

# Annual Report and Financial Statements

2023 - 2024

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# Officers

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<b>Chair:</b>	<b>Robert Severn</b>
<b>Vice Chair:</b>	<b>Dave Fernley</b>
<b>Treasurer:</b>	<b>Gordon Heeley</b>
<b>Chief Officer:</b>	<b>Nick Hunter</b>
<b>Services Implementation Lead</b>	<b>Mike Jones</b>
<b>Office Manager:</b>	<b>Alison Ellis</b>

[Contact us – Nottinghamshire LPC \(communitypharmacy.org.uk\)](http://communitypharmacy.org.uk)

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

# Welcome & Overview

## Robert Severn

### Chair

I would like to welcome you to Community Pharmacy Nottinghamshire's Annual Report. Community Pharmacy Nottinghamshire is dedicated to ensuring that we represent and deliver for Pharmacy Contractors both in the City and County.

At our core is a desire to ensure that all our efforts are focused on ensuring that Community Pharmacies in Nottinghamshire are not just able to survive but also thrive. To this end we have concentrated our resources on developing and supporting both the enhanced Vaccination Services and newly introduced Pharmacy First and Pharmacy Referral Services alongside our ongoing representation role to local NHS bodies and Local Government.

It would be remiss of me not to also thank Pharmacy Contractors in Nottinghamshire who have risen to the challenge and embraced the delivery of new services against a backdrop of insufficient core funding.

I would like to personally thank my fellow Committee Members and our employed team for their dedication to ensuring we stay focused on our key objectives.



NOTTINGHAMSHIRE LPC

# Report on our Activities Nick Hunter

Chief Officer

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## Support:

This year has continued to be intense and with the announcement of the Pharmacy First Service in November 2023 with new funding we reviewed our priorities to focus on Pharmacy First, and expansion of the Hypertension Case Finding and Pharmacy Contraception Service. The lead time to implementation was short so we quickly developed support for contractors and their teams including running two implementation events in January 2024 ahead of the service launch.

We also continued our work with Priest and Co to improve our communications and following our contractor focus groups in late 2022 we further developed our social media presence, newsletters and website.

Mike Jones, our Services Lead, has developed and undertaken a schedule of visits to pharmacies and practices to meet with their teams, support delivery of services and take feedback to the Committee.

We provide individual support in response to direct questions and queries from pharmacy teams – subjects are wide ranging and include market entry, local and national services, PQS, CPAF, standards and regulations.

## Support for locally commissioned services:

Meetings have taken place with both City and County public health commissioners as well as primary providers CGL and ABL regarding service fees and future review and negotiations with fees. It has taken a long time but have made significant progress during the year on these which aside from the fee increase this represents a fundamental shift in commissioner attitude.

Unfortunately, we have yet to secure a decision on the future of the Acute Bacterial Conjunctivitis and Infected Eczema extended care services but will continue to push with neighbouring LPC colleagues the East Midland Contracting Team on a resolution.

## Relationships:

Relationships have always been high on our priorities and over the years have enabled us to represent, support and negotiate for contractors more effectively. Key relationships are in place with ICB Medicines Optimisation and Primary Care Teams. We also meet regularly with the ICB Medical Director and his team – a meeting which came about following his and his deputies visits to pharmacies - representatives from those pharmacies are also invited providing a significant voice for community pharmacy. We also have relationships with the other Local Representative Committees, other provider organisations, secondary care, PCNs, Healthwatch, Clinical Directors, to name a few – we routinely review and remap our stakeholders to ensure we are prioritising relationships appropriately.

## Representation:

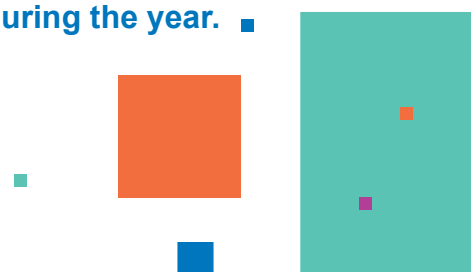
We have representation on all workstreams to support the pharmacy elements of the ICB priorities including having a key role in supporting the ICB develop a community pharmacy strategy. I represent East Midlands LPCs at the monthly CPE operations meetings and we frequently work collaboratively across East Midlands and Midlands with LPC colleagues for efficiency and better representation with NHSE.

