



Community
Pharmacy Sheffield

CPS

Annual Report

Represent - Support – Develop

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April 2019 to March 2020



Community Pharmacy Sheffield

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Community
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Chair's Report



David Russell
Chairman
Overview

Welcome to your copy of the Community Pharmacy Sheffield (CPS) 2019-2020 Annual Report. This will give an overview of the Committee's work over the last year and highlight the achievements challenges and developments during this time. I hope you find it a useful summary.

Firstly, I would like to acknowledge what a difficult year it has been for the Community Pharmacy sector. This time last year we could not have predicted how challenging operating a Community Pharmacy would become. Not only have we continued to face the financial pressures but have had to take our part in fighting a global pandemic in the form of COVID-19. Most of the work done for the pandemic response is in the current financial period, not specifically covered in this Report, but I wanted to take this opportunity to thank every single member of every Pharmacy Team for the resilience they have shown and the fantastic support they have offered to their patients and communities during these unprecedented times.

The Committee have continued to provide support to Contractors, both with national and local services and have provided various educational events. A lot of resource has been provided to help form a group of Primary Care Network (PCN) Pharmacy Leads and CPS secured funding to support these Leads to engage with their respective PCNs.



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This was important as it allowed all Contractors the opportunity to access the associated funding through quality payments and ensures that the voice of Community Pharmacy is heard at a network level. I would like to thank these Leads for taking on this challenging role and we will continue to offer guidance where needed.

CPS have continued to drive local innovation; continuing to support rollout of access to GP clinical systems and securing some funding to assist Pharmacists who wished to become Independent Prescribers. This strategic move allows us to embed our Community Pharmacy Teams within a clinical pathway to better support our patients.

I would like to thank the Committee Members for their valued support and input, and for bringing their ideas and perspectives to the discussions.

Finally, I would like to thank the Office and Executive Teams for their support and commitment, particularly Claire and Susie who, as always, are a great source of support to myself, Contractors, and the Committee. A final thanks to Andrew Hartley for stepping in as Acting Chief Officer during Claire's maternity leave. Andrew and Susie have worked incredibly hard during the COVID-19 pandemic to assist with Contractor queries, such as PPE and processes, and liaise with Commissioners to ensure that Contractors do not miss out on funding due to the temporary changes in service.

David Russell MRPharmS, Chair

chair@sheffieldlpc.co.uk



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Executive Summary April 2019 to March 2020:

Key areas of CPS support and representation throughout the year:

National priorities:

- New national contractual framework support.
- Development of Primary Care Networks (PCNs); identifying and mapping the PCNs in Sheffield and supporting contractors to nominate PCN leads for each network.
- Engaging with local stakeholders to raise awareness of the changes to the contractual framework and the opportunities and challenges it poses for community pharmacies and their teams.

Local Priorities:

- Development and implementation of the Hypertension Pilot Service and Digital Interoperability (DIO) pairing work. This included supporting bespoke training development, pharmacist engagement meetings, IT support and supporting GP practice engagement.
- Supporting DIO pharmacists to take up the opportunity of funding to become an Independent Prescriber.
- GP-CPCS pilot: in light of the ambitions of the new national contract with expansion of the national CPCS to have referrals to community pharmacies from GP practices, CPS have been supporting the implementation of this pilot in two of our PCNs.
- Annual General Meeting

Finances:

Total levy collected: £144000

Contribution to PSNC: £40618

CPS running costs: £159,935

External contributions: £3094



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Chief Officer's Report



Claire Thomas
Chief Officer

(April 2019 – January 2020, currently on Maternity Leave)

In last year's Annual Report, I said that 2018-19 had been the most challenging of my career as CPS CO and I knew things would continue to be challenging with the announcement of the new 5-year funding deal for Community Pharmacy. However, I did not imagine for one minute that our Contractors would have to respond to and work through a global pandemic.

I want to take the opportunity to personally thank all of our Contractors and their Pharmacy Teams for going above and beyond to help their patients and local communities during these extremely difficult times. I would also like to thank Andrew Hartley who has stepped up as Acting CO whilst I am on maternity leave and Susie Coates (CPS Support Manager) for the enormous number of hours they had to put in to try and support Contractors at the start of the pandemic.

