

# HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

## Facing New Challenges ANNUAL REPORT

### 1 April 2016 - 31 March 2017

“The LPC have helped me when I needed them most with quality payments, they are very happy to help with any query I have and respond very quickly via email and phone. They have helped year on year with the CPPQ which saves us a lot of time and makes it easier for us. Herts LPC work very hard for the community pharmacies! Thank you for all your help throughout the year.”

**Sachin Shah, Pharmacist  
Jackmans Pharmacy**

Richard Harrington MP invites you to take part in  
Ask Your Pharmacist Week  
14 November 2016



**Ask Your Pharmacist**

*First!*



**Come and find out more at your Community Pharmacy today!**

- ← Cold?
- ← Cough?
- ← Running nose?
- ← Sore Throat?





# HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

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# HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

## Introduction and Executive Summary

### What is the LPC?

Hertfordshire Local Pharmaceutical Committee (LPC) is the statutory body representing community pharmacy contractors within the geographical area of the Hertfordshire Health and Wellbeing Board. It is our role and mission at the LPC to be the voice and support of community pharmacy in Hertfordshire representing local community pharmacy teams to become an effective integrated part of primary health and social care encouraging patients to think pharmacy first. It is the LPCs vision to create a think pharmacy first culture.

The LPC negotiates and discusses pharmacy services with commissioners and is available to give advice to community pharmacy contractors and others wanting to know more about community pharmacy. To find out more about your LPC or to discuss how, as a pharmacist or as a pharmacy team member, you may be able to assist or join the LPC, please contact the LPC office (<http://www.hertsipc.org.uk/about-us/contact-us/>).

### LPC Finances

Hertfordshire LPC remains committed to give value for money for the levy the contractors contribute to its funds. Hertfordshire LPC is funded by you to support you and we would welcome you to report to us any activities which aid or deviate from this.

The LPC would like to remind all pharmacy contractors that there has been **no** levy increase in nine years. In 2008 the levy was increased from 10p for every £100 of Net Ingredient Cost to 14p for every £100 of NIC. In 2017 the LPC is still funded at 14p for every £100 of NIC.

The LPC holds some cash reserves and recognises the huge financial strain contractors will be under in the upcoming year so we will not be increasing the levy for contractors in 2017/18. The LPC reviews the levy on an annual basis and works to an LPC budget each year that is shared with NHS England. The LPC uses this information so the levy can be set at the right level and changed where necessary to deliver the best support it can for its local contractors.

### Acknowledgements

In the last year your LPC has continued to consolidate and sharpen its functionality with Helen Musson as Executive Officer ably supported by a new position of Implementation Manager filled by Jeanette Edwards (starting in September 2016), Sara Norwood, Office Coordinator and Sally Hutcherson, Administrative Assistant. We would like to acknowledge and thank the LPC office team for their dedication and hard work through the year.

The LPC remains truly representative of all our contractors in Hertfordshire and we would like to thank all the Committee for their hard work.

### Achievements

Hertfordshire LPC remains in a good position with regard to our relationships with other stakeholders, both health and social, and we will continue to consolidate our position as the



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body to contact for all matters relating to community pharmacy and raise the profile of community pharmacy as a key stakeholder.

It has been a busy year and your Executive Officer has attended 263 meetings on your behalf over the course of this year to ensure that community pharmacy is represented, within both the health and social economy, at a number of different events as well as engaging with contractors and other stakeholders. Discussions have ranged from contractual matters; discussions with commissioners and stakeholders to optimise the use of community pharmacy in Hertfordshire, and supporting community pharmacies on a range of issues. The Executive Officers' reports presented to the committee are available on the LPC website (<http://www.hertslpc.org.uk/about-us/lpc-committee/lpc-meetings-2016/>). One of our most notable achievements in the last year is the relationship we have developed with other chief pharmacists through the Sustainability and Transformation Plan (STP) and we look forward to further outcomes in the next year. A full list of our achievements is outlined on page nine.