## The Future

We constantly review our strategy and priorities – not least because of changes in opportunities or threats from the ever-evolving NHS commissioning environment. Our current plans include:

- Pharmacy First – supporting Nottinghamshire pharmacy contractors to benefit from the new national service, we will focus on integrating PF into local pathways, supporting delivery by using data to drive our actions and support to promote the service locally.
- Local Service – increasing the value available to Nottinghamshire contractors, we will work to increase fees and facilitate contractors in understanding what local services are available and supporting their decision on engagement.
- Advocacy – we will continue to work with the Community Pharmacy Clinical Lead and other key contacts in the ICB. We will engage with politicians to support national messaging.
- Workforce – support contractors and the system in gearing up for the new foundation year requirements
- Communications – make good use of the contract we hold with Priest & Co, working with the experts to understand what and how our contractors wish to be communicated with, we will hold a celebration event at our AGM

**Please see the CPN website and newsletter for further updates during the year. ■**



# Governance, structure and management 2024

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## Governance Framework and Code of Conduct

The Governance Framework for the Committee can be found on the LPC website at <https://nottinghamshire.communitypharmacy.org.uk/about-us/lpc-governance/>

## Committee Meetings in 2023/24

The Committee held the following full meetings on the following dates and minutes can be found on our website.

17<sup>th</sup> May 2023

26<sup>th</sup> July 2023

20<sup>th</sup> September 2023

15<sup>th</sup> November 2023

17<sup>th</sup> January 2024

20<sup>th</sup> March 2024

Details of the Members, their Expenses and Responsibilities follow in the Financial statements

NOTTINGHAMSHIRE  
LPC

# FINANCIAL STATEMENTS





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### Accountants (or Auditors)

Coalesco Accountants Limited  
156 Russell Drive,  
Wollaton,  
Nottingham,  
NG8 2BE

# Report of the Committee Members

Year ended 31 March 2024

## Principal Activities

NOTTINGHAMSHIRE LPC is a Local Pharmaceutical Committee ("LPC") acting in the role of a local NHS representative organisations. Whilst the "LPC" is our legal entity (as per NHS Act 2006) we operate under the "Community Pharmacy Nottinghamshire" banner

Our aim is to ensure that all our efforts are focused on ensuring that Community Pharmacies in Nottinghamshire are not just able to survive but also thrive

## The Committee

NOTTINGHAMSHIRE LPC is an association whose functions and procedures are set out in our Constitution. The details are available at:

<https://nottinghamshire.communitypharmacy.org.uk/about-us/lpc-governance/>

During the year ended 31 March 2023 NOTTINGHAMSHIRE LPC had 13 members on its main committee between April and June 2023 and then from July 2023 a new committee of 11 members was formed. The 11 members were as follows:

Robert Severn (Chair)

Emma Marsden

Dave Fernley (Vice Chair)

Vijay Pujara

Rebecca Butterworth

Dhiran Ravel

Bethan Chamberlain

James Sutcliffe

David Evans

Raj Morjaria

Linda Ferguson

# Report of the Committee Members

Year ended 31 March 2024

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Full details of these members can be found on the NOTTINGHAMSHIRE LPC website: [Members – Nottinghamshire LPC \(communitypharmacy.org.uk\)](https://communitypharmacy.org.uk/members)

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

## Overview

During the year the LPC has continued to deliver its core functions of representation on behalf of community pharmacy contractors and supporting their businesses.

The LPC committee throughout the year was mindful of the many challenges facing Contractors and the pressures on managing their pharmacy whilst maintaining service to their patients and communities. To this end the Committee decided to manage our levy requests from Contractors by maintaining these at the same monthly level for the 9<sup>th</sup> year and using our Reserves to give two levy holidays.

Our overall financial position has also been assisted by the LPC's ability to attract funding from the local NHS to support the development of Pharmacy Services primarily GPCPCS, the Contraceptive Service and Pharmacy First. During 23-24 this was in the order of £70,000 and is an important component of our ability to represent Contractors across the many NHS bodies within both Primary and Secondary Care.

We aim to manage the work of the LPC so that contractors get good value from their contributions to support the LPC. Inflation has affected everyone and through prudent management we have tried to reduce expenditure and judiciously use LPC reserve funds to mitigate inflationary pressure. The LPC will be reviewing our Reserve policy next year to see if we can further reduce these whilst still keeping the LPC's finances on a sound footing and continue to deliver on our core aim to represent Contractors.

This report was approved by the NOTTINGHAMSHIRE LPC on 17th July 2024 and signed on its behalf by:

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R Severn

Chair of the Committee



G Heeley

Treasurer



# Statement of Committee Members' Responsibilities

Year ended 31 March 2024

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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.