In Andrew's Report below, he has provided a summary of key COVID-19 related activities and highlighted ways the pandemic has changed the way that CPS are currently working and may work in the future.



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Prior to the pandemic CPS resources were heavily focused on the following:

National priorities:

- New National Contractual Framework: changes to the Pharmacy Quality Scheme and introduction of the Community Pharmacy Consultation Service (CPCS).
- Development of Primary Care Networks (PCNs): identifying and mapping the PCNs in Sheffield and supporting Contractors to nominate PCN Leads for each network (this proved to be quite an undertaking!). Please see our website for details of the Sheffield PCNs [here](#) and resources for contractors [here](#).
- Engaging with local Stakeholders to raise awareness of the changes to the Contractual Framework and the opportunities and challenges it poses for Community Pharmacies and their Teams by giving presentations at meetings and meeting with key stakeholders.
The 'Wright Review' into local and national representation. Providing input from Contractors to the Review Team.

Local Priorities:

- Continuing to work with NHS Sheffield CCG colleagues to support the development and implementation of the hypertension pilot service and digital interoperability (DIO) pairing work, and scope for new areas for services or joint working.
- Working with CPPE to develop bespoke training for Pharmacists who would be involved in delivering the hypertension pilot.
- Supporting individual Pharmacists with GP practice engagement regarding the hypertension service and opportunity for the pharmacist to become an Independent Prescriber (IP).
- Providing IT support to DIO pharmacists.
- Supporting DIO pharmacists to take up the opportunity of funding to become an IP.
- GP-CPCS pilot: in light of the ambitions of the new national contract with expansion of the CPCS to have referrals to Community Pharmacies from GP practices, CPS, with the help of our PSNC Regional Representative (Garry Myers) and NHS England Local Area Team (Victoria Lindon) pursued an opportunity to apply for funding from the Pharmacy Integration Fund to be one of the areas to pilot the GP-CPCS.



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It has for a number of reasons been more challenging than anticipated for GP practices to refer to Pharmacies, however this project is still ongoing, and we are hopeful we will be able to collect some useful data to contribute to the national negotiations. I would like to take the opportunity to thank Garry Myers, Victoria Lindon, David Russell, Crispin Bliss and colleagues from Barnsley LPC (Tom Bisset and Laura Chester) have put a lot of time and effort in to trying to get this pilot off the ground and providing support to the Contractors and GP Practice staff involved.

- Annual General Meeting (AGM): we had the most well attended AGM since I have been in post with well over 100 contractors, Pharmacy Staff and other stakeholders including; CCG, PCS and SCC colleagues as well as a number of PCN Clinical Directors. The focus of the evening was on the new national contract and PCNs. This year we teamed up with our colleagues from Community Pharmacy North Yorkshire (CPNY); who helped us to utilise “Slido” technology to make our event more interactive and facilitate a panel discussion. A big thank to our colleagues at CPNY and to our guest speakers as well as those of you who attended for making the event such a success.

Outlined below is a summary of additional activities, operations and achievements of the Committee and our Contractors through 2019-20:

New Opportunities in 2019-20:

- GP-CPCS;
- Early conversations regarding a Hepatitis C Testing (and possible treatment) Service;
- Physical health checks for SMI patients.



Community Pharmacy Sheffield

Community Pharmacy Sheffield Structure / Recognition

Committee Membership remained stable this year. I would like to thank all Members for their support and contribution to the Committee throughout this very challenging year, in particular the Executive Members.

Community Pharmacy Sheffield Performance

The Committee review the Work Plan at regular intervals. Our Strategy for 2019/20 and ongoing Work Plan can be found on our website [here](#).

External Affairs

The Committee and I have continued to build on the great work done in previous years to raise the profile of Community Pharmacy in Sheffield and engage with local commissioners, key stakeholders and other local influencers.

With the uncertain national picture for Community Pharmacy, local engagement has continued to be one of the biggest priorities for the Committee this year.

Members of Parliament and Local Councilors:

CPS have continued to lobby local MPs throughout the year to keep them updated regarding the difficulties and challenges faced by Contractors and to raise the profile of what Community Pharmacy could offer if we had a different national Contractual Framework.

Public:

The Committee has continued to engage with HealthWatch Sheffield, the local Consumer Watchdog for Health and Social Care Services.