"The Hertfordshire and West Essex STP has recognised the importance of the management of medicines within this transformation programme. In particular the opportunities available to further develop the community pharmacy services to enhance the health and wellbeing of the population."

**Alison Gilbert BPharm**  
**Director of Provider Partnerships Hertfordshire and West Essex STP PMO**

The Chief Pharmacists from primary and secondary care have developed a forum across the STP to identify areas of collaboration to improve the efficient use of medicines and associated patient benefits. The LPC plays an important role in this collaborative work"

**Andrew Hood**  
**Chief Pharmacist, East and North Hertfordshire NHS Trust**

Community pharmacy has had a difficult year with the impact of the funding cut to community pharmacy imposed and implemented in January 2017. The LPC has a huge amount of knowledge and expertise and we are here to support you so please ensure you use us. We are here to help you succeed.

### The Future

The campaign for community pharmacy in the future is not over and we have a huge challenge in influencing stakeholders both nationally and locally of the value of community pharmacy. The LPC will continue to champion the benefits of community pharmacy at both a local and national level but we need you to get involved. We need you to focus on the delivery of quality services to patients particularly advanced services and local public health services. This will continue to demonstrate community pharmacies value as an integral part of the health and social care team.



## HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

We need your help to accumulate local evidence to present to other stakeholders. Where you experience any local issues please do contact us ([info@hertslpc.org.uk](mailto:info@hertslpc.org.uk)) so we can be aware of these issues and support you through any difficulties. All information shared with the LPC office is kept strictly confidential and will only be shared with your permission.

Without the continued support from community pharmacies and their teams the LPC cannot continue to optimise the use of community pharmacy locally and transform the future of community pharmacy that best meets the needs of the general public in the future.

**Get involved today whether it is attending an LPC event, looking at ways you can deliver local and national services more effectively or engaging with your customers to help them understand what their community pharmacy can do for them.**

A handwritten signature in black ink, appearing to be "Girish Mehta".

**Girish Mehta**  
**Chair**



A handwritten signature in black ink, appearing to be "Helen Musson".

**Helen Musson**  
**Executive Officer**



# HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

## Impact and Value

### Committee Update

The committee (as elected in March 2014) consists of 14 representatives, 8 elected by independent contractors and 6 appointed by the Company Chemists Association. There was no changes to the LPC officers as outlined below.

Name	Representative	Attendance at LPC meetings	Expenses Paid (for additional meetings over and above LPC meetings)
<b>Girish Mehta (Chair)</b>	Independent	6/6	£2626.42*
<b>Ingrid Cruickshank (Vice Chair)</b>	CCA – Lloyds	4/6	£850*
<b>Karsan Chandegra (Treasurer)</b>	Independent	5/6	£300*
<b>Deepak Agrawal</b> ( <i>resigned June 2017</i> )	CCA – Boots	5/6	£50
<b>Nilesh Bathia</b>	Independent	5/6	£675
<b>Hitesh Dodhia</b>	Independent	5/6	£0
<b>Garry Michaels</b>	Independent	5/6	£125
<b>Parag Oza</b>	CCA – Boots	5/6	£425
<b>Raj Patel</b>	Independent	5/6	£250
<b>Graham Phillips</b>	Independent	4/6	£550
<b>Diviya Shah</b> ( <i>resigned May 2017</i> )	CCA – Tesco	5/6	£125
<b>Lewis Smart</b> ( <i>resigned May 2017</i> )	CCA - Lloyds	3/6	£125.00
<b>Rachel Solanki</b>	Independent	6/6	£2112.10
<b>Roy Winograd (Contracts Lead)</b>	CCA – Superdrug	6/6	£550

\*Does not include honoraria paid to officers which is outlined separately on the finance annual statement.

The Executive Officer incurred annual expenses of £1992.59 and other staff within the LPC office incurred annual expenses of £511.17.

