCG.



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

6. Developing a successful LPC

Objective: Implement the LPC capacity plan recommendations agreed by the LPC.

7. Frailty

Objective: Develop and agree an LPC position statement for MCAs and identify a clear plan and approach for involvement of community pharmacy in the STP frailty programme.

8. Community pharmacy proposition

Objective: To ensure that the community pharmacy voice is represented at the STP medicines optimisation group and within each CCG delivery board area.

9. Open the bag campaign and Hertsmere hoarding project

Objective: Implement and fully evaluate the hoarding project in Hertsmere and participate in the STP look in the bag campaign evaluation.

10. Hypertension

Objective: Support the implementation of the blood pressure testing pilot and participate in the evaluation processes.

11. Supporting community pharmacy workforce and education

To work with the STP medicines optimisation work stream to deliver their workforce strategy and ensure community pharmacy teams understand future demands through regular locality events.

“Over the next year Bed and Herts LMC will be working with the LPC to look at ways to support community pharmacists, general practices and patients in dealing with the increasing issue of restricted drug supplies.

Early conversations have also taken place to explore exciting new opportunities for collaborative working between pharmacy and wider primary care as a result of the formation of primary care networks.”

Dr Nicky Williams, Medical Director , Bedfordshire and Hertfordshire LMC Ltd

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

Contract Matters

Summary of applications for inclusion in the Pharmaceutical List from 1 April 2018 - 31 March 2019.

Type of Application <i>2013 Regulations</i>	Applications	Appeals dealt with by LPC	Decisions pending <i>(as at 03/06/19)</i>	Total granted
Offering Unforeseen Benefits	0	0	0	0
Distance Selling Pharmacy	2	1	0	1
Relocation/No Significant Change Relocation	2	0	0	2
Identified Current Need	0	0	0	0
Consolidation	0	0	0	0
Total	4	1	0	3

- 7 applications for change of ownership were notified to the LPC



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

Statement of Accounts 2018/19

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

	Page
General information	1
Chartered Accountants Report	2
Client Approval Certificate	3
Income and Expenditure Account	4
Balance Sheet	5
Notes to the Financial Statements	6



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE
GENERAL INFORMATION
FOR THE YEAR ENDED 31 MARCH 2019

Chairman	G Mehta
Treasurer	K Chandegra
Executive Officer	H J Musson
Address	Weltech Centre Ridgeway Welwyn Garden City Herts AL7 2AA
Accountants	Pomroy Associates Ltd Weltech Centre Ridgeway Welwyn Garden City Herts AL7 2AA



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE
CHARTERED ACCOUNTANTS REPORT
FOR THE YEAR ENDED 31 MARCH 2019

In accordance with our terms of engagement we have prepared for your approval the financial statements of Hertfordshire Local Pharmaceutical Committee for the year ended 31 March 2019 on pages four to six from the accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/membershandbook.

This report is made solely to you, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Hertfordshire Local Pharmaceutical Committee and state those matters that we have agreed to state to you in this report in accordance with the guidance of ICAEW as detailed at icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than you for our work or for this report.

You have approved the financial statements for the year ended 31 March 2018 and have acknowledged your responsibility for them, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for their compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given us and we do not, therefore, express any opinion on the financial statements.


Pomroy Associates Ltd
Chartered Accountants
Weltech Centre
Ridgeway
Welwyn Garden City
Herts AL7 2AA



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE
CLIENT APPROVAL CERTIFICATE
FOR THE YEAR ENDED 31 MARCH 2019

In accordance with the terms of engagement of Pomroy Associates Ltd, we approve the financial statements for the year ended 31 March 2019 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. We acknowledge our responsibility for the financial statements, including the appropriateness of the accounting basis as set out in note 1, and for providing Pomroy Associates Ltd with all information and explanations necessary for their compilation.


K Chandegra
Treasurer


H J Musson
Executive Officer



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019

	2019 £	2018 £
Income relating to the period		
Levy	231,018	239,402
NHS Health Education		13,512
NHS England	2,470	4,288
EAHSN	3,000	
CP in GP		8,400
CPESS		4,067
Herts Valley CCG	4,122	4,004
Event sponsorship	5,315	3,170
East and North Herts CCG	674	
Event contractor contribution		238
PSNC Secondment	18,894	
Bank interest	213	996
Total income receivable	265,706	278,076
Direct expenses		
HLP	80	10,031
CPESS		3,942
Diabetes	2,412	1,450
Transformation Events	770	4,268
Hypertension	674	
CP in GP		8,400
Total direct expenses	3,936	28,111
Gross income less direct expenses	261,770	249,965
Overheads		
PSNC levy	61,844	61,844
Chair honoraria	3,524	3,471
Vice chair honoraria	1,762	1,591
Treasurer honoraria	1,174	1,157
Contract lead honoraria	639	1,060
Executive officer salary	58,380	56,936
Deputy executive officer (interim) salary	37,741	
Staff salaries	53,651	54,731
Employers national insurance	12,211	10,941
Pension	3,059	2,178
Contractor events	4,575	2,803
LPC meeting expenses	21,407	16,562
Staff and member expenses	11,920	11,093
Rent and service charges	6,193	6,190
Light and heat	504	406
IT support and software	2,534	2,203
IT software contractor services	2,994	5,810
Printing and stationery	2,392	1,746
Telephone and internet	1,340	868
Postage	1,499	2,204
Office administration	773	1,247
Staff training	215	1,157
Member training	2,075	834
Professional fees	2,474	
Accountancy	1,170	2,034
Marketing	133	6,067
Bank charges	116	50
Depreciation	1,259	840
Total expenditure	297,538	256,091
Surplus(Deficit) for the year	(35,768)	(6,126)

