



Community  
Pharmacy Sheffield

**CPS**

# **Annual Report**

**Represent - Support – Develop**

[www.sheffieldlpc.co.uk](http://www.sheffieldlpc.co.uk)

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April 2020 to March 2021



# 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) 2020-2021 Annual Report. The report is intended to give an overview of the committee's main work over the financial year highlighting the achievements, developments, and challenges through the reporting period. I hope you find it a useful summary.

Firstly, I would like to thank every Community Pharmacy Team Member for their tremendous efforts throughout the COVID-19 pandemic. Our teams have worked tirelessly to ensure we remain open for our patients despite staffing and funding challenges. I know that these efforts have increased our value to patients which has also increased demand for our services, a fact we are using when we are in local and national discussions. I would like to reassure our contractors that we are acutely aware of the challenges being faced by them, both operational and financial, and we will continue to do everything in our power to lobby for fair funding for the services we provide and to address the workforce issues we are experiencing.

The Committee continue to provide support to Contractors with national and local services as well as providing support to the continued development of Primary Care Networks (PCNs) through our Team of PCN Leads.



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I would like to thank all our PCN Leads for their continued support and commitment to this role and the engagement they are providing locally and feedback they are providing us to assist with our ongoing work. These Leads allowed Contractors to access the associated payments through the Pharmacy Quality Scheme.

CPS strongly believe that Community Pharmacists and their Teams have a role to play in providing clinical services and integrating into the patient pathway. This is something we continue to work on through support for the Digital Interoperability work, allowing Community Pharmacists access to GP clinical systems, utilising funding to support training of Independent Prescribers in Community Pharmacy and ongoing support for the hypertension service pilot. We have dedicated resource to the local implementation of the national GP CPCS service. This service further integrates Community Pharmacy into the clinical pathway and builds relationships with patients and the wider healthcare team. This is an ongoing piece of work as we try to get wider uptake from practices across the city.

As you will be aware, a review into representation for Community Pharmacy is currently underway. This was started by publication of the Wright Review and subsequently a Review Steering Group (RSG) has been set up to take the recommendations forward. The RSG has been seeking views from LPCs and Contractors to develop its strategy and CPS continue to contribute to this at available opportunities. We would encourage all Contractors to get involved in these discussions to ensure that the model of future representation is the most appropriate for you.

I would like to thank the whole Committee for their continued support and contributions over the past year and bringing a wide variety of perspectives to the discussions. The Committee have also been very flexible to allow us to continue to operate effectively during these unprecedented times.



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Finally, I would like to thank the Office and Executive Team, particularly Claire and Susie, for their continued support. Their commitment and flexibility are invaluable to Contractors, me, and the Committee. This allows us to support and represent all our Contractors in the best way possible. I would also like to thank Andrew Hartley for stepping up as Acting Chief Officer during Claire's maternity leave.

**David Russell MRPharmS, Chair**

**[chair@sheffieldlpc.co.uk](mailto:chair@sheffieldlpc.co.uk)**



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## Executive Summary April 2020 to March 2021:

### **Key areas of CPS support and representation throughout the year:**

- Regular communications with Contractors via the bulletin and direct email
- Contractor representation at Sheffield Place and ICS levels
- Community Pharmacy PCN Lead support
- Continued support for the Independent Prescribing Training Support Project
- Implementation of GP-CPCS and DMS
- MP lobbying

### **Finances:**

Total levy collected: £144,000

Contribution to PSNC: £40,618

Total spend: £178,660

External contributions: £44,500 (NB: these funds are held on behalf of all SYB LPCs)



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## Chief Officer's Report



**Claire Thomas**  
**Chief Officer**

(Returned from Maternity Leave Nov 2020)

This has been another unprecedented year. I would like to personally thank all of you for your hard work, dedication and resilience, continuing to provide care for and support to the people of Sheffield.

Below is a summary of the activities of the Committee through 2020-21. If you would like further information please do get in touch.

### New Opportunities in 2020-21:

- **Community Pharmacy Consultation Service (CPCS):** This year saw the start of implementation of referrals from GP practices across the City in to the CPCS.
- **Discharge Medicines Service (DMS):** A cross sector working group was established to begin discussions for the implementation of the DMS ; identifying patient priority groups, agreeing methods of communications for queries and supporting consistent comms across all sectors. The service began with referrals via NHS mail for patients on monitored dosage systems (MDS).