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## LPC Meetings

“The relationship between the local team of NHS England and Hertfordshire LPC has continued to be strong and collaborative. Inevitably, there are times when the procedures and systems within the NHS do not run as quickly or smoothly as we would like and the LPCs assistance is extremely helpful in relaying information to the Hertfordshire contractors in a timely manner which, in turn, prevents possible minor issues becoming something more serious. The challenges faced today remain and the local team of NHS England look forward to a continued positive relationship with the LPC for the benefit of both the general public and the pharmacy retail industry.”

**Jane Bray and Alan Spicer**  
**NHS England – Midlands & East (Central Midlands)**

Six closed LPC meetings and three open LPC meetings, where local stakeholder guests were invited as well as contractors, were held in this period. Minutes from open meetings are available on our [website](#). We welcome community pharmacy representation at open LPC meetings although we ask that you let us know in advance so we can ensure we have enough room space. We appreciate open meetings take place during the day when many of you are working within your pharmacy but we look forward to welcoming you should you wish to be present.

## Contractor Events

The LPC held twelve contractor events in 2016/17 as outlined in the table on the following page.

The LPC also helped to promote and work with key partners to offer the following events locally from April 2016 to March 2017:

- Flu training for counter assistants (Public Health England – Central Midlands)
- Confidence in Consultation Skills (Centre for Postgraduate Education)
- Supervised Consumption and Needle Exchange updates (CGL Spectrum)
- Stop Smoking (Hertfordshire Stop Smoking Service)
- Varenicline PGD Training (Hertfordshire Stop Smoking Service)
- Confidence in Consultation Skills (Centre for Postgraduate Pharmacy Education)
- Safeguarding Children and Vulnerable Adults (Centre for Postgraduate Pharmacy Education)
- Emergency Contraception PGD Training (Public Health Hertfordshire)
- Epilepsy (Bedfordshire and Hertfordshire Local Practice Forum LPF in collaboration with Centre for Postgraduate Pharmacy Education)

The LPC has also ensured visibility at key local conferences and events along with promoting local events for the benefit of local pharmacies.



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Date	Event Topic	No. of Attendees
23 May 2016	Accessible Information Standards	30
30 June 2016	Anticoagulant Medication & Atrial Fibrillation	24
11 August 2016	<a href="#">CPESS</a> Training	24
12 September 2016	<a href="#">CPESS</a> Training	30
26 September 2016	Public Health Services in Community Pharmacy (linked with Annual General Meeting)	52
24 January 2017	Healthy Living Pharmacy Leadership	34
7 February 2017	Dementia Friends	39
9 February 2017	Dementia Friends	12
21 February 2017	Dementia Friends	38
27 February 2017	Summary Care Records (SCR)	34
2 March 2017	Dementia Friends	20
13 March 2017	Summary Care Records (SCR)	21
Electronic Learning	Health Champion Level 2 Level 2 award in Understanding Health Improvement RSPH	51
<b>Total</b>		<b>409</b>





## HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

### Aspirations and Achievements 2016/17

In line with our visions and aspirations for 2016/17 we have achieved the following:

	Aspiration	Aim	Achievements
1.	<p>Providing information and guidance so that community pharmacy is appropriately skilled to meet the current and future context</p> <div data-bbox="21 584 735 1039" style="border: 2px solid green; border-radius: 50%; padding: 10px; background-color: #FFD700; margin: 10px;"> <p>“I have had a lot of support from the LPC this year: the one to one session explaining the new quality payments was invaluable and the annual production of the CPPQ is always extremely useful saving us a lot of time and worry.”</p> <p style="text-align: right;"><b>Sarah Gaynor</b> <b>Johns &amp; Kelynack Pharmacy</b></p> </div>	<ul style="list-style-type: none"> <li>• Share best practice amongst contractors through a public health delivery networking event.</li> <li>• Facilitate contractor educational meetings at a locality level that is ideally through multi-disciplinary team meeting with other professions where appropriate.</li> <li>• Facilitate greater engagement in locally commissioned services through signposting to support, resources and local training.</li> </ul>	<ul style="list-style-type: none"> <li>• Delivered a best practice public health event as part of the LPC AGM in September 2016.</li> <li>• Ensured the maintenance of the following services commissioned by public health and delivered by community pharmacy               <ul style="list-style-type: none"> <li>○ New three year contract for stop smoking and sexual health services.</li> <li>○ New Service Level Agreement (SLA) for Needle Exchange and Supervised Consumption contract with CGL Spectrum.</li> </ul> </li> <li>• Continual updating of all commissioned services and public health resources on the LPC website.</li> <li>• Developed a support quick guide document and offered individual visits to support contractors in meeting quality payment requirements.</li> </ul>
2.	<p>Being at the heart of everyday activities and issues within Hertfordshire</p> <div data-bbox="21 1169 777 1591" style="border: 2px solid green; border-radius: 50%; padding: 10px; background-color: #FFD700; margin: 10px;"> <p>“We required individual support from the LPC to deal with a sensitive matter. The LPC not only dealt with it immediately but were able to resolve the matter without the need for us to escalate it further.”</p> <p style="text-align: right;"><b>Stewart Evans</b> <b>Group Operations Manager, Safedale Ltd</b></p> </div>	<ul style="list-style-type: none"> <li>• Assess readership of LPC e-news in order to target groups who do not open or read their emails from the LPC in order to support these groups better.</li> <li>• Develop and implement an engagement strategy for both contractors and stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Supported 106 pharmacy contractors (42.4% of pharmacies in Hertfordshire) to comply with the Community Pharmacy Patient Questionnaire (CPPQ) requirements as part of the core element of the clinical governance essential service.</li> <li>• Developed and delivered LPC audit for asthma in 2016/17. 57 community pharmacies (29% of pharmacies in Hertfordshire) returned the audit paperwork. The LPC audit work aims to</li> </ul>



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		<ul style="list-style-type: none"> <li>Ensure a robust process for issues to be fed into the LPC by community pharmacies and stakeholders either through the LPC office, LPC members or locality community pharmacy representatives is available and communicated.</li> </ul>	<p>generate a robust evidence base and also stimulate community pharmacy engagement.</p> <ul style="list-style-type: none"> <li>Implementation of a new style Annual General Meeting with update information on a particular topic that attracted 32 attendees.</li> <li>Supported all contractors to return submission of important contract information to NHS England along with supporting some pharmacies with NHS England visits.</li> <li>Worked closely with the Local Professional Network (LPN) Chair to share knowledge.</li> </ul>
3.	To promote and be transparent about the work of the LPC by providing progress of the LPCs work on a regular basis with all community pharmacies and stakeholders in Hertfordshire	<ul style="list-style-type: none"> <li>Regular communications with community pharmacy contractors and stakeholders through email, the LPC website (<a href="http://www.hertslpc.org.uk">www.hertslpc.org.uk</a>) and social media.</li> <li>Develop a succession plan for LPC Members and Officers that encourage contractors to be involved in the work of the LPC.</li> <li>Implement a regular cycle of events for contractors in Hertfordshire that is of high quality and communicated in advance.</li> </ul>	<ul style="list-style-type: none"> <li>13,476 used the LPC website during April 2016 – March 2017; an increase of 19%. 70.2% of these users were new visitors while only 29.8% were returning visitors. The majority of users accessing the website visited the <a href="#">Herts CCG</a> page, followed closely by the <a href="#">about us</a> page and <a href="#">public health (health promotions campaign) 2016-17</a> page.</li> <li>37 LPC e-<a href="#">newsletters</a> were published during April 2016 – March 2017.</li> <li>Held 12 contractor events as well as working with other organisations on ten other events/topics communicating events in advance many of which were to support contractors in meeting their quality payments.</li> <li>Held an LPC members day in November 2016 to begin work in support to LPC members and succession planning for upcoming LPC elections in 2017/18.</li> </ul>
4.	Making connections with commissioners to influence commissioning for the benefits of	<ul style="list-style-type: none"> <li>Support contractors to deliver existing and new locally commissioned services with quality</li> </ul>	<ul style="list-style-type: none"> <li>Supporting the implementation of the continued service for emergency supply of medicines in</li> </ul>