We publish news articles on our website and highlight key events/important information via our twitter account. Find us @[sheffieldlpc](#).



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Other Contractors:

Representatives from CPS met with the Local Medical Committee (LMC), communicated with the Local Dental Committee (LDC) and with the Local Optometric Committee (LOC), working on areas of common interest. Regular meetings are held with the LMC Executive.

I have continued to raise the profile of Community Pharmacy, in particular the changes to the national contract with other Contractors, Providers and Stakeholders by taking the opportunity to present at various events and meetings throughout the year including: the ACP Primary Care Board, GP Locality Meetings and a Primary Care Sheffield Executive meeting.

NHS England and South Yorkshire and Bassetlaw LPCs:

NHS England via a series of Area Teams across the country, is responsible for the monitoring and performance management of the Community Pharmacy Contractual Framework. Sheffield Community Pharmacies are aligned to the South Yorkshire and Bassetlaw Area Team, based in Rotherham.

CPS have met regularly with the Local Pharmaceutical Committees across South Yorkshire and Bassetlaw along 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.

NHS Sheffield Clinical Commissioning Group (CCG):

Despite the current pressures within the NHS to drive efficiencies and make cost savings, the CCG have continued to support and invest in Community Pharmacy.

The CCG commissioned 5 services through 2019-20. They also funded the development and implementation of the Hypertension Pilot Service and have been exploring other potential service opportunities at our DIO pairing sites including physical health checks for SMI patients.



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CPS continue to meet regularly with CCG colleagues to discuss the future of existing services and ideas for new service development opportunities.

I would like to take the opportunity to thank Peter Magirr, Quality and Strategy Lead for Medicines Management and his team of Steve Freedman and Jo Tsoneva in particular, for their continued support for Community Pharmacy.

Sheffield City Council (SCC):

Despite year on year funding cuts SCC have continued to demonstrate that they value Community Pharmacy and I would like to take this opportunity to personally thank some of our colleagues at SCC for support and investment in Community Pharmacy in 2019-20.

The SCC commissioned MAR Chart Service entered its second year of commissioning and a stakeholder meeting was held, facilitated by Chris Boyle, Commissioning Officer at SCC to review the service – all stakeholders present unanimously agreed that the service should continue and that it is helping to improve patient safety.

PNA:

The latest 2018-2021 PNA was published on 29 March 2018 and concluded Sheffield was well served and there are no gaps in provision. This and the live map can be found online at the Sheffield City Council website [here](#). This continues to be reviewed, with the next due in 2021. *NB In late March 2020 it was agreed to delay this review due to the impact of C-19 on the ability to gather the necessary data.*

Local Councillors:

CPS have continued to engage with local Councillors and keep them updated with the DH proposals via email communications.



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Sheffield Drug and Alcohol / Domestic Abuse Co-ordination Team (DACT):

Throughout the year CPS have had regular meetings/contact with DACT regarding substance misuse issues in the City and the commissioned Community Pharmacy Services. This year we worked with DACT to identify an easy way for pharmacy teams to identify eligibility criteria for substance misuse patients for a flu jab to increase uptake in this vulnerable group. *NB further update in Andrew's Acting CO Report below.*

Primary Care Sheffield (PCS):

CPS has continued to meet regularly with PCS, and they have an open invite to our Committee meetings. This year we signed a Memorandum of Understanding (MOU) which describes the relationship between Primary PCS and CPS and a commitment to work collaboratively to develop integrated General Practice and Community pharmacy services with a broader Primary Care strategy for Sheffield.

Supporting and Developing Contractors

Susie Coates, CPS Support Manager, has continued to provide support to Contractors throughout the year; responding to queries, uploading information to our website, visiting pharmacies, arranging City Wide Update Events and pulling together regular electronic bulletins via MailChimp. We would encourage all Contractors/Pharmacies to sign-up to receive our bulletins which carry important messages we don't want you to miss. See link to sign-up and access passed editions, if you have not already **here**. Please ensure all firewalls are unblocked so you receive these.

Our website is available at: www.sheffieldlpc.co.uk. It is home to important CPS documentation such as news, agendas, minutes, policies and contact details. We aim to be open and transparent and make these documents publicly available. It also hosts documentation and resources relevant to all Locally Commissioned Services.

