

Annual Report and Financial Statement 2024 - 2025

Community Pharmacy Norfolk & Suffolk Annual Report and Financial Statement

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Officers 2024-25

(with updates)

Chair: Alister Huong MRPharmS

(Succeeded by Nick Smith MRPharmS in May 2025)

Vice Chair/Treasurer: Chris Ball MRPharmS

(Mike Hebron took on role of Vice Chair in May 2025,
Chris Ball continues in his role as Treasurer)

Joint Chief Officers: Tony Dean MRPharmS & Lauren Seamons BSc

Support Officer: Charlotte Bowles

Service Support Officer: Myra Battle

Communications Officer: Kristina Boulton

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

Chair's Welcome & Overview

The last year has seen a change in the landscape for pharmacy which has brought challenges and opportunities in equal measure. The shut down of the Government as the country prepared for election and the subsequent paralysis of most governmental bodies through this process stopped any meaningful discussion. This was compounded by a change in Government and the consequential change in ideology. While Pharmacy has been raised in profile by the Labour Government the challenges remain, both nationally and locally, to make sure we are at the forefront of funding decisions.

Alister Huong stood down as Chairperson of the CPNS, at the end of the financial year, after his long-standing chair-ship of Suffolk LPC and the merged Community Pharmacy Norfolk and Suffolk. Alister's steady and methodical leadership helped Suffolk and Norfolk merge in a constructive process that has complimented and strengthened the team. I am sure everyone wishes him well in his new venture and acknowledge his commitment to the Chair role.

Despite the political turbulence, the Committee and the Executive team have continued to highlight the skills and benefits of utilising the Pharmacy estates in Norfolk and Suffolk. Tony and Lauren have worked with the ICB's in our areas to develop a shared vision in a constructive manner, which has involved some difficult discussions with the financial pressures everyone is currently under. They have also guided and supported Charlotte with the success of the Cancer Detection project, which has now been expanded. Myra has been supporting contractors across the area to maximise the offerings from all contractors, highlighted by significantly improved statistics where support was utilised. Kristina has continued to grow the engagement of residents in Norfolk and Suffolk with a clear plan incorporating national and local services offered by Pharmacy, utilising social media and traditional media, like radio and the press, with local contractors.

There will always be challenges in Pharmacy, I think while we have this team and a clear focus we are well placed to make sure the contractors in Norfolk and Suffolk are represented in the best way possible nationally and locally with the ability to deliver any opportunities that will benefit pharmacies they represent for 2025-2026.

Nicholas Smith MRPharmS

Chair of CPNS



Report on our Activities 2024-25

Tony Dean MRPharmS, Lauren Seamons BSc

Joint Chief Officers Overview

This is the first Annual Report of CPNS following the merger of the Norfolk and Suffolk LPCs on 1st April 2024.

The new Committee and staff team were able to hit the ground running right from the start, thanks largely to the previous close working between the two organisations, and significant efforts in the months prior to merger to ensure all the main building blocks in terms of governance, Committee sub-groups and relationships, staff team structures, and a clear set of priorities for all were already in place.

Working across two ICBs over a massive rural area has undoubtedly been initially challenging, with some new relationships to be forged, and “economies of scale” perhaps not quite as simply achieved as anticipated, with our ICBs having quite different structures and ways of working. The retention of our excellent, hard-working staffing team has helped ensure that valued relationships with Contractors and other key stakeholders were maintained and developed. We are grateful to all of the team.

As this is written, in mid-2025, ICB roles and structures are under unprecedented scrutiny and review. Our two ICBs each employ a small team with fantastic knowledge and understanding of our sector has been fundamental to our collaborative work. We hope it is understood at the highest levels that, if community pharmacy is to truly deliver on its huge potential, as a core component of national and system delivery of the “10-year plan”, we must have an ICB commissioning structure to work in partnership with which retains all of the experience, skills, knowledge and drive which we are so fortunate to enjoy at present. Our thanks to all of them.

The successful bid for significant funding to project manage and support our ICBs’ Joint Community Pharmacy Integration Project added very welcome resources to our core focus this year. This has allowed us to offer a greater level of Contractor training and support, and offer support for the integration of especially the “Pharmacy First” bundle of services among system partners, than our core levy funding would otherwise have enabled.