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patients and the public	<ul style="list-style-type: none"> <li>Develop a portfolio of service ideas and business plans.</li> </ul>	<p>East and North Herts CCG area as part of system resilience from August 2016 – May 2017.</p> <ul style="list-style-type: none"> <li>Preparing for the implementation of the National Urgent Medicines Supply Advanced Service (NUMSAS).</li> </ul>
<div style="background-color: #FFD700; border: 2px solid #008000; border-radius: 50%; padding: 20px;"> <p>After an unsettled period Herts Valleys CCG have now recruited a Head of Pharmacy and Medicines Optimisation, Sarah Crotty. Sarah and her team are keen to work with partners to improve patient care and experience, while getting good value care for Herts Patients.</p> <p>Sarah Says: "It feels like a new era of joint working and collaboration with a great willingness on both sides to work together. I am very keen to work with the LPC and all our community pharmacists in Hertfordshire to meet patients' needs."</p> <p>As an example, a big project for next year is to use the Pharmacy audit to start the process of a review of MDS services. We need to start off with data collection so we know where we are now, to make future progress, and so we can aspire to a better patient experience which puts patient care at the centre of all that we do. Working together and building trust is particularly important.</p> <p style="text-align: right;"><b>Sarah Crotty</b> Head of Pharmacy and Medicines Optimisation, Herts Valleys CCG</p> </div>		
	<ul style="list-style-type: none"> <li>Showcase the best practice of community pharmacy in Hertfordshire.</li> <li>Communicate issues with individual pharmacies and work together to resolve these issues.</li> </ul>	<ul style="list-style-type: none"> <li>Begun to work as part of an integrated Chief Pharmacist Group across the Sustainability and Transformation Partnership (STP) with a particular focus on transitions of care across different settings and organisations.</li> <li>Ensured representation at key STP, CCG and Public Health group meetings.</li> </ul>
5.	<p>Work with other healthcare professional groups, patient groups and local political organisations to</p> <ul style="list-style-type: none"> <li>Raise the profile of community pharmacy through engagement with local MPs and Councillors.</li> </ul>	<ul style="list-style-type: none"> <li>Supported Ask Your Pharmacist Week with a link to World Diabetes Day where local MP Richard Harrington visited a local pharmacy in</li> </ul>



## HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

<p>ensure that community pharmacy is delivering high quality care to patients and that the benefits of community pharmacy are optimised</p>	<ul style="list-style-type: none"><li>• Work closer with HealthWatch Hertfordshire and Patient Participation Groups to optimise local services and understand the issues that patients currently face.</li></ul>	<p>support.</p> <ul style="list-style-type: none"><li>• Supported 7 MP visits across Hertfordshire to local pharmacies about winter health and flu vaccinations.</li><li>• Supported local MP from St Albans to lead a debate on community pharmacy in parliament in January 2017.</li><li>• Developed closer links with locality Patient Participation Groups and HealthWatch Hertfordshire.</li></ul>
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# HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

## Ambition and Strategy

The LPC agreed a new strategic plan from 1 April 2015 – 31 March 2018 which will support us to deliver the best we can for our community pharmacy teams in order to support them to deliver the best possible care to the public. A new strategic plan will be developed in April 2018 when the new committee is formed following CCA nominations and independent elections.

Community pharmacies in Hertfordshire wish to become an effective integrated part of primary health and social care working more closely with other healthcare professionals in a joined up way to deliver the best outcomes for their patients. There are significant opportunities for community pharmacies to do more to support their patients and their local communities.

It is our role and mission at the LPC to be the voice and support of community pharmacy in Hertfordshire representing local community pharmacy teams to become an effective integrated part of primary health and social care encouraging patients to think pharmacy first. It is the LPC's vision to create a think pharmacy first culture.