Open invite to Committee Meetings – we would like to remind contractors that they (or one of their representatives, including pre-reg students) are always



Community Pharmacy Sheffield

welcome to join CPS Committee Meetings as observers – just get in touch with Susie if you are interested!

VirtualOutcomes: As part of our on-going commitment to ‘*Represent, Support and Develop*’ Pharmacy Teams in Sheffield, CPS have continued to invest in “Virtual Outcomes” as an on-line training solution to help support the whole Pharmacy Team to meet the various challenges which form part of the current Pharmacy Contract. For further information please see our website [here](#).

City Wide Meeting Update Programme

Throughout the year CPS helped coordinated the following events:

- City Wide Update event 5 June 2019: Mental Health – very good attendance;
- 22 October 2019 - Joint SYB LPCs event: Diabetes education for pharmacists;
- AGM 24 September 2019: new contract and PCNS – very good attendance;
- 20 January 2020 - Joint SYB LPCs PQS Event.

I would like to take the opportunity to thank all of the Sponsors and Guest Speakers who have contributed to these informative Update Events.



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Locally Commissioned Services

Thirteen Locally Commissioned Services were commissioned from a variety of Community Pharmacies across the City during the year. A significant investment into Community Pharmacies in Sheffield:

| Service | Commissioner |
|---|--|
| Anti-coagulation Monitoring Service | Sheffield Clinical Commissioning Group |
| Chlamydia Screening | Sheffield City Council |
| Emergency Contraception to 14-17 Year Olds via a PGD | Sheffield City Council / *Primary Care Sheffield wef 12/19 |
| Extended Hours Opening | Sheffield Clinical Commissioning Group |
| MAR Chart Service | Sheffield City Council |
| Minor Ailments Scheme (Pharmacy First) | Sheffield Clinical Commissioning Group |
| Not Dispensed Scheme | Sheffield Clinical Commissioning Group |
| NRT Voucher Dispensing | South West Yorkshire Partnership NHS Foundation Trust |
| 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) |
| Access to Palliative Care Medicines | Sheffield Clinical Commissioning Group |
| Hypertension Service (Pilot) | Sheffield Clinical Commissioning Group (July 2019) |



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PNA/Market Entry

PNA:

As mentioned under the Sheffield City Council section, the current 2018-21 PNA was published on 29 March 2018. This and the live map can be found online at the Sheffield City Council website [here](#).

Contract Applications Summary:

CPS continues to review all contract applications to the Pharmaceutical List and responds where appropriate. At the end of March 2020, a total of 128 Community Pharmacies were on the Pharmaceutical List in the Sheffield area; this includes sixteen Community Pharmacies open for 100 hours. Our website provides a full history of applications and outcomes under '[Market Entry](#)'.

Local Representation

CPS Members represented Community Pharmacies on the following Committees and Groups:

- NHS Sheffield CCG Area Prescribing Committee Representative;
- NHS Sheffield CCG Formulary Sub-Group;
- Sheffield City Council Medication Policy Group Representative;
- Joint South Yorkshire and Bassetlaw LPCs;
- South Yorkshire and Bassetlaw NHS England Area Team;
- Sheffield Clinical Reference Group Forum (virtual Group);
- DACT Clinical Network Group;
- ACP Pharmacy Transformation Group
- ACP Primary Care Delivery Board (also the Neighbourhood development workstream and Centre of Excellence/Workforce workstream subgroups of this board/ remote working group).
- Urgent Care Group
- Flu Planning and Delivery
- Vaccinations and Immunisations
- Diabetes in Pregnancy



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Collaborative working with South Yorkshire LPCs

CPS have continued to meet regularly with Executive members of our neighbouring LPCs: Barnsley, Doncaster and Rotherham to discuss common issues and developments at the SYB Integrated Care System (ICS) level. Our ICS footprint is South Yorkshire and Bassetlaw and we work with our neighbouring LPC colleagues to ensure Community Pharmacy representation at ICS meetings which include; primary care, urgent care and workforce.

This year we began trialing a Workforce Subcommittee made up of 2 Members from each Committee to explore workforce priorities and opportunities for funding.