Page 4



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE BALANCE SHEET At 31 March 2019

	Note	2019 £	2018 £
Assets			
Tangible assets	4	4,194	3,360
Debtors	5	22,043	23,755
Cash at bank		168,875	200,479
		<u>195,112</u>	<u>224,234</u>
Liabilities			
Creditors	6	(15,913)	(12,440)
Net assets		<u>179,199</u>	<u>211,794</u>
Reserves			
General reserves	7	179,198	215,154
Balance at 31 March 2019		<u>179,198</u>	<u>215,154</u>
		0	



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

1 Account policies

The accounts have been prepared in accordance with generally accepted accounting practice.

2 Overheads

Overhead expenses include a contribution from the Bedfordshire Local Pharmaceutical Committee.

3 Tax provided on bank interest received

Corporation tax is chargeable at 19% on bank interest receivable in the year.

4 Tangible fixed assets

	Furniture	IT hardware	Totals
	£	£	£
Cost			
At 1 April 2018		4,200	4,200
Additions	912	1,181	2,093
At 31 March 2019	912	5,381	6,293
Depreciation			
At 1 April 2018		840	840
Charge for period	182	1,076	1,259
At 31 March 2019	182	1,916	2,099
Net book value			
At 31 March 2019	730	3,465	4,194

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

IT hardware - 20% on cost

Furniture - 20% on cost

5 Debtors

	2019	2018
	£	£
Trade debtors	20,497	21,403
Prepayments	1,546	2,352
	22,043	23,755

6 Creditors

	2019	2018
	£	£
Trade creditors	785	2,980
Other creditors and accruals	13,908	3,055
Social security and other taxes	1,220	6,405
	15,913	12,440

Page 6



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

7 Reserves

General reserve	2019 £	2018 £
Income and expenditure account	(35,768)	(6,126)
Provision for Corporation Tax	(189)	(189)
	<u>(35,956)</u>	<u>(6,314)</u>
Balance brought forward	215,154	221,468
Balance carried forward	<u>179,198</u>	<u>215,154</u>



HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

Accompanying Notes

The net income received by the LPC for year ending March 2019 was £265,706 compared with £249,965 for the year ending March 2018. The LPCs' levy decreased from £239,402 in 2017/18 to £231,018 in 2018/19 - a decrease of £8,384 (3.5%). This continued trend in decreasing levy income is due to the reductions in community pharmacy contractors' funding.

The LPC brought in an additional £10,266 from NHS England, Eastern Academic Health Science Network, East and North Herts CCG and Herts Valley CCG. An additional £5,315 was received from event sponsorship in order to support contractor events and LPC meetings.

Net expenses for the same period ending March 2019 was £297,538 compared with £256,091 for the year ending March 2018. An excess in expenditure over income along with a decreased levy has resulted in a deficit of £35,768. An increase in the expenditure of £41,447.00 (2018-2019) compared with the expenses (2017-2018) is largely due to the extra cost incurred by the extended role of the Deputy Executive Officer including increased national insurance and pension costs. Some of this was funded by the PSNC secondments expenses while the Executive Officer was on a 9 month secondment two days a week. There are increased LPC meeting expenses (£4,815) due to there being an additional LPC meeting in 2018-19 due to the LPC elections. Therefore there were 7 LPC meetings instead of the usual six within one year. Whilst staff salaries decreased due to long term sickness the LPC hired external workforce for processing CPPQ which resulted in extra cost of £2,474.00 (Professional Fees).

The LPC has kept a tight control in administrative costs over the year reviewing a number of its office contracts in order to maximise efficiency which continues on an annual basis or where contracts are identified for renewal.

For the year ending March 2019 the LPC had reserves of £168,874.59 when it is only recommended by PSNC to keep six months reserve of LPC expenditure which is currently predicted to be £159,155.75 for 2019/20.

The main source of income for Herts LPC is contractor's levy which has remained unchanged for the last eleven years at 14p for every £100 of net ingredient cost. The levy income has been dropping for many years and in order to stabilise the contractors' levy income, we will be collecting the statutory levy through the fixed levy method from July 2019, which has already been communicated to all contractors. In order to lessen the contractor's burden from paying significantly more in levies we will be using LPC reserves to fund the LPC budget for the year 2019/20. The LPC has agreed to reduce the PSNC recommended reserves from 6 months to 3 months. As the community pharmacist's landscape is changing the LPC is committed to being stable and financially viable in order to support the contractors during challenging times and offer value for money.

By using Sage One accounting programme we are able to produce accurate financial reports regularly to committee meetings.

Karsan Chandegra
LPC Treasurer
May 2019