This strategy is supported by three commitments from the LPC to pharmacy contractors in Hertfordshire:

1. **To lead and represent community pharmacy**
2. **To support and promote community pharmacy**
3. **To develop community pharmacy**

These three commitments are in turn supported by three key enablers that assist the daily work of Hertfordshire LPC:

1. Governance
2. Communications
3. Stakeholder Engagement

These commitments and enablers will be delivered in 2017/18 by focusing on the top five key aims for achievement:

1. Providing information and guidance so that community pharmacy is appropriately skilled to meet the current and future context.

*This will include:*

- *Hold another networking style event for the LPC AGM.*
- *Continue to champion and facilitate contractor educational meetings at a locality level that is ideally through multi-disciplinary team meeting with other professions where appropriate.*
- *Develop a closer working relationship with the LMC with a potential LMC/LPC members event to support joint professional relationships and guidance at a local level.*

"The Hertfordshire LMC has a long-established and good working relationship with the Hertfordshire LPC. During the last year we have liaised on many issues including the flu campaign, problems with PCSE, the Pharmaceutical Needs Assessment and EPS. We look forward to continuing this relationship as we go forward."

**Rachel Lea, Liaison Manager  
Bedfordshire and Hertfordshire Local Medical Committee Ltd**

## HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

2. Being at the heart of everyday activities and issues within Hertfordshire.

*This will include:*

- *Continue to assess readership of LPC e-news in order to reach out to those not accessing their emails from the LPC.*
- *Develop and implement a formal induction programme for new LPC members including mentorship and buddying along with developing an approach to supporting existing LPC members and gaining their views.*
- *Continue to ensure that issues can be fed into the LPC by community pharmacies and stakeholders either through the LPC office, LPC members or locality community pharmacy representatives.*

3. To promote and be transparent about the work of the LPC by providing progress of the LPCs work on a regular basis with all community pharmacies and stakeholders in Hertfordshire.

*This will include:*

- *Regular communications with community pharmacy contractors and stakeholders through email, the LPC website: [hertslpc.org.uk](http://hertslpc.org.uk) and social media. Add a survey to the LPC website for contractors to feedback on communications from the LPC.*
- *Develop a succession plan for LPC Members and Officers that encourage contractors to be involved in the work of the LPC.*
- *Continue to develop a regular cycle of events for contractors in Hertfordshire that is of high quality and communicated in advance.*

4. Making connections with commissioners to influence commissioning for the benefits of patients and the public.

*This will include:*

- *Support pharmacies and their teams to deliver their national contract including quality payments along with existing local and advanced commissioned services well.*
- *Continue to showcase the best practice of community pharmacy in Hertfordshire to peers and stakeholders.*
- *Continue to support individual pharmacies to resolve issues.*

5. Work with other healthcare professional groups, patient groups and local political organisations to ensure that community pharmacy is delivering high quality care to patients and that the benefits of community pharmacy are optimised.

*This will include:*

- *Continue to raise the profile of community pharmacy through engagement with local MPs and Councillors.*
- *Plan a replication of the Think Pharmacy event from 2015 aimed at patient groups, GPs and political organisations.*
- *Develop a regular stakeholder newsletter to keep them briefed on community pharmacy issues and showcasing good practice in Hertfordshire.*

We welcome feedback, comments and thoughts from all our contractors and stakeholders so please do contact us by email [info@hertslpc.org.uk](mailto:info@hertslpc.org.uk) or by phone 01707 390095.



# HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

## Statutory Information

### Contract Matters

Summary of applications for inclusion in the Pharmaceutical List 1 April 2016 - 31 March 2017

Type of Application <i>2013 Regulations</i>	Applications	Appeals dealt with by LPC	Decisions pending <i>(as at 19/07/17)</i>	Total granted
Offering Unforeseen Benefits	1	0	0	0
Distance Selling Pharmacy	3	1	0	2
Relocation/No Significant Change Relocation	4	0	0	3
Current Needs Best Estimate	1	0	1	0
<b>Total</b>	<b>9</b>	<b>1</b>	<b>1</b>	<b>5</b>

*NB: 5 applications for change of ownership were notified to the LPC.*

There has been a significant increase in applications for distance selling pharmacy applications over the last couple of years. This is potentially due to the robust Pharmaceutical Needs Assessment whereby it is identified that Hertfordshire is already well served by community pharmacies and the future direction of travel towards more internet style ordering and delivery type services.