We have also collaborated to provide joint training events/updates to try and improve efficiency.

Additional CPS Work

Additional work throughout 2019-20 included:

- PSNC teleconferences/webinars including; the PSNC and LPC Independent Review and CPCS implementation;
- Contribution to updating the pharmacy section of the local primary care strategy;
- Exploring potential funding opportunities for workforce development.

CPS responded to the following national consultations:

- April 19: Apprenticeship training of pharmacists;
- Sept 19: DT Reforms.

A number of CPS representatives attended national and regional events, which included the PSNC Community Pharmacy Conference, PSNC Regional meetings and the PCC PCN Regional event.

CPS Members attended various training, update and policy briefing events organised by PSNC.



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CPS have also been involved in a collaborative approach to improving the safe management of diabetes during pregnancy and pre-conception care, led by Dr Soon Song Consultant Physician and Diabetologist. This work has now been published.

Looking Ahead

Although the COVID-19 lockdown restrictions have been eased, life is still very different, and Contractors and their Pharmacy Teams are continuing to work hard to adapt their procedures to continue to deliver services safely.

CPS will continue to support Contractors through these uncertain times and look for opportunities for innovation arising from changes in Primary Care delivery as a result of the impact of COVID-19. We will also continue to provide local and national representation on your behalf regarding the national contract and local ambitions.

In June 2020 Professor David Wright published the findings of his Independent Review into Community Pharmacy Contractor representation and support see [here](#). The Review looked at the workings of LPCs and the PSNC and set out some recommendations for the future. We would like to encourage you to contribute to the next steps of this review process so that any decisions that are made ensure that Contractors get value for money from PSNC and the LPC network.

CPS will be actively participating in any recommended next steps and reviewing current working practices. If you have any thoughts, questions or comments about the working practices of CPS please don't hesitate to get in touch.

Community Pharmacy is hugely valued by the Public and has always strived to do the best for patients; and this has clearly been evident throughout the COVID-19 pandemic.

We need to embrace the challenges and opportunities that lie ahead to develop a strong Community Pharmacy Network, a network of LPCs and a Negotiating



Community Pharmacy Sheffield

Committee with a clear vision for the future of Community Pharmacy with one voice to ensure a secure future for our sector.

Claire Thomas

Chief Officer, CPS

chiefofficer@sheffieldlpc.co.uk

Acting CO Report

I think it's fair to say I'd expected it to be a little quieter than it has been when I said yes to covering Claire's maternity leave. My personal thanks to Susie who has kept me sane throughout.

Monthly activity summaries are available on the CPS website, but a summary of February and March 2020 detailed below together with an overview of key activities since then.

February and March 2020

Drug and Alcohol Services. The tender was won by START (Sheffield Treatment and Recovery Team). Effectively the same team. The official announcement was delayed until all the TUPE conversations had taken place. Then towards the end of March, I rapidly drafted proposals for client support and Contractor income protection as the service rapidly reviewed and reduced supervision in response to Covid-19. My thanks to those Contractors who have given us feedback about how things are at the 'coal face' and given evidence to be able to negotiate a good deal for Contractors.

I managed to secure income protection based on the preceding 6 months activity which has resulted in top up payments of up to £30k/month for Contractors. We are currently looking at a revised Client Support Service; the current fee support will remain in place until this is agreed.

PNA: Initial discussions were subsequently put on hold (roughly 12 months delay) due to the difficulties presented by C-19 to the review process.



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DMIRS/CPCS GP Pilot: On-going support for the projects but mainly lead by David and Crispin.

PCN Leads: Susie and I put in quite a bit of work organising an initial training event for PCN Pharmacy leads in mid-March. The event just squeezed in before 'lock-down' and was focused on network building amongst the Leads and some core skills and details about the role. Victoria Lindon (NHSEI) managed to secure some backfill funding equivalent to £1200 per lead which CPS agreed to manage across SYB.

Meetings: The meetings normally attended, and detailed by Claire above, continued but remotely via the now familiar 'Zoom' and 'Teams'. There had been ongoing discussions about adopting this format for meetings, with minimal progress, but the change of circumstances due to C-19 resulted in a rapid adoption of this remote technology.

Flu 20-21: Early discussions in February and March about the 2020-21 Flu Season following the 1st Flu letter and Contractor support with vaccine orders.