The continuation of seasonal Covid Vaccinations and the addition of RSV vaccination in a cohort of our Suffolk Pharmacies demonstrated the drive and innovation that our pharmacies continue to demonstrate despite unrelenting pressure on core funding. Significant positive outcomes are being demonstrated from the Norfolk & Waveney Pharmacies participating in the Early Detection of Cancer pilot, as mentioned in the workstream section of this report.

With so many “asks” of the LPC, we have increasingly adopted support priorities and workstreams which are “data driven”, in terms of importance to Contractor service delivery, meeting increasingly complex national “bundling” and activity requirements, and ultimately Contractor income.

Community Pharmacy Norfolk & Suffolk remain deeply proud of the hard work and adaptability of our 272 Contractors. This year has perhaps seen some tiny signs that this is becoming better understood at national level, but you deserve so much more. It is a privilege to represent you.

Workstream Reports

Support for National Services:

Local support for the integration of national advanced services into local pathways was clearly a major priority for CPNS this year. This was mainly focussed on supporting the services highlighted by NHSE and our ICBs in the Primary Care Access Recovery Plan i.e. Pharmacy First, Hypertension Case-Finding and the Pharmacy Contraception Service.

It is an unfortunate fact that both Norfolk and Suffolk have faced some greater challenges than some areas in securing robust referral pathway within primary care systems. Contributing factors include the lack of national IT system-readiness, as well as lower confidence in capacity, following several years of workforce shortages, compounded by large geographies and the long-standing challenges of operating in one of the most rural of environments. Though several of these factors have improved, memories are long, and re-instilling the confidence and motivation to refer to pharmacy services inevitably takes some time. This is in no way to make excuses, or reduce expectations, merely a factor which necessitates consistently higher levels of LPC and system support, and occasionally polite challenge.

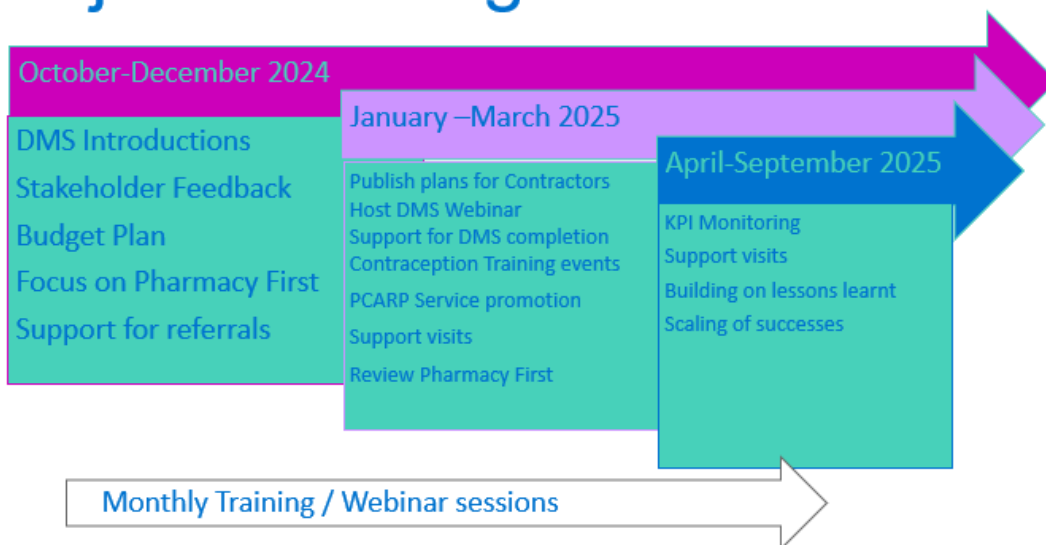
CPNS were successful in bidding for funding to project manage and support a jointly funded Norfolk & Waveney/Suffolk & North East Essex ICB “Community Pharmacy Integration Project”. This commenced formally in October 2024.

A recognised strength of our bid was the added value that bolstering the existing core work of the LPC brings, providing significant support capacity to the existing ICB Pharmacy teams for the benefit of community pharmacy Contractors and their patients. The wide reach and relative autonomy the LPC benefits from has allowed a great range of support options to be trialled, providing valuable learning opportunities.