**Roy Winograd**  
**Contracts Lead**  
**July 2017**



# **HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE**

## **Statement of Accounts 2016/17**

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**HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE**

**UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2017**





# HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE  
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For Year Ended 31 March 2017

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# HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE  
GENERAL INFORMATION  
For Year Ended 31 March 2017

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<b>Chairman</b>	G Mehta
<b>Treasurer</b>	K Chandegra
<b>Executive Officer</b>	H J Musson
<b>Address</b>	Weltech Centre Ridgeway Welwyn Garden City Herts AL7 2AA
<b>Accountants</b>	Pomroy Associates Ltd Weltech Centre Ridgeway Welwyn Garden City Herts AL7 2AA



# HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

## HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE CHARTERED ACCOUNTANTS REPORT For Year Ended 31 March 2017

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In accordance with our terms of engagement we have prepared for your approval the financial statements of Hertfordshire Local Pharmaceutical Committee for the year ended 31 March 2017 on pages four to six from the accounting records and from information and explanations you have given us.

As a practising 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/membershandbook](http://icaew.com/membershandbook).

This report is made solely to you, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Hertfordshire Local Pharmaceutical Committee and state those matters that we have agreed to state to you in this report in accordance with the guidance of ICAEW as detailed at [icaew.com/compilation](http://icaew.com/compilation). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than you for our work or for this report.

You have approved the financial statements for the year ended 31 March 2017 and have acknowledged your responsibility for them, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for their compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given us and we do not, therefore, express any opinion on the financial statements.

Pomroy Associates Ltd  
Chartered Accountants  
Weltech Centre  
Ridgeway  
Welwyn Garden City  
Herts AL7 2AA

Date 7 Aug 17




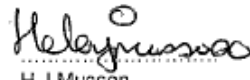
# HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE  
CLIENT APPROVAL CERTIFICATE  
For Year Ended 31 March 2017

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In accordance with the terms of engagement of Pomroy Associates Ltd, we approve the financial statements for the year ended 31 March 2017 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. We acknowledge our responsibility for the financial statements, including the appropriateness of the accounting basis as set out in note 1, and for providing Pomroy Associates Ltd with all information and explanations necessary for their compilation.

  
K Chandegra  
Treasurer

  
H J Musson  
Executive Officer

Date: 31 July 2017



# HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

## HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE INCOME AND EXPENDITURE ACCOUNT For Year Ended 31 March 2017

	2017 £	2016 £
<b>Income relating to the period</b>		
Levy	241,426	244,363
Accessible information standard		14,308
NHS Health Education	11,718	
BHDA	468	
CPESS	33,098	21,972
Event sponsorship	1,009	5,575
Event contractor contribution	158	2,958
Bank interest	1,312	1,552
<b>Total income receivable</b>	<u>289,189</u>	<u>290,727</u>
<b>Direct expenses</b>		
C Card services		2,589
Accessible information services		13,458
CPESS	32,458	20,121
<b>Total direct expenses</b>	<u>32,458</u>	<u>36,168</u>
<b>Gross income less direct expenses</b>	<u>256,731</u>	<u>254,560</u>
<b>Overheads</b>		
PSNC levy	83,509	61,844
Chair honoraria	3,420	3,353
Vice chair honoraria	1,710	1,756
Treasurer honoraria	1,140	1,118
Contract lead honoraria	522	
Executive officer salary	56,095	54,977
Staff salaries	39,684	43,099
Employers national insurance	6,210	14,781
Pension	1,200	
Contractor events	16,902	15,747
LPC meeting expenses	22,308	21,035
Staff and member expenses	11,267	10,032
Rent and service charges	5,574	7,256
Light and heat	427	599
IT support	1,901	2,931
Printing and stationery	6,653	7,129
Telephone and internet	754	1,251
Postage	1,143	3,625
Office administration	895	431
Staff training	508	1,754
Member training	630	260
Professional fees		3,102
Accountancy	1,080	2,100
Marketing		950
Bank charges	67	(88)
<b>Total expenditure</b>	<u>263,578</u>	<u>259,041</u>
<b>Surplus(Deficit) for the year</b>	<u>(6,847)</u>	<u>(4,481)</u>

