



2021/2022



Annual Report and Statement of Accounts

Forward from the CEO and Chair

LPC CEO and Chair look back over 2021/22 and look forward to 2022/23 and beyond



Chief Executive

Fiona Lowe / LPC Chief Executive Officer

Hello Everyone

Welcome the Annual Report for Community Pharmacy Herefordshire & Worcestershire

It has been another challenging year, with changes in local structures, Wright Review and RSG vote. We believe our move to matching the ICS footprint, some years ago and recent change of name has stood us in good stead for the initial changes proposed for LPCs. We may opt to move to 10 Members for the 23-27 Term. We also continue to work collaboratively with Community Pharmacy Arden and the Midlands Group CPWM to be as cost effective as we can.

Changes in personnel:

We thank the outgoing Members for their service in particular our Chair – Duncan Murray. We also said goodbye to Kathy Robinson our support officer in May and wish her well in her new PCN role and thank her for all of her hard work over the last few years. We would also like to thank our two part-time GPCPCS Leads Lisa Siembab and Richard Birrell who supported us for six months to help get it going.

Relationships:

We enjoy excellent relationships with the Trusts and ICB (was CCG) and are starting to work more closely with PCN colleagues. In particular we would like to recognise the support from Alison Rogers, Tony McConkey, Yvonne Coats and Hollie Hastings.

Services:

Many new services have been introduced / gathered momentum over the last year – including GPCPCS, UC-CPCS, DMS, BP check and Stop Smoking for discharge patients. Local services commissioned by the Council may be expanded as a result of feedback in the PNA. We know that local implementation of both local and national services is key, which is why we have taken the opportunity to invest in additional support for services and commissioner engagement. We have appointed two Leads who will work across this and our neighbouring LPC. Eva Cardall will be the main lead for CPA and Claire Salter will be the main lead for CPHW – although they will work closely together and provide cover for each other.

Training and webinars:

We have run a number of webinars over the year and just started to bring in some face to face meetings too. As part of our AGM we will be having speakers and opportunities for Contractors to ask questions of the LPC, speakers, local Commissioners and Stakeholders.

We also have a professional development programme on offer and free mentoring – please contact us for details / see the website.

Getting involved:

We are planning to come out to see you in the Autumn and into 2023 so please let us know what sort of support you would find useful. We would also be pleased to hear from you through the generic email

ahwlpcc@gmail.com.

LPC Annual Accounts 21/22

Year ended 31 March 2022

	Notes	2022	2021
Income		£	£
LPC Statutory Levies		123,157	100,764
CHS ICS Work		590	-
Government Covid Grant		-	3,000
<i>Total Income</i>		123,747	103,764
Expenditure			
PSNC		39,841	39,392
Conference Fees/Expenses		188	330
Members Expenses For Attending Meetings And Locum Fees		9,715	5,840
Gross Wages (Inc NI & Pension)	2	32,806	35,940
PCN Support Costs	2	-	6,912
PCN Lead Cost		250	-
Chair Honorarium		-	500
Advertising		-	-
Accountancy Fees		2,270	938
Insurance		14	334
Community Pharmacy West Midlands		-	615
H&W Share of Office / Admin Function	2	18,248	16,046
Contractor Training		1,044	1,177
Legal Fees		420	300
Travelling		603	406
General Expenses		622	500
Telephone Expenses		640	800
<i>Total Expenditure</i>		106,661	110,030
Surplus/(Deficit) Arising In The Year		17,086	(6,266)

LPC Annual Accounts 21/22 continued

Balance Sheet

Year ended 31 March 2022

	2022	2021
Current Assets		
Bank Account	321,671	124,037
Prepayments	19,443	19,921
Provider Arm Loan (Repayable in < 1 year)	-	9,450
	<u>341,114</u>	<u>153,408</u>
Current Liabilities		
Accruals	2,829	3,012
Non-Contractor Money	170,668	-
Payroll Taxes & Pension	135	-
	<u>173,632</u>	<u>3,012</u>
Net Assets	<u>167,482</u>	<u>150,396</u>
General Fund		
Balance at 1 st April 2021	150,396	156,662
Surplus/(Deficit) Arising In The Year	17,086	(6,266)
	<u>167,482</u>	<u>150,396</u>
Balance at 31 st March 2022		

LPC Annual Accounts 21/22 continued

Notes to the Financial Statements

Year ended 31 March 2022

2. Employees

	2022	2021
	£	£
Staff costs consist of:		
Admin Wages (within H&W Share of Office)	14,415	14,498
PCN Support Costs	-	6,912
Gross Wages (Inc NI & Pension)	<u>32,806</u>	<u>35,940</u>
	<u>47,221</u>	<u>57,350</u>

Gross Wages includes Chief Officer and Treasurer wages

3. Debtors

	2022	2021
	£	£
Provider Arm Loan	-	9,450
Prepayments	19,443	19,921
	<u>19,443</u>	<u>29,371</u>

4. Creditors

	2022	2021
	£	£
Accruals	2,829	3,012
Payroll Taxes & Pension	135	-
Non-Contractor Money	170,668	-
	<u>173,632</u>	<u>3,012</u>

Treasurer's Report

The LPC accounts balance at end of year 2021-22 was **£167,482** (levy related funds including accruals and prepayments), with an expenditure of **£106,661** against a planned budget of **£134,000**. This underspend was largely due to move to online shorter LPC Meetings and reduced travel We also had some funding from NHSEI and CCG against MOUs – whilst much of this is for additional activities – some things such as Contractor engagement / training would have been undertaken anyway at the LPC's own expense. We received a significant amount of NHSEI / CCG funding, some of which was for held for other LPCs to make NHSEI invoicing process easier. The money held for the other LPCs has now all been dispersed during 22-23 – we retain the H&W allocated funding which is to be spent during 22-23 – for example supporting GPCPCS and other advanced services. We have, as a result of advice and ease of accounting opened a separate bank account for non-levy funds during 2022-23. In 21-22 year we planned to reduce our levy income by having three months levy holiday – this took a while to action and consequently 1 month fell in year and two will fall in 22-23 accounting year (a total of £33,000). Overall, as a result of this alignment we spent £17,000 less than we received whereas we would have been £5,000 in deficit if the levy holidays had aligned as planned. The planned activity was to gradually reduce the reserves over the next 3 years, whilst allowing some contingency as set out below.

