

Annual Report and Financial Statements

2023 - 2024

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Suffolk LPC

Officers

Chair: Alister Huong

Vice Chair and Treasurer: Nicholas Smith

Chief Officer: Tania Farrow

Support Officer: Myra Battle

Communications Officer: Kristina Boulton

The Committee shall be the “Suffolk Local Pharmaceutical Committee” (as required by the NHS Act 2006) and known as ‘Community Pharmacy Suffolk’



Welcome & Overview

Alister Huong

Community Pharmacy Suffolk Chair

Over the past year Community Pharmacy Suffolk continued to maintain its primary focus of supporting pharmacy contractors during times of unprecedented pace of change. As a committee we are acutely aware of the financial pressures all contractors are continuing facing while trying to maintain and enhance patient care.

One of the key call outs will be how pharmacy teams across Suffolk have risen to the challenge of providing support for the NHS Primary Care Recovery plan through implementing Pharmacy First services. This once again demonstrated how flexible and adaptable pharmacy contractors and their teams have been to support GP practices to improve their appointment capacity through the utilisation of clinical skills of pharmacists in local communities. The outcomes so far has been encouraging and demonstrate that pharmacists can have significantly positive impact in resolving minor ailments and narrow the gap of health inequalities in underserved communities by improving patient access. Our main priority as Community Pharmacy Suffolk will be to continue engaging our partners in primary and secondary care to improve formal referrals so we can make a greater improvement over the next year ahead.

The successful merger of Community Pharmacy Norfolk and Suffolk on 1 April 2024 is a significant milestone and a culmination of months of hard work from all the committee especially our officers. We have always worked synergistically across both counties over the years but last year made the decision to formally merge to maximise the opportunities locally through our relationships across the Integrated Care Boards and delegated commissioning. These relationships that have been forged over decades by our officers and the committee will enable our local contractors to benefit as we continue to influence locally on local commissioning. I want to acknowledge and thank our Chief Officer Tania Farrow for all her support over the years and wish her well on her retirement from the LPC. My sincere thanks to Geoff Ray, Chair of Community Pharmacy Norfolk who has worked tirelessly with me to integrate both organisations ahead of our successful merger. I look forward to continuing to building on the strong foundations we've built together with Tony Dean and Lauren Seamons our Joint Chief Officers and our brilliant officer team of Myra Battle, Kristina Boulton and Charlotte Bowles.

Finally, the recent months have been dominated by the impending general election and with that the opportunities to host and influence MPs and prospective parliamentary candidates in our community pharmacies. Thank you to our community pharmacies in Suffolk who have supported us with this. With a new government in place, we continue to press ahead with supporting Community Pharmacy England in our collective objective to improve national core funding and influence health system partners to improve local services for the benefit of our patients and pharmacy contractors in the year ahead.



Suffolk LPC

Report on our Activities 2023-24

Tania Farrow

Chief Officer

This continued to be a difficult year for contractors and hence for the LPC, with growing financial pressures impacting significantly on the sector whilst national funding remained fixed. This gave the LPC the ongoing challenge of continuing to highlight the value of community pharmacy as an important Primary Care partner in supporting NHS priorities, whilst also managing expectations around capacity and support for unfunded work. LPC Officers continued to petition locally and nationally to change to position of the government and NHS England with regards to community pharmacy funding and supported Community Pharmacy England to increase the media profile of the sector and the issues that contractors were facing.

Work was focused on those services that delivered financial benefit to contractors and supported future integration as well as supporting better patient access.

Support: Services

Suffolk LPC had received funding from SNEE ICB to look at the referral services into community pharmacy. This was a priority for Officers to ensure that contractors had fair access to core funding. The ICB project focussed on DMS and SCS referrals, but LPC Officers also worked with GP practices and Primary Care partners to support CPCS referrals including those from NHS111 telephony and online services. LPC Officers worked closely with LPC colleagues in Norfolk LPC to support Waveney contractors.