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# HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE  
BALANCE SHEET  
At 31 March 2017

	Note	2017 £	2016 £
<b>Assets</b>			
Debtors	4	27,069	38,991
Cash at bank		227,588	197,615
		<u>254,657</u>	<u>236,606</u>
<b>Liabilities</b>			
Creditors	5	(33,189)	(8,029)
<b>Net assets</b>		<u>221,468</u>	<u>228,577</u>
<b>Reserves</b>			
General reserves	6	221,468	228,577
<b>Balance at 31 March 2016</b>		<u>221,468</u>	<u>228,577</u>



# HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE  
NOTES TO THE ACCOUNTS  
For the year ended 31 March 2017

**1 Account policies**

The accounts have been prepared in accordance with generally accepted accounting practice.

**2 Overheads**

Overhead expenses include a contribution from the Bedfordshire Local Pharmaceutical Committee.

**3 Tax provided on bank interest received**

Corporation tax is chargeable at 20% on bank interest receivable in the year.

**4 Debtors**

	2017 £	2016 £
Trade debtors	26,087	38,009
Prepayments	982	982
	27,069	38,991

**5 Creditors**

	2017 £	2016 £
Trade creditors	7,291	4,474
Other creditors and accruals	22,583	1,080
Social security and other taxes	3,315	2,475
	33,189	8,029

**6 Reserves**

	2017 £	2016 £
<b>General reserve</b>		
Income and expenditure account	(6,847)	(4,481)
Provision for Corporation Tax	(262)	(310)
	(7,109)	(4,791)
Balance brought forward	228,577	233,368
Balance carried forward	221,468	228,577



# HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

## Accompanying Notes

The net income received by the LPC for year ending March 2017 was £256,731 compared with £254,560 for year ending March 2016. The LPCs levy decreased from £244,363 in 2015/16 to £241,426 in 2016/17 - a decrease of 0.01%.

The LPC brought in an additional £45,284 from NHS Health Education, BHDA and CPESS - the majority of which went on CPESS delivery. An additional £1,167 was received from event sponsorship and event contractor's contribution in order to support contractor events.

Net expenses for the same period ending March 2017 was £263,578 compared with £259,041 for the year ending March 2016 - an increase of 1.75%. An excess in expenditure over income along with a decreased levy has resulted in a deficit of £6,847.

The LPC has kept a tight control in administrative costs over the year reviewing a number of its office contracts in order to maximise efficiency. The increase in expenditure is largely due to an additional supplementary levy of £22,000 paid to PSNC to support the Judicial Review.

The main source of income for Herts LPC is contractor's Levy which has remained unchanged for the last nine years at 14p for every £100 of net ingredient cost.

By using Sage One accounting programme we are able to produce accurate financial reports regularly to committee meetings.

For the year ending March 2017 the LPC had healthy reserves of £207,729 when it is only recommended by PSNC to keep six months reserve of LPC expenditure which is currently predicted to be £136,447 for 2017/18. This means that in 2017/18 the LPC has additional funds available of £71,282. The LPC had predicted a deficit financial position of £20,696 in its 2017/18 budget in order to upgrade the IT server and to support additional office resource of an Implementation Manager. As at 30 June 2017 the LPC has a net profit of £15,748 and this includes underspent HLP funding of £14,000 and it is expecting to reach a breakeven position at the end of the 2017/18 financial year.

I would like to thank all the office staff and Executive Officer for their support during the year.

If you have any queries about the financial report, please do contact me.

Karsan Chandegra  
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**Karsan Chandegra**  
**LPC Treasurer**  
**July 2017**