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- **Medication Administration Record Review in Care Homes (MARRch) Pilot:** Sheffield Clinical Commissioning Group (SCCG) have developed and commissioned a pilot service to evaluate the value of Community Pharmacy as the key link between general practice and Care Homes, to improve medicines use by care home patients.
- **SYB QUIT Programme :** Jointly with SYB LPC colleagues, CPS supported the development of the SYB QUIT programme which enables patients initiated on treatment for tobacco addiction in hospital to receive treatment supply through pharmacies post discharge. For more information visit : <https://sybics-quit.co.uk>
- **Hepatitis C Outreach Pharmacy Treatment Pathway ;** co-location of collecting Opiate Substitute Treatment and HCV medication via local pharmacy.

## Community Pharmacy Sheffield Structure / Recognition

This year saw some changes to the Committee membership, with three long standing members resigning to pursue other opportunities : Rachel Crookes, Simon Hay and Andrew Hartley. I would like to take this opportunity to thank them all for their contribution to the Committee over the years, particular thanks to Simon who continues to link with CPS particularly regarding his work for another LPC supporting GP-CPCS implementation and a huge thank you to Andrew who supported the Committee as acting CO during my maternity leave.

I would also like to thank all Members for their support and contribution to the Committee throughout another very challenging year, giving up their evenings to attend meetings. Special thanks to Susie and David for their help and support on my return to work.

## Community Pharmacy Sheffield Performance

At the time of writing this report CPS are currently developing a new Strategic Plan following a full Committee Strategic Planning Day. Our previous Strategy and Work Plan can be found on our website [here](#).



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## 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.

### 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 lobby for support for the Government to write off the advanced payment made to contractors to help with COVID-19 related costs.

Susie continues to send regular comms to our MPs, and I facilitated and attended a SYB MP briefing event put on by PSNC colleagues, following which Clive Betts MP wrote to the Chancellor in support of pharmacies and asked for the £370 million advance payments to be converted into grants.

### Public:

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

I took part in a BBC Radio Sheffield interview to answer questions about Community Pharmacies support to patients through the pandemic and the potential for playing a part in delivery of COVID-19 vaccinations.

### 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.



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## 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 (SYB) Area Team, based in Rotherham.

CPS meet regularly with the Local Pharmaceutical Committees (LPCs) 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. Throughout 2020-21, the frequency of these meetings increased due to the ongoing pressures related to COVID-19 and imminent restructure of the NHS as set out in the Government White Paper: Working together to improve health and social care for all.

## 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 2020-21. They continued to fund the Hypertension Pilot Service, which will be evaluated. They also developed and are now commissioning the MARRch pilot as outlined above.

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 our colleagues at NHS Sheffield CCG for their continued support for Community Pharmacy.

## Sheffield City Council (SCC):



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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 2020-21. Particular thanks to the Commissioning Manager for the Sheffield Drug and Alcohol/Domestic Abuse Co-ordination Team (DACT) for continuing to pay Contractors top-up payments following the reduction in the number of patients on supervised pick-ups during the pandemic.

A Working Group was formed including: CPS Members, colleagues from DACT and representatives from Sheffield Treatment and Recovery Team (START) to progress work on a revised Opioid Substitution Treatment (OST) service through Community Pharmacies to replace the Supervised Consumption Service. Many thanks to everyone involved in this work.

## Primary Care Sheffield (PCS):

CPS has continued to maintain contact with PCS, and they have an open invite to our Committee meetings.

## [Supporting Community Pharmacy Integration into Primary Care Networks \(PCNs\)](#)

CPS have facilitated monthly virtual PCN Lead meetings for our Community Pharmacy PCN Leads to get together to share their experiences and successes.

## [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, 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



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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](http://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 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](#).



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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:

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](#).

PNAs were due to be renewed and published by April 2021, however in May 2020, due to the pressures in response to the COVID-19 pandemic, the Department of Health and Social Care announced that the requirement to publish renewed PNAs will be suspended until April 2022.