This focus then shifted to support the Pharmacy First Service both prior to and following launch. The LPC worked with Community Pharmacy Clinical Leads across both ICS footprints to prepare for the launch of this service, including securing the provision of ICB funded local training for pharmacists, information and training sessions for practice staff and funded access to VirtualOutcomes Training.

Local support was also provided for the Hypertension Case Finding service to ensure both contractors and other local partners were aware of the requirements of the service and how it could be used to maximise patient care.

Support: Contractual

Suffolk LPC continued to support completion of the CPAF screening questionnaire and supported other contractual requirements to ensure local compliance. LPC officers worked with Community Pharmacy Clinical and Compliance leads to support contractors with any local complaints or process concerns. The LPC responded to all local Pharmacy Contract Applications and provided evidence to the Health Scrutiny Committee on the local impacts of pharmacy closures due mostly to the current funding issues.

Support: Workforce

The LPC worked closely with workforce leads across both ICS footprints to make the case for support to be made available by the ICB for Community Pharmacy Contractors. This included challenging the system on equity of support for all Primary Care Contractors and led to key workforce support being extended to community pharmacies. This included DPP support for existing Pharmacists working in Community Pharmacy to complete HEE funded Independent Prescribing training and Foundation Year Pharmacist recruitment support for the 25-26 cohort when training requirements change to include Independent Prescribing for all graduates.

Suffolk LPC Officers worked with ICB partners to explore the possibility of establishing a Suffolk School of Pharmacy to encourage a longer-term vision for developing our local pharmacy workforce. Intensive work with workforce leads also led to the opportunity for community pharmacies to advertise jobs on the NHS website both locally and nationally and a pilot where Primary Care Careers supported a small number of SNEE community pharmacies to recruit staff at all levels was extended across the East Region.

Support for locally commissioned services.

The LPC supported processes for the recommissioning of all the local Public Health services. All services were retained and there were some changes introduced that made the services both easier and more viable to provide. However, due to the introduction of more national services and the funding issues leading to constrained capacity within community pharmacies to deliver these services, the LPC proposed a more targeted approach to service sign up. This would ensure good geographical provision in areas of need whilst maintaining adequate footfall for contractors. A new funded service was also introduced for the supply of NRT.

A new funded service was also commissioned by the ICBs in SNEE and Norfolk and Waveney for the supply of Oral Covid Antivirals through community pharmacies. Again, this was a targeted service but ensured robust access for patients to this important service whilst also rewarding contractors for the time involved in the robust delivery of this service. This was not the case in other ICBs across the region.

The LPC supported discussions both locally across the region and within each ICB to support pharmacy rota service commissioning. These discussions are ongoing.

Relationships: ICBs

Support for community pharmacy from within Great Yarmouth and Waveney ICS and Suffolk and Northeast Essex (SNEE) ICS remained strong despite their own financial challenges. The Committee worked closely with ICB partners on the national Independent Prescribing Project bid and although this was nationally delayed due to the complexity of the initiative, funding was secured to allow the project to start in both areas if it was deemed to be the interest of contractors and the local system.

Suffolk LPC also worked in federation with Norfolk LPC to support a funded Community Pharmacy PCN Leads Programme across both ICS footprints. This successfully supported a number of leads in both areas to work with PCNs and practices to support

service delivery at place level. This included leadership training to support the building of relationships between practices and pharmacies within a PCN area. This was linked to an Integration Payment that was made available to all community pharmacies in both areas to support engagement.

Through extensive relationship building and appropriate support of local system priorities, community pharmacy was further embedded in ICS policies and there has been an increasing recognition of the value community pharmacies provide to local communities.

Relationships: MPs

Suffolk LPC worked with MPs across the County to highlight the issues with the community pharmacy funding and reimbursement model. This led to Peter Aldous, MP for Waveney, introducing a Westminster Hall debate on the future of community pharmacy after a number of closures across Norfolk and Suffolk and this was supported nationally by Community Pharmacy England and other national bodies.