Wright Review: At the last face to face CPS meeting, we discussed the review and Susie and I then jointly submitted the CPS comments and inputs to the review team.

Hep C Support: Negotiated and agreed a patient support service with STH. Details now on the website but managed to write and agree service and SOPs in a few weeks. Once again, thanks to those Contractors who offered their feedback on early drafts and the proposed fees and to Mark Cassell (STH) who is a pleasure to work with.

Independent Prescriber (IP) Support: Advice to those looking at becoming IPs and approaching SYB colleagues for Expressions of Interest in the IP support secured by Claire from HEE. Evaluation of the expressions of interest, feedback and offers of backfill funding support to 4 pharmacists across SYB.

Independent Prescriber (IP) Support Project Evaluation: Initial discussions with evaluation team. All agreed but review delayed until we are back to delivering a more normal service as most activity for IPs already qualified has been delayed by C-19 lockdown and changes to ways of working.



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End of Life Medicines: Discussions with CCG about an expansion of the service and a monthly fee for online stock feedback by providers during the C-19 lockdown.

Covid-19: A huge amount of communication between, SYB Chairs and Chief Officers, PSNC, CCG, NHSEI, PCNs, Contractors, SCC on a myriad of topics including Volunteers, Deliveries, Urgent Medicines, eRD, DOAC switching, PPE, Risk Management, Shielding, Self-Isolation, Emergency Hours, Changes to Hours, Closures, Covid-19 Hubs.

Looking Ahead:

EHC: Preliminary discussions about an expanded service, to include more pharmacies, across all working hours.

Flu: Looks like an expanded service this year, with the possibility of a C-19 Vaccine Programme in early 2021.

Meetings: It looks like the remote model will be widely adopted with less face to face meetings.

CCG and SCC: Our existing good relationships have stood us in good stead. If anything, they are even stronger and more collaborative now. Currently discussing a number of new services to support economic prescribing and continue to try and discourage the 'branded generics' activities.

IPs: Exploring ways to make best use of the growing number of Independent Prescribers in Sheffield, by potentially facilitating prescribing on the NHS. Very early conversations but lots of interest from Commissioners.

Drug and Alcohol Services: Less supervision and a more supportive service is currently being worked on.

Wright Review: Whilst we have and continue to feed comments into the national discussions, CPS will also look at how we operate locally to ensure we deliver the best possible service and value for money to local contractors.



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Contractor Support: This continues to be a big part of what Susie and I do on a day to day basis, involving all types of Contractors, on subjects like, PPE, how to conduct remote MURs, Script direction, prescription ordering, how to become an IP, requests to sign up for services etc.

Andrew Hartley
Acting Chief Officer (January to November 2020)
Community Pharmacy Sheffield



Community Pharmacy Sheffield

Committee Membership & Governance

Members of the Committee April 2019-March 2020

| Committee Member | Role/Type of Membership | Actual Attendance / Possible Attendance |
|--|----------------------------------|---|
| David Russell (Well) | Chair CCA Member | 5/5 |
| Crispin Bliss (Charnock Pharmacy) | Vice Chair Independent Member | 5/5 |
| Claire Thomas | Chief Officer (Non-Member) | 4/5 (-1 Maternity Leave Jan 2020) |
| Greg Campbell | Treasurer (Non-Member) | 5/5 |
| Simon Hay (Skye Pharmacy) | Independent Member | 4/5 |
| Andrew Hartley (Vantage, Pharmacy, Manor Top) | Independent Member | 4/5 (Acting CO from Jan 2020) |
| Emilia Kuzmicka-Stelmach (Boots) | CCA Member | 3/5 |
| Louise Gurney (Boots) | CCA Member | 3/5 |
| Matthew Watters (Boots) | CCA Member | 3/5 |
| Jamil Ahmad (Well) | CCA Member | 5/5 |
| Luke Downs (Lloyds) | CCA Member | 5/5 |
| Dougie Mistry (Day Lewis) | CCA Member | 3/5 |
| Rachel Crookes (Lo's) | AIM Member | 4/5 |



Community
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Treasurer's Report

A copy of the Community Pharmacy Sheffield Expenses Policy can be found on our website [here](#).