### Contract Applications Summary:

CPS continues to review all contract applications to the Pharmaceutical List and responds where appropriate. At the end of March 2021, a total of **123** Community Pharmacies were on the Pharmaceutical List in the Sheffield area. 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



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- ACP Primary Care Delivery Board (NB: meetings were suspended throughout 2020-21).
- Flu Planning and Delivery
- Vaccinations and Immunisations
- Medicines Optimisation and Vulnerable Patients working group

## Collaborative working with South Yorkshire LPCs

CPS have continued to meet regularly with Executive members of our neighbouring LPCs: Barnsley, Bassetlaw, 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 (SYB) and we work with our neighbouring LPC colleagues to ensure Community Pharmacy representation at ICS meetings which include: Primary Care, Urgent Care and Workforce.

## Additional CPS Work

Additional work throughout 2020-2021 included:

- Ongoing support for the Independent Prescribing (IP) Project; further expressions of interest were sort and offers made for the remaining training support funding available. CPS began discussions at the start of 2021 with colleagues at Keele University who have now started work on evaluation of the project. The last Pharmacists to be involved will be starting IP prescribing courses this September.
- Exploring potential funding opportunities for workforce development.
- PSNC teleconferences/webinars.
- Contribution to the work of the Review Steering Group (RSG) who are taking forward work to improve contractor support and representation following the publication of Wright Review (see [here](#)).

### **Please note:**

If you have not yet engaged with this work please do so because Contractors will be asked to vote (either towards the end of this year/early next year) on proposed changes to support and representation both at a national and local level, therefore it is



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important you are aware of the proposals. For further information visit:  
<https://pharmacy-review.org>

## Looking Ahead

The year ahead looks to be another extremely challenging time for all working within and linked to the Community Pharmacy Sector and CPS will continue to strive to support and represent Contractors both locally and nationally.

NHSE&I have just confirmed the intention to delegate Pharmaceutical Services Commissioning to Integrated Care Systems (ICS). Our ICS is already making good progress with the restructure and proposals have been approved for the formation of a Primary Care Collaborative. CPS will work closely with SYB LPCs, NHSEI and ICS colleagues to ensure that Community Pharmacy have a strong voice within the newly formed structures.

Work has also commenced at ICS level on developing our Integrated Pharmacy and Medicines Optimisation (IPMO) plan which aims to improve integration of all pharmacy sectors and may potentially lead to new opportunities for Community Pharmacy across the SYB footprint.

We are currently awaiting news of the outcome of national negotiations for year 3 of the Community Pharmacy Contractual Framework. CPS will do all it can to support Contractors with any new services/requirements that are announced, we are also committed to continuing our efforts for wider roll out of GP-CPCS and DMS, as well as continuing to progress with the DIO work, hypertension and MARRch pilots, the independent prescribing project and we are also working with SYB LPCs colleagues on a wider workforce development project. Currently Sheffield has the greatest number of practices actively referring in to the CPCS across SYB and hope to see activity continue to increase.

We are continuing to look for ways to further support our PCN Leads to become greater local influencers and encourage Contractor engagement with



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their leads and wider PCN colleagues, to support better integration of Community Pharmacy within the PCNs.

At the time of writing this report CPS have just jointly appointed a PCN Support Lead with our SYB LPCs colleagues to help with this important work.

As mentioned above there will be a Contractor vote on proposals for the future support and representation of contractors by the RSG. CPS will embrace any recommendations made and strive to do the best possible for Sheffield Contractors.

Remember we are here to represent you, so please do get in touch if you would like to know more about the work of the Committee.

**Claire Thomas**  
**Chief Officer, CPS**  
[chiefofficer@sheffieldlpc.co.uk](mailto:chiefofficer@sheffieldlpc.co.uk)



## Committee Membership & Governance

### Members of the Committee April 2020-March 2021

Committee Member	Role/Type of Membership	Actual Attendance / Possible Attendance
David Russell (Well)	Chair CCA Member	6/6
Crispin Bliss (Charnock Pharmacy)	Vice Chair Independent Member	5/6
Claire Thomas	Chief Officer (Non-Member)	4/6 (-2 Maternity Leave)
Greg Campbell	Treasurer (Non-Member)	5/6
Simon Hay (Skye Pharmacy)	Independent Member	2/4 (Resigned 01/2021)
Andrew Hartley (Vantage, Pharmacy, Manor Top) (Resigned 11/2020)	Independent Member	4/4 (Acting CO Jan - Nov 2020)
Emilia Kuzmicka-Stelmach (Boots)	CCA Member	6/6
Louise Gurney (Boots)	CCA Member	4/6
Matthew Watters (Boots)	CCA Member	6/6
Jamil Ahmad (Well)	CCA Member	3/6
Luke Downs (Lloyds)	CCA Member	6/6
Dougie Mistry (Day Lewis)	CCA Member	5/6
Joel Blakemore (Weldricks) (Apt 10/20)	AIM Member	3/3
Rachel Crookes (Lo's) (Resigned 8/20)	AIM Member	1/1 (Replaced by Joel B)



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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 2021

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 2020/21 I have presented to the Committee at 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 2020/21 on a month-by-month basis and has also seen the accounts reserves increase to around 51.20% based on the spending on the accounts as defined by the PSNC.