Representation: The Merger

A key workstream over this year has involved preparations for the merger of Norfolk and Suffolk LPC, supported unanimously by contractors through a special vote in May 2023. This was the culmination of an extended period of federated working as both LPCs worked through the implications of the Wright Review and subsequent TAPR recommendations.

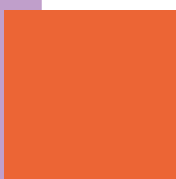
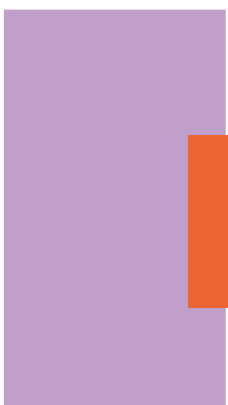
Both LPCs moved to the national branding in April 2023 and became Community Pharmacy Locals. This allowed alignment of websites, social media, and other branding to reflect the national Community Pharmacy England identity in preparation for the planned local merger. Joint meetings were held in November 2023, January, and March 2024 to start to strengthen relationships between the members of both committees. HR advice was taken to ensure that all officers were supported through the transition.

An election process took place in January 2024 to select the members of the new committee and Community Pharmacy Norfolk and Suffolk was officially formed with a new 12-member committee and merged officer structure on the 1st of April 2024.

The Future

Community Pharmacy Norfolk and Suffolk, due to meticulous planning in the run up to the merger, has been able to hit the ground running. With a change in Government and the indicated additional emphasis on adequately funding Primary Care to reduce demand on Secondary Care, there are opportunities nationally to develop the community pharmacy contractual framework to support this. However, this would have to be with adequate funding, flowing both through the national contract and through local service development to meet the needs of communities at place level. It will remain to be seen how this situation evolves, and work has been ongoing locally to forge strong relationships with incoming MPs.

With the new committee in a stronger position financially, with established local and national relationships and dedicated and talented Officers, there is everything to play for. Norfolk and Suffolk contractors will continue to receive exemplary support from their LPC as we begin to navigate a significantly altered landscape.



Governance, Structure and Management 2023- 2024



Committee Meetings in 2023-24

Committee meetings were held on the third Wednesday of each alternate month:

May 17 th , 2023	November 15 th , 2023 (Joint with Norfolk LPC)
July 19 th , 2023	January 17 th , 2024 (Joint with Norfolk LPC)
September 20 th , 2023	March 20 th 2024 (Joint with Norfolk LPC)

Members of the Committee in 2023-24

Position	Name of Member	Contractor Group	Meetings Attended
Chair	Alister Huong	CCA	5/6
Vice Chair/ Treasurer	Nicholas Smith	IND	5/6
Regional CPE Rep	Anil Sharma	IND	5/6
	Parvinder Lali	IND	6/6
	Vicki Hitchings	IND	4/6
	Michael Lord	IND	6/6
	Melissa Peet	IND	3/6
	Mohamad Alom	IND	2/6
	John Jiang	IND AIMp	4/4 2/2
	Catherine Armstrong	CCA	5/6
	Greg McCarthy	CCA	5/6
	Martin Howe	CCA	6/6

LPC Governance:

Community Pharmacy Suffolk adopted all TAPR-recommended governance changes up until January 2024, when further adoption of updated policies was temporarily suspended until after the merger to minimise duplication and disruption.

For information, the new Community Pharmacy Norfolk & Suffolk have now adopted ALL national updates to governance policies. For more information, please see;

[Governance Documents – Community Pharmacy Norfolk and Suffolk \(cpns.org.uk\)](https://cpns.org.uk)

Financial Statements

For the Year Ended 31st March 2024

Accountants (or Auditors)

Larking Gowen LLP
Chartered Accountants
Faiers House
Gilray Road
Diss
Norfolk
IP22 4WR



Report of the Committee Members

Year ended 31 March 2024

Principal Activities

Suffolk Local Pharmaceutical Committees (LPC) is the body recognised under NHS legislation with a duty to represent the NHS pharmacy contractors in Suffolk. The LPC is funded by the contractors it represents and is accountable to those contractors for the work that it does on their behalf and for the effective and economical use of LPC funds. High standards of corporate and personal conduct are a requirement for the LPC and its members and all aspects of the LPC's operations must be open to critical scrutiny.