We were able to modify our communications plans, increase our support capacity and utilise project funding to provide a raft of additional materials and resources to pharmacies. By gaining greater insight into barriers and opportunities around service delivery, we have been able to offer more learning events and networking opportunities, and built on previous work to improve the robustness of DMS referrals.

Key changes to the Community Pharmacy Contractual Framework have been incorporated into plans and at the end of the 2024-25 financial year clear results are already being seen in service sign up figures and particular in engagement in the Contraception service and utilisation of ABPM following clinic blood pressure readings.

Project Planning and timeline



We have cemented and greatly developed system recognition this year, which can only improve the standing of community pharmacy as a key Primary Care provider. The whole Committee, staff team, and particularly our pharmacy teams should be proud of the work they have delivered this year.

The integration project funding also allowed us to trial greater social media activity in the promotion and awareness of the PCARP services. Our Communications Officer, Kristina, very ably led on this work, which has produced some interesting learnings which we are positively evaluating. This was bolstered by significant work to engage with our MPs etc. on local service and national funding messaging and service awareness among wider stakeholders, such as Education providers, Secondary Care and Urgent Care settings.

The importance of the core work to produce and distribute concise and appropriate News, to maintain our website with pertinent local information and links to national sites, and to produce subject-specific reminders (general or data-driven) should never be overlooked, and this is a whole team achievement.

CPNS is always keen to support national pilots of services which expand the clinical role of our pharmacies. This year the national pilot “Community Pharmacy Early Detection of Cancer Service” continued successfully in Norfolk & Waveney, with exemplar work here being recognised by Professor Peter Johnson, NHS England’s Clinical Director For Cancer. This has been a true partnership approach, with the East of England Cancer Alliance, Norfolk & Waveney ICB, Norfolk Primary Care’s Rapid Diagnostic Service, and CPNS and most importantly our fantastic pharmacies all playing a part. It would be wrong not to again recognise our Support Officer, Charlotte, for her superb project management throughout.

Our area has long been seen as high-performing in vaccination uptake by our pharmacies, and this was highlighted in the choice of Suffolk & North East Essex ICB as one of the early Pathfinder Sites for the rollout of RSV vaccinations. The success of that early work here undoubtedly positively influenced the decision to expand the RSV service out more widely nationally. We thank all participating pharmacies for again “stepping up”, and we also recognise the great support provided by Lucy Archer at SNEE ICB.

Support for Contractual requirements

CPNS continued to equitably support Contractors to meet key contractual requirements, via such measures as clear reminders and links in our Newsletters to national publications, and appropriate utilisation of data provided to the LPC to target communications effectively. As always, we have offered support visits to pharmacies which have changed ownership, and worked with the ICB to support their

quality improvement work, which remains constructive. We maintain a log of Contractor contact, and again use this data to seek to ensure all pharmacies receive the offer of support on a regular basis.

Support for Locally Commissioned Services:

Lauren, who moved into role as Joint Chief Officer In May 2025, has been working closely with partners within Norfolk County Council and Suffolk County Council to negotiate and review Public Health contracts for 2024/5 and beyond. The merger with Suffolk LPC has required maintaining and developing of new relationships with Suffolk County Council, and our Services Support Officer, Myra, has been fundamental to that, and subsequent negotiations, bringing with her a deep knowledge of the healthcare environment in Suffolk along with great relationships with Contractors. For both sets of discussions, CPNS has taken a strong and consistent approach around the need to increasingly adopt more “standard” specifications and PGDs to facilitate consistency, uptake and delivery, especially by our larger pharmacy groups. We make no apologies for taking a granite-hard line on local contracting that does not incorporate regular reviews of terms, and do not and will not agree to support local services which we do not believe provide viable and competitive remuneration for pharmacy Contractors who increasingly have difficult choices to make around capacity and service activity.

Work leading up to, and following, the merger shed light on a marked differential between local service income per pharmacy across Norfolk and Suffolk, with commissioned services in Norfolk contributing significantly more to contractors. Significant time and discussion went into an evaluation of Public Health commissioned services this year which highlighted several underlying factors affecting the success of local services. Consistency of commissioning, sign up and administration, and several underlying funding factors have hampered the ability of pharmacies in Suffolk to engage with services in recent years. While longer-term “any willing pharmacy provider” contracts which encourage consistent uptake, have benefited both pharmacies and public perception of these services in Norfolk. Discussions have been had at the most senior levels to seek to address the situation, but such things unfortunately take time. Meantime, we continue to push back against both underfunded and short-term proposals, while seeking to maintain and improve viable service options that support prevention and treatment in our communities.