# Statement of Committee Members' Responsibilities

Year ended 31 March 2024

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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

Year ended 31 March 2024

Profit and Loss Account for year ending 31 <sup>st</sup> March 2024	Notes	2024 £	2023 £
Turnover		165,645	206,907
Other Operating Income		59,665	43,648
Administrative Expenses		(229,580)	(214,789)
<b>Operating (deficit) / Surplus</b>		<b>(4,270)</b>	<b>35,766</b>
Interest Receivable		1,928	410
<b>(Deficit) / surplus on ordinary activities before taxation</b>		<b>(2,342)</b>	<b>36,176</b>
Tax on (deficit) / surplus on ordinary activities		-	-
<b>(Deficit) / surplus for the financial year</b>		<b>(2,342)</b>	<b>36,176</b>

# Balance Sheet

as at 31 March 2024

	Notes	2024 £	2023 £
<b>Fixed assets</b>			
- Tangible Assets		2,081	2,256
<b>Current Assets</b>			
- Debtors		26,039	-
- Cash at bank and in hand		266,114	337,469
<b>Creditors: amounts falling due within one year</b>		(147,736)	(190,885)
<b>Net current assets</b>		144,417	146,584
<b>Net assets</b>		<b>146,498</b>	<b>148,840</b>
<b>Reserves</b>			
- Profit and Loss account		146,498	148,840
<b>General Fund</b>		<b>146,498</b>	<b>148,840</b>



# Notes to the Financial Statements

Year ended 31 March 2024

## 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 furniture and fittings, computer and office equipment, and motor vehicles at the following rates:

Long Leasehold Property	- 2%	Computer and Office Equipment	- 25%
Building Improvements	- 2%	Motor Vehicles	- 25%
Furniture and Fittings	- 20%		

## **Taxation**

Any surplus arising from the activities of the NOTTINGHAMSHIRE 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. Details are shown in Appendix 6.2 of these accounts.

## **Operating Leases**

Rentals in respect of operating leases 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.

## **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.

NOTTINGHAMSHIRE LPC

# Notes to the Financial Statements

Year ended 31 March 2024

## Other Information

### Employees

	2024	2023
Average number of persons employed by the LPC	6	5

The salary of the Chief Officer was £47,914 (2023 £45,240).

### Tangible fixed assets

Plant and machinery etc £

#### Cost

At 1 April 2023	3,515
Additions	<u>519</u>
At 31 March 2024	<u>4,034</u>

#### Depreciation

At 1 April 2023	1,259
Charge for the year	<u>694</u>
At 31 March 2024	<u>1,953</u>

#### Net book value

At 31 March 2024	<u>2,081</u>
At 31 March 2023	<u>2,256</u>

# Notes to the Financial Statements

Year ended 31 March 2024

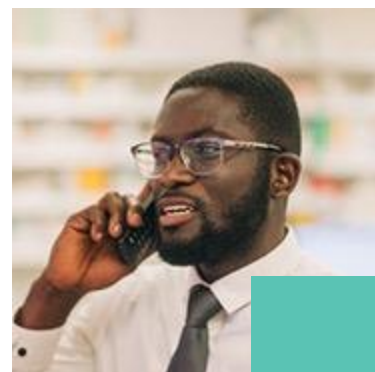
## Other Information continued

### Debtors

	2024	2023
	£	£
Other debtors	<u>26,039</u>	<u>-</u>

### Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxes and social security costs	£ 2,708	£ 2,423
Other creditors	886	858
NHSE South Yorkshire	-	763
NHSE North Midlands	<u>144,142</u>	<u>186,841</u>
	<u>147,736</u>	<u>190,885</u>



# Independent Auditor's Report to the Committee

Year ended 31 March 2024

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## Other Information

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## Opinions on other matters

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Committee Members for the financial year for which the financial statements are prepared is consistent with the financial statements.

## Matters on which we are required to report on by exception

In the light of the knowledge and understanding of NOTTINGHAMSHIRE LPC and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Committee Members.



NOTTINGHAMSHIRE LPC

# Independent Auditor's Report to the Committee

Year ended 31 March 2024

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## Other Information continued


We have nothing to report in respect of the following matters if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

## Responsibilities of Members

As explained more fully in the Statement of Committee members' responsibilities set out on page three, 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.