The Committee

Suffolk LPC is an association whose functions and procedures are set out in our Constitution and rules.

During the year ended 31 March 2023 Suffolk LPC had 12 members on its main committee as follows:

Chair	Alister Huong	CCA	Melissa Peet	IND
Vice Chair/ Treasurer	Nicholas Smith	IND	Mohamad Alom	IND
Regional CPE Rep	Anil Sharma	IND	John Jiang	IND
	Parvinder Lali	IND	Catherine Armstrong	CCA
	Vicki Hitchings	IND	Greg McCarthy	CCA
	Michael Lord	IND	Martin Howe	CCA

All members have continued to adhere to corporate governance principles adopted by the Committee and the code of conduct.

Statement of Committee Members' Responsibilities

Year ended 31 March 2024

The committee members are responsible for preparing the Report of the Committee Members and the financial statements in accordance with applicable law and regulations.

The committee members are required to prepare financial statements for each financial year. The committee members have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. The committee members must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the committee for that period.

In preparing these financial statements, the committee members are required to:

- select suitable accounting policies and then apply them consistently.
- make judgments and accounting estimates that are reasonable and prudent.
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the committee will continue in operation.

The committee members are responsible for keeping adequate accounting records that are sufficient to show and explain the committee's transactions and disclose with reasonable accuracy at any time the financial position of the committee. They are also responsible for safeguarding the assets of the committee and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The committee members are responsible for the maintenance and integrity of the financial information included on the committee website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The committee members confirm that as far as they are aware, there is no relevant audit information of which the committee's auditors are unaware. They have taken all the steps that they ought to have taken as committee members to make themselves aware of any relevant audit information and to establish that the committee's auditors are aware of that information.

Income and Expenditure Account

Year ended 31 March 2024

SUFFOLK LOCAL PHARMACEUTICAL COMMITTEE

REVENUE RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 MARCH 2024

	2024		2023	
	£	£	£	£
RECEIPTS				
Statutory levy NHS income		182,314		172,061
Bank interest received		768		410
Contributions to LPC Area meeting cost		650		1,224
Grants received		5,916		-
Other Income		240		-
		<u>189,888</u>		<u>173,695</u>
PAYMENTS				
PSNC levy	47,966		39,665	
Members' attendance fees	5,500		6,000	
Members' expenses and locum cover	11,862		12,508	
Hire of rooms	3,156		5,444	
Phone, printing, postage & stationery	888		759	
Development Officer's expenses	392		396	
Executive Officer's expenses	2,500		2,157	
Communication Officer's expenses	266		293	
Training costs	-		2,332	
Accountancy and bookkeeping	3,739		3,165	
IT and hardware costs	1,522		1,866	
Marketing	2,203		741	
Insurance	92		80	
Bank charges	-		10	
Sundry expenses	902		-	
		<u>80,988</u>		<u>75,416</u>
Chairman & Vice Chairman honorarium	5,060		5,060	
Treasurer's honorarium	-		-	
Development Officer - salary	30,170		30,049	
Executive Officer - salary	56,291		57,915	
Communications Officer - salary	16,232		15,883	
NI employment allowance	(5,000)		(5,000)	
Corporation tax payable	49		42	
Legal & professional costs	4,039		478	
Interest paid	-		-	
		<u>106,841</u>		<u>104,427</u>
		<u>187,829</u>		<u>179,843</u>
(Deficit) / Surplus of receipts over payments for the year		<u>2,059</u>		<u>(6,148)</u>