Both our ICBs have chosen to take the arrangement of Bank Holiday pharmacy opening “in house” rather than utilising the Herts and West Essex delegated team. This has resulted in more timely decisions and dissemination of arrangements. Norfolk & Waveney ICB continue to commission opening on all Bank Holidays, while Suffolk & North East Essex ICB limits commissioning to Christmas/New Year and Easter. We have been robust and determined in securing a fair review of remuneration, and commissioning principles, and expect an update on progress shortly.

Support for Workforce:

We consider “workforce” to be an important issue in our area especially, and while the challenges are many and long-standing, we strongly believe that we have a facilitative part to play in helping our ICBs with a range of activity, from developing early years interest in community pharmacy as a career at all levels, to pushing for greater commitments in terms of the commissioning of IP services from community pharmacy, which will be crucial if we are to attract and retain IP qualified Pharmacists going forwards.

The LPC worked closely with our ICBs’ workforce leads on key initiatives such as DPP support for IP upskilling and the Foundation year 2025-6, and “translating” NHSE WTE initiatives into a language more easily understood by busy Contractors. We continue to work with the University of East Anglia on undergraduate student placements etc., and are now working with the University of Suffolk as they progress towards opening their pharmacy course in 2026.

It should be clear to all that, with changes (existing and pending) to Regulations permitting our Registered Pharmacy Technicians to potentially fulfil more clinical and supervisory roles going forwards, Contractors will need to re-evaluate their use of skill mix across the board, if they are to maximise the opportunities around service delivery and efficiencies. CPNS is again working with system partners on the uptake of Pharmacy Technician Pre-Registration Trainee funding opportunities etc. and raising awareness of the

need to maximise use of skills to the “top of licences” and to plan ahead in terms of workforce requirements.

We are again very fortunate to have ICB workforce teams at present which are dedicated to helping our sector through these very challenging times. We are extremely grateful to them. We have significant concerns that these teams may be reduced or lost before an effective alternative regional/national support structure can be put in place, as an LPC alone cannot possibly provide such resource.

Relationships

We are fortunate that, thanks to many years of informal collaboration prior to merger, the “culture” of each separate former LPC has been quite seamlessly transferred to our new organisation. Building and maintaining mutually respectful relationships based on strong collaboration, with a wide range of system partners, is, quite simply, at the core of CPNS culture. Retaining and developing great staff who have been with us for many years is fundamental to that. Our Committee itself soon “gelled” into a group that has strong governance which underpins lively debate, with the good of the sector overall and the understanding of strength from unity fundamental to all we do.

This, of course, does not mean that we do not provide strong and passionate challenge to some potential lines of direction at times. Worthwhile relationships are built on common values, but can and should be resilient to occasional differences of priority or opinion, and that is most certainly the case with our core relationship, that between LPC and our key Pharmacy contacts across both ICBs. We are extremely fortunate to have a hugely experienced Pharmacy (and Optometry) Team at both ICBs, and this extends to Workforce too. They balance vital support with high values around quality and professionalism in a way that requires deep understanding of our sector.

As above, while we have had to be challenging with our Public Health commissioners and sub-contracted organisations at times this year, we feel this is done in a respectful way which merely strongly represents the realities facing our pharmacies.

Our mapping of important partners and stakeholders extends widely, with our LMCs, and Healthwatch organisations in Norfolk and Suffolk remaining highly-valued contacts. As the commissioning world evolves, we will always seek to reach out to potential new partners.

Sharing information and learning from our peers is always important, and we believe the East of England has one of the strongest alliances between LPCs, with regular meetings and mutual support continuing regardless through structural change.

Representation

As is reflected at national level, the CCA/IPA/Independent balance has changed quite markedly over the last 2-3 years, meaning we currently have 6 Members from independents, one from the IPA, and 4 from the CCA- as 11 members in that ratio best reflects our Contractors proportionality at present. This is kept under constant review, with adjustments discussed and enacted at every opportunity.

We seek regular contact from our Contractors via our News, website and social media feeds. We conduct a Contractor survey at least annually, which helps steer how we deliver support. Our Officer team conduct many support visits to our pharmacies, and are always available to support Contractors during visits from the ICBs or Herts & West Essex Regional Pharmacy Team, with which we have regular meetings to discuss upcoming contractual matters.