A budget of £140,000 for 22-23 – this will be reviewed in the Autumn as the initial budget anticipated attracting a services officer earlier and without some partial seed funding from the ICB. **Therefore a 50% reserve would be £70,000. Leaving approximately £97,000 additional reserve.** Two months levy holiday has already been delivered in April and May 2022. **This will reduce the reserve by £22,000 – leaving £75,000 additional reserves.**

If we revise down the budget based on lower run rate of expenditure, we will have an additional levy holiday in early 2023.

Of the £75,000 ---- £35,000 (approx. 25% of proposed expenditure) was 'set aside' last year to support the LPC undertake any required transformation over the next two years to meet any next steps of the Wright Review Transformation of Community Pharmacy representation. This Transformation Plan is still in development and so this will be retained to support. We anticipate that over the next two years the PSNC Levy will increase by at least 50% - an additional £20,000 per annum. This would mean we could fund this from reserves for the first two years. Any not called into use will be returned to H&W Contractors by way of a levy holiday at the end of the period.

£40,000 (around 3.5 months levy) will be held as a contingency fund until the end of December 2022 – for CPCF, PQS, PCNs support. We will then review our financial position and if it has not been allocated or called into use a levy holiday in January /February / March 2023 will be applied.

- **Overall, we anticipate for 22-23 we will have up to 5 months levy holiday (including the 2 carried over from 21-22)**

Treasurer's Report continued

Points of note on the accounts:

- The Chief Officer moved from contracted to employed status during late 2018 (Salary & NI / Pension in Gross Wages line)
- The shared support and office function changes have now annualised
- Treasurer is also now employed (a few hours per month) and so honorarium and wages are within the Gross Wages line of accounts.
- Travel expenses includes Members travel and Chief Officer /staff travel are considerably reduced due to predominantly online / remote working. This is starting to build again as more face-to-face meetings occur and large increase in stakeholder engagement needed to support local implementation of services.
- In order to support the increased engagement and service support, we have invested in a new services and engagement officer, starting September 2022 who will also replace the previous services officer who left the LPC a few months ago but will be employed for additional hours and directly by this LPC. We have some seed funding for this role from the ICB (CCG) which we will receive in September 2022. This will part fund the role for two years. NB: C&W LPC have also employed a services and engagement officer and the two will work closely to offer most cost-effective approach.
- There are some accruals and pre-payments remain on the 'books'.

We hope that these suggestions meet with your approval, if you have any queries please contact the LPC office in the first instance and we will be happy to explain further.

ahwlpc@gmail.com

The Year Ahead 22-23



Our general workplan is available on the LPC website: [LPC Constitution and Governance – Community Pharmacy Herefordshire & Worcestershire \(hwlpc.co.uk\)](https://www.hwlpc.co.uk) We will be adding to this section as we plan our additional localised activities and introduce any suggestions from the RSG – Wright Review vote which may impact on LPC Membership numbers and scope. A higher proportion of our Levy will be directed to PSNC as a result of the changes. This will not lead to an increase overall to Contractors. Indeed the last year we have given several month Levy Holiday. We will also be preparing for Autumn / early January elections for the next LPC term ahead of April 2023. This is likely to include some constitutional changes and fully embracing the change in name to Community Pharmacy Herefordshire & Worcestershire (CPHW). We already work closely with neighbouring LPC CP Arden sharing back office function and support team.

We have secured some one off funding from ICB and NHSEi to support many cross sector activities, many of which the LPC would previously have funded. This will subsidise the additional expenditure in the short term on service implementation and support locally, whilst building closer ICS relationships. We will also be representing Community Pharmacy as part of 'One Herefordshire' at the Pharmacy Show.

We have been supporting the PNA production for both Counties, providing copious feedback. These will be published in final form in October. We will share the summary and recommendations when available. There will be a working group set up to follow up the recommendations.

We will continue with our series of development workshops throughout the next year and look to support some clinical and PQS related sessions too. The Advanced services are likely to be expanded with new Tiers to further develop the move to a more clinical Community Pharmacy offer.

We are really keen for it to be a collaborative approach between Pharmacy teams and the LPC - so if any of you would like to be involved please do get in touch and / or come to a LPC meeting or we would be happy to see you in the office or your place of work.

Our LPC Meeting dates are as follows: **17th November 2022 f2f** , **19th January 2023 Teams** & **16th March 2023 f2f new LPC in shadow**

Community Pharmacy HW

Looking forward to 2022/23 and beyond

Executive Team

Chief Executive Officer – Fiona Lowe
Chair – Anurag Hegde (CCA Member)
Vice – Chair – Jeet Patel (CCA Member)
Treasurer – Wayne Ryan (CCA Member)

Members:

Mitesh Bhalla (Ind)
Akwal Singh (Ind)
Sally Rowberry (Ind)
Salman Ahmad (AIMp)
Danielle Brennan (AIMp)
Vacancy (CCA)

Office Team:

Zoe Ascott – Administrator, Office Manager & Governance Lead
Susan Karole-Smith – Digital Administrative Assistant
From September:
Eva Cardall – Engagement & Services Officer – CPA Lead
Claire Salter - Engagement & Services Officer – CPHW Lead