Community Pharmacy Sheffield Treasurer's Report to the 31 March 2020

As the Treasurer of the LPC it is incumbent upon me to maintain probity of the LPC finances so that Contractors are getting value for their levy payments and that LPC expenditure is justified. Since I have taken over the duties of Treasurer in April 2016 I have adhered to our policies and procedures to make our dealings transparent and open to scrutiny. All Expenditure, including those of Committee Members, is agreed and the accounts reviewed, for 2019/20 I have presented to the Committee at some meetings by way of a summary of the cash flow month by month and they have been communicated to the full LPC Committee and verified annually by an independently appointed Accountant. On the occasions that I have been unable to attend I have filed a report. These accounts are available to Contractors for examination.

The past financial year has been one of maintaining stability being able to produce a budget for 2019/20 on a month by month basis and has also seen the accounts reserves drop to around 41.27% based on the spending on the accounts as defined by the PSNC. There are a number of unbudgeted spends £8859 for joint South Yorkshire LPC training of which £4907 was paid back by the other LPCs. Due to the Chief Officer maternity leave extra costs for backfill were £11,414. There was no levy holiday this year, the PSNC slightly increased the levy this year to allow for costs of the Wright Review and the levy will stay the same for 2020/2021.

Our income was primarily from the LPC levy at £144,000 with an additional £3094 cost reimbursed from the 2019 AGM.



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Our total spending for the year was £159,935. We ended the year with £66,011 in reserve which is just over the 41% of the reserves we need. It transpired that our reserves fell below the 50% required over the coming year mainly due to perceived increases in costs due to the formation and support of the new Primary Care Networks. We also project managed implementation of the GP-CPCS Pilot in Sheffield, and these costs will be reimbursed by NHSE&I in due course.

In this financial year CPS engaged with Virtual Outcomes at a cost of £2,068 to provide a training platform where pharmacy staff can keep up to date with relevant issues for pharmacy going forward.

The largest expense for the LPC in 2019-2020 was the PSNC levy which was £40,618. I am now paying our levy monthly through standing order so as to keep better track of our monthly expenditure.

The changing nature of the NHS has increased the number of meetings during the year with the ongoing work of the Area Team, CCG and Local Authority in Sheffield. Attending these were vital to ensure “pharmacy” is included and promoted in the interest of all Contractors. This has become a more important issue with the cuts to pharmacy funding by the Government and the overall threat this brings to pharmacy and the services we provide. Money has been set aside to continue to support the pharmacy campaign and the newly formed PCNs.

We also hold as a ring-fenced amount £96,500 for the training of Independent Prescribers so far, we have spent £21,690 of that money each pharmacist can claim up to £4,200.

The main investment of the LPC is in the support given through our Chief Officer and Susie Coates and the associated expenses. This year this was £44,800 plus £10,323 to HMRC.

LPC Members expenses were £13,476; the majority of this consisted of locum cover payable to members when attending meetings and training sessions and it is imperative pharmacist “backfill” is provided for this. Many members equally regularly donate a substantial amount of personal time to the LPC. Officer



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remuneration which includes expenses came to £24,414 Treasurer remuneration was £3,837.

We have a second account for a debit card that Susie Coates uses it started the year at £1026 drew £5000 from the main account and finished the year on £728 therefore there was a spend of £5298, this covered office expenses, hotel booking (for meeting and training venues), subscription and fees.

Presented for Contractors are the monthly PPD statistics, Committee Member expense claims and abridged income and expenditure accounts for the year ending 31 March 2020. The annual accounts are prepared by a qualified Accountant, who overlooks the income and expenditure for the year. The accounts are finalised and confirmed for the AGM.

NB The accounts have been published on our website and await acceptance by Sheffield Contractors following postal or personal vote at our AGM on 22 September. To view the accounts, click [here](#).

Greg Campbell
Treasurer
Community Pharmacy Sheffield
August 2020



Community
Pharmacy Sheffield

Contact Details

Get involved

CPS (the LPC) is specifically referred to in NHS legislation, set up to represent the interest of all local NHS Pharmacy Contractors. We would love to hear from you! Please let us know how we can help you further. What is important to you? Please contact either me or Susie Coates:

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Usual working days: Tues & Wed / Thurs (1/2)