Our team have been involved with the preparation of the new PNAs which are to be published later this year, via core membership of the working groups on this in both counties.

CPNS also makes representations when required to both Health & Wellbeing Boards, which have taken a keen interest in the issues our sector has been facing in recent years.

In partnership with our regional LPC organisations, we ensure that a representative from the East of England is always present at the bi-weekly Community Pharmacy England and LPCs Operating Team (CLOT), our regular opportunity to receive national information and feedback on local issues and views.

The Future

Our Annual Report, though primarily related to events of the 2024-5 financial year, is written in late July 2025. It would therefore be remiss not to acknowledge the publication of the Government's "Fit for the Future: 10-Year Health Plan for England", which clearly seeks to define the future of healthcare, with the "3 shifts" (Hospital to Community, Analogue to Digital and Sickness to Prevention) at its heart. There are some clear opportunities for community pharmacy within the Plan, though perhaps a paucity of detail around the enablers to ensure they are robustly realised across the country. Providing more preventative care through screening and vaccination, being digitally connected via the NHS App and Single Patient Record, and potentially taking on greater responsibility in managing long-term conditions through independent prescribing are all things we've long called-for from our network. However, all this will require investment. Realising efficiencies from automation and "hub and spoke" remains a significant challenge, with network viability potentially dependent on if there will be sufficient funding to maintain the "spokes" when the "hubs" have been recompensed.

Localism, and the increasing development of "Integrated Neighbourhood Teams", is hailed as the way ahead, and there are both opportunities and challenges of engagement and consistency with that for community pharmacy. CPNS is, though, well-positioned across what is proposed to be the new ICB footprint, in terms of the relationships and contacts described above. We will need to be strategic but nimble, and careful in our decisions where to direct the finite resources we receive from levy income. We are already "on the case".

Governance, Structure and Management

Committee Meetings in 2024-25

7 meetings were held during 2024-5, including an additional meeting in April 2024, in order to finalise important governance and structural arrangements.

17 th April 2024 (extra meeting)	18 th September 2024	15 th January 2025
22 nd May 2024		
17 th July 2024	20 th November 2024	19 th March 2025

Member Changes in 2024-5

Martin Howe left CPNS in November 2025, having been a stalwart of Suffolk LPC for many years. Thank you, Martin, we will miss you, your good nature, and your wonderful attention to detail.

We also said goodbye to Darren Wales in January 2025, who served on CPNS and prior to that on Norfolk LPC for several terms prior to merger. Thank you, Darren- we will miss your enthusiasm, perspective, and good humour.

April 2025 saw the departure of Alister Huong from the Committee. Alister was Chair of CPNS in its first year, and was Chair of Suffolk LPC for many years prior to the merger, as well as a valued Member of Norfolk LPC for a similar time period. Alister's experience and leadership, calm and intelligent Chairing of meetings, and in particular his tireless support for the employed team, will be greatly missed by all. Thank you, Alister, we wish you all the very best for your new role.

Nick Smith was elected Chair in April 2025, and Mike Hebron took up the Vice-Chair role at the same time, with Chris Ball remaining Treasurer.

Members of the Committee in 2024-5

Committee Role(s)	Name of Member	Contractor Group	Meetings Attended
Chair Finance Sub-committee	Alistar Huang	CCA	7/7 Left March 2025
Vice Chair/ Treasurer Finance Sub-committee	Chris Ball	Independent	5/7
Finance Sub-committee	Nick Smith	Independent	7/7
Market Entry sub-committee	Mike Hebron	CCA	7/7
Market Entry sub-committee	Junchao Jiang	IPA	6/7
Governance sub-committee	Greg McCarthy	CCA	6/7
Regional CPE Rep. Market entry sub-committee	Anil Sharma	Independent	4/7
Governance sub-committee	Simon Ingham	Independent	5/7
Market Entry sub-committee	Gurpreet Kular	Independent	7/7
Market Entry sub-committee	Melissa Peet	Independent	7/7
Governance sub-committee	Darren Wales	CCA	6/6 Left Jan 2025
Governance sub-committee	Martin Howe	CCA	3/5 Left Nov 2024
Finance Sub-committee	Ashley Parker	CCA	1/1 Joined March 25
Governance sub-committee	Jainaba Ngie-Bright	CCA	1/1 Joined March 25

Key:

Continuing Members

Former Members

LPC Governance

Community Pharmacy Norfolk & Suffolk maintains three sub-committees:

- Finance Sub-committee
- Governance sub-committee
- Market Entry sub-committee

Membership of these committees can be viewed in the table on the previous page. Terms of Reference are published on the CPNS Website (link below).