## Appendix 6.1

### Summary of Attendance and Expenses by LPC Member April 2023 to March 2024

LPC Member	LPC Representation	Comments	Number of LPC meetings attended (out of possible attendances)	Number of other meetings attended	Expenses paid
<i>Current Committee</i>					
Rebecca Butterworth	CCA (Boots)		5 (6)	4	£ 1,809.40
Bethan Chamberlain	CCA (Well)		5 (6)	2	£ 991.10
David Evans	AIM (Evans)		5 (5)		£ 1,326.50
Linda Ferguson	AIM (Peak)		6 (6)	6	£ 2,510.45
Dave Fernley	Ind (Whistler's)	Vice Chair	5 (6)	8	£ 5,277.64
Emma Marsden	CCA (Well)		3 (3)	1	£ 1,561.24
Raj Morjaria	Ind (Secret Potions)		4 (5)	1	£ 1,370.24
Vijay Pujara	Ind (L'dhamPharmacy)		5 (6)	1	£ 1,407.40
Dhiran Ravel	Ind (Bingham Pharmacy)		5 (6)		£ 1,337.75
Robert Severn	CCA (Rowlands)	Chair	6 (6)	48	£ 11,049.60
James Sutcliffe	CCA (Boots)		5 (6)		£ 1,290.14
<i>Previous Committee</i>					
Raza Ali	Ind (Riverside)		1 (1)		£ 147.50
Angela Kahendeke	CCA (Lloyds)		0 (1)		£ -
Jon Such	AIM (Evans)		1 (1)		£ 257.65
Randeep Tak	Ind (Applegate)		0 (1)		£ -

#### Notes

The Committee reformed in July 2023 to commence a new 4 year term and reduced from 13 to 11 Members. The Committee has 8 Members who served the full year and 3 from July to March. Meeting attendance was based on expense claims made by the member/ member's company.

## Appendix 6.2

### Nottinghamshire Local Pharmaceutical Committee Detailed profit and loss account for the year ended 31 March 2024

	2024 £	2023 £
<b>Income</b>		
NHSBSA levy	176,000	211,200
GP-CPCS Income net of spend	<u>(10,355)</u>	<u>(4,293)</u>
	<u>165,645</u>	<u>206,907</u>
<b>Administrative expenses</b>		
<b>Staff costs</b>		
Wages and salaries	112,470	98,716
Employers national insurance	9,495	8,617
Pensions	<u>4,845</u>	<u>4,544</u>
	<u>126,810</u>	<u>111,877</u>
<b>Establishment costs</b>		
Rent	9,372	8,834
Light and heat	1,315	921
Cleaning	<u>312</u>	<u>576</u>
	<u>10,999</u>	<u>10,331</u>
<b>General administrative expenses:</b>		
Telephone and internet costs	853	749
Postage	-	98
Data Protection Act compliance	35	35
Insurance	701	191
Software	989	369
Depreciation	694	752
Sundry expenses	<u>4,862</u>	<u>4,025</u>
	<u>8,134</u>	<u>6,219</u>
<b>Legal and professional costs:</b>		
Accountancy fees	504	504
Payroll costs	989	903
PGD service development	-	-
Consultancy fees	<u>-</u>	<u>600</u>
	<u>1,493</u>	<u>2,007</u>
<b>Meeting costs</b>		
LPC Members Bi-monthly meeting expenses	14,069	15,078
Refreshments	1,358	1,004
Review steering group support	-	-
SYB meeting expenses	-	1,630
JPLC meeting expenses	46	827
PSNC meeting expenses	<u>-</u>	<u>50</u>
	<u>15,473</u>	<u>18,589</u>
<b>Levies &amp; licences</b>		
PSNC Levy	64,303	65,766
NHSE Licences	<u>2,368</u>	<u>-</u>
	<u>66,671</u>	<u>65,766</u>
	<u>229,580</u>	<u>214,789</u>
<b>Other operating income</b>		
Reimbursement	<u>59,665</u>	<u>43,648</u>



## Appendix 6.3

### Nottinghamshire Prescription Numbers

April 2023 to March 2024

Month	Number of Pharmacies	Items	Value	Average cost per prescription
Apr-23	226	1,808,052	£16,413,084	£8.94
May-23	227	1,957,590	£17,767,796	£8.93
Jun-23	226	2,004,720	£18,305,533	£8.99
Jul-23	225	1,875,909	£17,104,993	£8.97
Aug-23	224	2,001,939	£18,129,213	£8.89
Sep-23	204	1,690,187	£15,389,572	£8.97
Oct-23	223	1,946,400	£17,158,586	£8.66
Nov-23	225	2,005,306	£17,692,840	£8.68
Dec-23	222	1,986,720	£17,618,692	£8.73
Jan-24	222	2,057,737	£18,040,697	£8.63
Feb-24	223	1,928,626	£17,026,509	£8.68
Mar-24	219	1,971,815	£17,289,220	£8.63

Information provided by NHSBSA



## LPC Contact Details

LPC Office  
Suite E, Cotgrave Business Hub  
Candleby Lane  
Cotgrave  
NG12 3US

Alison Ellis – Office  
Manager [Alisonellis@cpnotts.org](mailto:Alisonellis@cpnotts.org)



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