There was no levy holiday this year, the PSNC has not increased the levy this year and the levy will stay the same for 2020/2021.



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Our income was primarily from the LPC levy at £144,000 with an additional £23,500 from Health Education England for a Workforce Project that is being undertaken across SYB; Sheffield is holding these funds on behalf of all the SYB LPCs. A further £21,000 was invested in Community Pharmacy across SYB by NHSEI to help support integration of our Community Pharmacy PCN leads within their PCNs; again, this money is being held by Sheffield on behalf of all the SYB LPCs. Both incomes are deferred income that will be spent in the next financial year.

Supporting the development of our Community Pharmacy PCN Leads and trying to integrate Community Pharmacy within the developing PCNs continues to be a priority. We started the year with £18,000 for PCN Lead Support and across the 15 PCNs we spent £7,645 leaving a balance of £10,355 carried over to the next financial year.

Our total spending for the year was £178,660. We ended the year with £87,371 in reserve which is just over the 51.2% of the reserves we need. It turned out that our reserves rose to just over the 50% required over the coming year mainly due to the Covid situation where a significant amount was saved through holding virtual meetings instead of face to face, most of these came as evening meetings.

The largest expense for the LPC in 2020-2021 was the PSNC levy which was £40,618. I am now paying our levy monthly through standing order monthly to keep better track of our monthly expenditure.

Covid has had a significant influence on the number of meetings during the year with the ongoing work of the NHSE&I Area Team and NHS Sheffield CCG. Attending these were vital to ensure “pharmacy” is included and promoted in the interest of all Contractors albeit the meetings were held virtually through Zoom or MS Teams.

We also hold as a ring-fenced amount of £74,810 for the training of Independent Prescribers (IPs), following a successful Business Case for funding from the South Yorkshire and Bassetlaw Local Workforce Action Board (LWAB),



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part of Health Education England. So far this year we have spent £17,800 of that money leaving a balance of £57,010 carried over to the next financial year. Each Pharmacist can claim up to £4,200. So far nine Pharmacists have completed the training.

In this financial year CPS engaged with Virtual Outcomes at a cost of £2,095 to provide a training platform where Pharmacy Staff can keep up to date with relevant issues for Community Pharmacy going forward. Due to the ongoing Covid restrictions for holding face to face events, the training costs paid out during this financial year relate to the IP Training Project.

The main investment of the LPC is in the support given through our Chief Officer and Support Manager, and the associated expenses. This year this was £36,168 plus £2,398 to HMRC.

CPS Members expenses were £2,178; the majority of this consisted of cover payable to members when attending the virtual Committee Meetings / PSNC events and it is imperative Pharmacist “backfill” is provided for this. Many CPS Members equally, regularly donate a substantial amount of personal time to CPS. Officer remuneration which included Chief Officer maternity cover, work undertaken by other Executive members and expenses came to £35,687. Treasurer remuneration was £3,266.

We have a second account for a debit card that our Support Manager uses. It started the year at £728, drew £1,500 from the main account and finished the year on £997, therefore there was a spend of £1,231, which was significantly down on last year this covered office expenses, subscriptions, and fees.

Presented for Contractors are the monthly PPD statistics, CPS Member expense claims and abridged income and expenditure accounts for the year ending 31 March 2021. 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.



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**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

**16 August 2021**



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## 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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**Community Pharmacy Sheffield**  
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*Usual working days: Tuesday, Wed (1/2) & Friday*

**Susie Coates**  
**Support Manager**

**Mobile: 07939 560 641**  
Email: [susie.coates@sheffieldlpc.co.uk](mailto:susie.coates@sheffieldlpc.co.uk)  
*Usual working days: Tues & Wed / Thurs (1/2)*