Community Pharmacy Norfolk & Suffolk have 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/governance-documents)

Norfolk & Suffolk LPC

trading as

Community Pharmacy Norfolk & Suffolk

Financial Statements

For The Year Ended 31 March 2025

Accountants

Larking Gowen LLP
Prospect House
Rouen Rd
Norwich
NR1 1RE



Report of the Committee Members

Year ended 31 March 2025

Principal Activities

NORFOLK & SUFFOLK LPC is a Local Pharmaceutical Committee ("LPC") acting in the role of a local NHS representative organisations.

Our goal is: To represent community pharmacies, working in collaboration with others, to improve the health and well-being of the people in our counties.

The Committee

NORFOLK & SUFFOLK LPC is an association whose functions and procedures are set out in our Constitution [and rules].

During the year ended 31 March 2025 NORFOLK & SUFFOLK LPC had 11 members on its main committee as follows:

6 members from INDEPENDENT PHARMACIES
4 members from the CCA
1 member from the IPA

At the date of this annual report there was one unfilled vacancy from which the committee will look to fill when a Pharmacy is found that meets their goals in due course.

A non-executive chair.

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

Overview

Please refer our Annual Report for details of our work during 2024-25

Contractors will be aware that the LPCs of Norfolk and Suffolk merged officially on 1st April 2025, meaning this is the first annual financial report of the new merged organisation. Comparing individual nominals in a given cost centre with the 2023-4 figures of the former organisations is inevitably affected by slight differences in the way costs etc. were allocated, so we would suggest that, until we have "like for like" data in future years, focus on the main "totals" is more informative.

Total income was > £16k greater than the combined figures for Norfolk and Suffolk in the previous year. This is almost entirely due to an increase in NHS levy income, as although significant external funding was also obtained during 2024-5, a similar level of external funding was secured in the previous year, mainly to support the Norfolk & Waveney Cancer project and Suffolk DMS work. Efficiencies have been made with regard to staffing cost on merger, despite project work, and we keep capacities and structures under regular review to ensure LPC performance is sustainable.

There was an overall surplus of some £35K for 2024-5. This surplus largely reflects additional external income for project work to support the pilot Cancer Early Detection Service, and the first half of our Pharmacy Integration Project, for which more funding will be included in 2025-6 accounts in due course. This indicates that core LPC finances from Contractor levy are stable, with external income significantly enhancing our ability to do more to support Contractors than may otherwise be affordable. It is our aspiration and intent to continue with this model where possible.

Overview - Continued

We are aware that LPC reserves are now rather high, though some liabilities and costs for project work may extend into 2025-6. It was agreed and planned that we should maintain strong reserves in the early operation of our new body, but Contractors can be assured that we are reviewing reserves regularly and anticipate a positive decision on a Contractor levy holiday during 2025-6 provided finances continue on current trajectory.

This report was approved by the NORFOLK & SUFFOLK LPC on 23 July 2025 and signed on its behalf by:

Statement of Committee Members Responsibilities

Statement of Committee Members' Responsibilities

Year ended 31 March 2025

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:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgments and accounting estimates that are reasonable and prudent;
- c) 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 so 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 in order 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