Balance Sheet

Year ended 31 March 2024

SUFFOLK LOCAL PHARMACEUTICAL COMMITTEE

BALANCE SHEET

AS AT 31 MARCH 2024

	2024 £	2023 £
Assets		
Bank balances		
Treasurers Account	19,010	16,957
Instant Access Account	67,627	66,859
Deposit account	1,000	1,000
Debtors & prepayments	600	2,493
	88,237	87,309
Liabilities		
Creditors & accruals	3,295	3,020
PAYE, NIC and pension	2,830	4,285
Corporation tax	148	97
	6,271	7,402
Net assets	81,966	79,907
Represented by:		
Income fund		
Opening balance	79,907	86,055
Surplus / (Deficit) for the year	2,059	(6,148)
Closing balance	81,966	79,907

Approved by the committee on

A Huong
Chairman

N Smith
Treasurer

Notes to the Financial Statements

Year ended 31 March 2024

Accounting Policies

Except for some disclosures, the financial statements have been prepared in compliance with FRS 102 Section 1A and under the historical cost convention. The financial statements are prepared in sterling, which is the functional currency and monetary amounts in these accounts are rounded to the nearest £. The financial statements present information about the committee as a single entity. The following principal accounting policies have been applied:

Income and Expenditure

Both income and expenditure are accounted for on the accruals basis. The primary source of income shown in the financial statements consists of levies from NHSBA Contractors in respect of that period.

Judgements and Key Sources of Estimation Uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that effect the amount reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Depreciation

Depreciation, where applicable, is calculated on a straight-line basis on furniture and fittings, computer and office equipment, and motor vehicles.

Taxation

Any surplus arising from the activities of the Suffolk LPC on its non-mutual activities is subject to corporation at 19%.



Pension Costs

The amounts paid during the year are charged to the income and expenditure account.

Operating Leases

Rentals in respect of operating leases, where applicable, are charged to the income and expenditure account as incurred.

Financial Instruments

The committee only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like other debtors and creditors. Financial assets and liabilities are recognised when the company becomes a party to the contractual provisions of the instruments.

Investments

Investments are initially recognised at cost and are subsequently shown at market value with any changes being reflected in the Income and Expenditure account. Investments are treated as fixed assets as it is the intention of the committee to hold these as long-term assets.

Debtors and creditors

Basic financial assets and liabilities, including trade debtors, other debtors, and other creditors, are initially recognised at transaction price, unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Such assets and liabilities are subsequently carried at amortised cost using the effective interest method, less any impairment.

Independent Auditor's Report to the Committee Members of Suffolk LPC

Year ended 31 March 2024

We have reviewed the financial statements of Suffolk Local Pharmaceutical Committee for the year ended 31 March 2024, which comprise the Revenue receipts and payments account and balance sheet and notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Committee's Responsibility for the Financial Statements

The Committee are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Accountants' Responsibility

Our responsibility is to express a conclusion on the financial statements. We conducted our review in accordance with International Standard on Review Engagements (ISRE) 2400 (Revised) *Engagements to review historical financial statements* and ICAEW technical release TECH 09/13AAF (Revised) *Assurance review engagements on historical financial statements*. ISRE 2400 (Revised) requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements, taken as a whole, are not prepared, in all material respects, in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). ISRE 2400 (Revised) also requires us to comply with the ICAEW Code of Ethics.

Scope of the Assurance Review

A review of the financial statements in accordance with ISRE 2400 (Revised) is a limited assurance engagement. We have performed procedures, primarily consisting of making

enquiries of management and others within the entity, as appropriate, applying analytical procedures, and evaluating the evidence obtained. The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (UK). Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements

have not been prepared:

- so as to give a true and fair view of the state of the Committee's affairs as of 31 March 2024, and of its profit for the year then ended; and
- in accordance with applicable accounting standards.

Use of our report

This report is made solely to the Committee, as a body, in accordance with the terms of our engagement letter dated 14 July 2022. Our review work has been undertaken so that we might state to the Committee members those matters we have agreed to state to them in a reviewer's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Committee and the Committee members as a body, for our review work, for this report, or for the conclusions we have formed

Responsibilities of members

As explained more fully in the Statement of Committee members' responsibilities set out on page twelve, the members are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members are responsible for assessing the committee's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members either intend to liquidate the committee or to cease operations, or have no realistic alternative but to do so.

LPC Contact Details

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