Income and Expenditure Account

Year ended 31 March 2025

	Notes	2025 £	2024 Norfolk £	2024 Suffolk £	2024 Total £
Income					
HHBSA Contractors		367,786.12	160,458.67	182,314.04	342,772.71
Other income		37,409.60	6,305.56	6,156.00	12,461.56
Cancer Project		-	32,500.00	-	32,500.00
Meeting Sponsorships		600.00	400.00	650.00	1,050.00
Interest Received		1,174.56	1,174.38	768.10	1,942.38
		406,970.28	200,838.61	189,888.14	390,726.75
Expenditure					
<u>Staff employment cost</u>	2				
Gross Wages		183,586.24	117,854.73	96,185.27	214,040.00
Employers NI		8,116.87	5,676.08	3,830.05	9,506.13
Employer Pensions		4,219.11	6,812.92	2,738.17	9,551.09
Locum cover		15,245.00	3,630.00	17,362.00	20,992.00
Human resource services		894.00	1,014.00	1,470.00	2,484.00
Training costs		2,230.50	-	2,203.50	2,203.50
		214,291.72	134,987.73	123,788.99	258,776.72
<u>Establishment costs</u>					
Office and Equipment repairs		2,598.82	1,959.12	185.99	1,959.12
IT Support costs		2,133.00	144.47	70.20	1,666.47
Software licences		1,899.72	1,358.81	1,451.97	1,358.81
Depreciation of fixtures, fittings and IT		6.92	9.21	-	-
		6,638.46	3,471.61	1,708.16	4,984.40
<u>Meeting costs</u>					
Refreshments and catering for meetings		1,728.05	1,616.50	-	1,616.50
Room hire for meetings		3,436.70	2,975.50	3,156.35	6,131.50
Travel and subsistence		5,914.52	2,220.35	1,465.56	3,685.91
		11,079.27	6,812.35	4,621.91	11,434.26
<u>Insurance, PPS, Telephones etc</u>					
Insurance costs		661.35	-	91.83	91.83
Office stationary		551.31	184.46	174.94	359.40
Postage & Carriage		713.58	4.40	713.00	717.40
Mobile charges		1,391.07	576.00	1,691.96	2,267.96
		3,317.31	764.86	2,671.73	3,436.59

Income and Expenditure Account (Continued)

Year ended 31 March 2025

	Notes	2025 £	2024 Norfolk £	2024 Suffolk £	2024 Total £
<u>Levies and licence fees</u>					
Pharmoutcomes Licences		-	1,174.50	-	1,174.50
PSNC Levy		121,626.67	55,288.71	47,965.86	103,254.57
Accountancy Fees		2,598.00	1,122.00	3,739.32	4,861.32
Professional Fees		6,527.92	600.00	2,569.00	3,169.00
		130,752.59	58,185.21	54,274.18	111,284.89
<u>Communications</u>					
Events – Venue Hire and Catering		1,136.00	-	-	-
Events – Other costs		3,406.82	1,897.20	715.89	2,613.09
Website Costs		38.36	-	-	-
Social Media		912.93	-	-	-
		5,494.11	1,897.20	715.89	2,613.09
Total costs		371,573.46	206,118.96	187,780.86	392,529.95
Surplus / (Defecit) before Tax		35,396.82	(5,280.35)	2,107.28	(1,803.20)
Corporation Tax		223.06	223.06	49.02	272.08
Surplus / (Defecit) after Tax		35,173.76	(5,503.41)	2,058.26	(2,075.28)

Balance Sheet

Balance Sheet

as at 31 March 2025

	Notes	2025	2024	2024
		£	Norfolk	Suffolk
		£	£	£
Fixed assets				
Tangible asset	3	20.72	27.63	-
		<u>20.72</u>	<u>27.63</u>	<u>-</u>
Current assets				
Current account		41,959.05	29,359.13	19,010.00
Savings account		56,218.90	98,641.09	68,627.00
Treasury deposit account		150,000.00	-	-
Debtors & prepayments		-	-	600.00
		<u>248,177.95</u>	<u>128,000.21</u>	<u>88,237.00</u>
Current liabilities				
Creditors: Amounts falling due within one year	4	(3,254.13)	(223.06)	(6,271.00)
		<u></u>	<u></u>	<u></u>
Net current assets		244,923.82	127,777.15	81,966.00
Total assets less current liabilities		<u>244,944.54</u>	<u>127,804.78</u>	<u>81,966.00</u>
Net assets		<u>244,944.52</u>	<u>127,804.78</u>	<u>81,966.00</u>
Represented by:				
General fund				
Balance at 1 April 2024		127,804.78	133,308.19	79,907.74
Surplus from Suffolk LPC merger		81,966.00	-	-
Surplus / (Deficit) for the year		35,173.76	(5,503.41)	2,058.26
Balance at 31 March 2025		<u>244,944.54</u>	<u>127,804.78</u>	<u>81,966.00</u>

These financial statements were approved by the NORFOLK & SUFFOLK LPC former members and signed on its behalf by:

N Smith

Chair of the Norfolk & Suffolk Committee

Date:

C Ball

LPC Treasurer

Date:

The notes on pages 7 to 10 form part of these financial statements

Notes of the Financial Statement

Notes to the Financial Statements

Year ended 31 March 2025

1 Accounting Policies

With the exception of 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 is calculated on a straight line basis on computer and office equipment:

Computer and Office Equipment	- 25%
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Taxation

Any surplus arising from the activities of the 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.

Notes to the Financial Statements

Year ended 31 March 2025

1 Accounting Policies (continued)

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.

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.

Going concern

The committee members consider that there are no material uncertainties about the committee's ability to continue as a going concern. In forming their opinion, the committee members have considered a period of one year from the date of signing the financial statements.

2 Employees

	2025	2024	2024	2024
		Norfolk	Suffolk	Total
	£	£	£	£
Staff costs consist of:				
Wages and salaries	139,276.04	94,786.04	96,185.27	190,971.31
Social security costs	41,513.01	28,744.77	3,830.05	32,574.82
Pension costs	6,813.43	6,812.92	2,738.17	9,551.09
Locum cover and other employment costs	15,245.00	3,630.00	17,362.00	20,992.00
Staff Expenses	2,230.50	1,897.20	2,203.50	4,100.70
	<u>205,077.98</u>	<u>135,870.93</u>	<u>122,318.99</u>	<u>258,189.92</u>

The salaries of the Joint Chief Executive Officers was £113,370.10 (2024: Norfolk: £51,997.55, Suffolk: £56,291.00).

The average monthly number of persons employed during the year was 8 (2024: Norfolk: 5, Suffolk: 5).

Notes to the Financial Statements

Year ended 31 March 2025

3 Tangible Assets

	Computer and Office Equipment £	Total £
Cost		
At 1 April 2024	1,744.74	1,744.74
Additions	-	-
Disposals	-	-
	<hr/>	<hr/>
At 31 March 2025	1,744.74	1,744.74
	<hr/>	<hr/>
Depreciation		
At 1 April 2024	1,717.11	1,717.11
Provided for year	6.92	6.92
	-	-
	<hr/>	<hr/>
At 31 March 2025	1,724.03	1,724.03
	<hr/>	<hr/>
Net Book Value		
At 31 March 2025	20.72	20.72
	<hr/>	<hr/>
At 31 March 2024	27.63	27.63

Notes to the Financial Statements

Year ended 31 March 2025

4 Creditors: amounts falling due within one year

	2025 £	2024 Norfolk £	2024 Suffolk £	2024 Total £
Creditors and accruals	-	-	3,295.00	3,295.00
HMRC Corporation Tax	223.06	223.06	146.00	369.06
PAYE, NIC and Pensions Payable	3,031.07	-	2,830.00	2,830.00
	<hr/>	<hr/>	<hr/>	<hr/>
	3,254.13	223.06	6,271.00	6,494.06
	<hr/>	<hr/>	<hr/>	<hr/>

Accountant's Report

Year ended 31 March

NORFOLK & SUFFOLK LPC

Accountant's Report

Year ended 31 March 2025

INDEPENDENT CHARTERED ACCOUNTANTS' REVIEW REPORT TO THE COMMITTEE MEMBERS OF NORFOLK & SUFFOLK LPC

In accordance with our engagement letter dated 12 May 2025 we have prepared for your approval the financial information of Norfolk & Suffolk Local Pharmaceutical Committee for the year ended 31 March 2025 which comprises the Revenue Receipts and Payments Account and the Balance Sheet from the accounting records and information and explanations you have given to us.

The financial information has been compiled on the accounting basis set out in note 1 to the financial information. The financial information is not intended to achieve full compliance with the provisions of UK Generally Accepted Accounting Principles.

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

Our report is made solely to the Members of Norfolk & Suffolk Local Pharmaceutical Committee. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members, for our review, for our report, or for the opinion we have formed.



Larking Gowen LLP

Chartered Accountants

1st Floor Prospect House
Rouen Rd
Norwich
NR1 1RE

Date:

29/7/2025

Contact Details

**Community Pharmacy
Norfolk & Suffolk**

Email: info@cpns.org.uk

Website: www.cpn.org.uk

