

Annual Report and Financial Statements

2024 - 2025

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Nottinghamshire LPC

Officers

Chair: Robert Severn

Vice Chair: Dave Fernley

Treasurer: Gordon Heeley

Chief Officer: Nick Hunter

Services Implementation Lead Mike Jones

Office Manager: Alison Ellis

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

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.

Our core mission is to support contractors to be the best that they can be, adding value to the community pharmacy professionals and their businesses, maximising the contribution community pharmacy makes to the local NHS and creating the best for patients and the profession

We have continued to concentrate our resources on developing and supporting contractors to deliver and understand the suit of nationally badged Pharmacy First services along with locally commissioned services. Additionally, we have our ongoing representation role with the local NHS, Local Authority and Elected Politicians where our key aim has been to support their understanding of what community pharmacy can deliver locally and support them in integrating community pharmacy services into local patient pathways.

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 patient focused services. 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.

Report on our Activities Nick Hunter

Chief Officer

Support:

This year has been busy for the LPC just like for contractors and their teams with developments of national services and reviewing locally commissioned services.

We have concentrated on developing and refining our communication and media work with support from Priest and Co to better meet the needs of pharmacy teams.

This has resulted in significant improvements to our newsletters, urgent email comms, and particularly our social media. We also now routinely do blogs, vlogs and now podcasts to supplement our written comms materials so contractors and their teams have several different options they can chose from to access our support.

We continued our frequent visits to practices, PCNs and pharmacies to support implementation and engagement in services. With the advancements in the key national services our focus has been directed more towards those and pharmacies as opposed to the work with practices we did for CPCS.

Alongside general support we have provided proactive and reactive individual support according to direct questions and queries from contractors and their teams – these are wide ranging from market entry, local and national services, payments, CPAF, standards and regulations. This often involves detailed work influencing or negotiating with commissioners.

Support for locally commissioned services:

We continued to press both City and County Council directly as commissioners and their primary providers such as CGL and ABL regarding service specs and fees. This eventually paid off with services fees being increased which we detailed in our communications at the time.

We are currently in discussions with Councils and their primary providers about further enhancements to services to include additional fees for additional work increasing the viability of these services. This includes smoking cessation and EHC changes.

However, in the current environment national services provide a better return on investment so most of our services support is focussed on those – DMS (because it's an essential service), NMS, Hypertension Case Finding, Pharmacy First, and Pharmacy Contraception Service.

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 and he frequently attends our committee meetings to openly discuss key matters f2f with members. Invites are still in place for contractors to join the frequent virtual meetings chaired by the medical director – if anyone is interested attending those then please contact the LPC Office to discuss.

We saw a massive change during the year in the East Midlands Primary Care Team – this is what used to be the NHSE Midlands Team that is responsible for CPAF, Market Entry, etc. They are now part of the ICBs and hosted by Nottingham and Nottinghamshire ICB. It's taken a while to get to know the new individuals and regrettably that team will change significantly with the proposed NHS restructuring.

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.

We have particularly worked with Healthwatch and the ICB to better understand public expectations and how we can facilitate better use of pharmacy services.

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 as part of the broader Primary Care Strategy. We 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.

We ran joint contractor drop-in clinics, f2f workshops and joint communications with our neighbouring LPCs to improve reach and cost effectiveness.



The Future

We constantly review our strategy and priorities and will do so during the early part of 2025 – 2026 in light of the Government's 10-year Plan for the NHS and the funding cuts imposed on ICBs and disbanding of NHSE, because these fundamentally change the environment we negotiate and influence in.

Our current plans include:

- Relationships – with all the local commissioner and stakeholder changes this will change the people we work with – some may change completely, some will change role or organisation so we will redo our stakeholder mapping and review our work plan priorities accordingly
- National services – we will continue our support for Nottinghamshire pharmacy contractors to help them maximise their income opportunities from DMS, NMS, Pharmacy First, PCS and HTCF services including the threshold opportunities to ensure community pharmacy in Nottinghamshire contributes to the NHS strategic plans to provide a strong evidence basis for future commissioning opportunities
- 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 to protect contractor interests and represent them.
- Workforce – continue our work to support contractors and the system in gearing up for the new foundation year requirements
- Communications – we will continue our work with Priest & Co to further improve our communication channels to ensure it is targeted towards supporting contracts excel in the business and patient care opportunities.

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



Governance, structure and management 2025

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 2024/25

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

22nd May 2024

17th July 2024

18th September 2024

20th November 2024

15th January 2025

19th March 2025

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

NOTTINGHAMSHIRE
LPC

FINANCIAL STATEMENTS



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Accountants (or Auditors)

Jacksons
Chartered Certified Accountants
Ash Tree Court
Mellors Way
Nottingham Business Park
Nottingham
NG8 6PY

Report of the Committee Members

Year ended 31 March 2025

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 2025 NOTTINGHAMSHIRE LPC had 11 members on its main committee. The 11 members were as follows:

Robert Severn (Chair)

Dave Fernley (Vice Chair)

Rebecca Butterworth

Bethan Chamberlain
(left July 2024)

Nishant Patel
(started September 2024)

David Evans

Linda Ferguson

Raj Morjaria

Emma Marsden
(from January 2025)

Soumar Kaziz
(until December 2024)

Vijay Pujara

Dhiran Ravel

James Sutcliffe
(left November 2024)

Shazma Khira
(started January 2025)

Report of the Committee Members

Year ended 31 March 2025

Full details of these members can be found on the NOTTINGHAMSHIRE LPC website: <https://nottinghamshire.communitypharmacy.org.uk/about-us/members/>

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

Overview

- The LPC Committee like our Contractors have faced many financial pressures during the year and have tried to reach a balance between maintaining a stable financial base and ameliorating rising costs.
- A particular challenge was around the LPC Levy which we are required to pay to Community Pharmacy England which rose from £64,303 to £97,061. The LPC Committee was mindful of the pressures on Contractors and did not wish to pass this rise on in full given those pressures, the LPC Cash Reserves position and a fall in the number of Contractors in the county. Consequently after 9 years of maintaining our levy at the same monthly level the Committee decided to raise our levy request from an average monthly cost of £79 to £88 and reduce our Reserves from six months to four and a half months to minimise the impact to contractors. These moves, alongside receiving support from NHSE Midlands, have enabled the LPC to continue to deliver its core functions of representing community pharmacy contractors and supporting their businesses.
- In addition to the Contractor Levy the LPC has been able to secure additional local NHS funding which has been used to directly support the implementation of Pharmacy Services primarily Blood Pressure, the Contraceptive Service and Pharmacy First. During 24-25 this funding amounted to £54,400 (£250 per pharmacy) and was an important component of our ability to promote the Pharmacy First Service through advertorials, social media and the pharmacy finder website.
- The LPC has also benefited from a determination by HMRC that it may claim Employers' Allowance which reduced the Employers National Insurance liability by £5,000.
- We aim to manage the work of the LPC so that Contractors get good value from their contributions to support the LPC. We routinely review our financial position at each

meeting especially the Contractor Levy, the LPC Cash Reserves and the funds the LPC holds on behalf of NHSE to ensure we are on a sound footing and continuing to deliver on our core aim to represent and support Contractors.

This report was approved by the NOTTINGHAMSHIRE LPC on 16th July 2025 and signed on its behalf by:



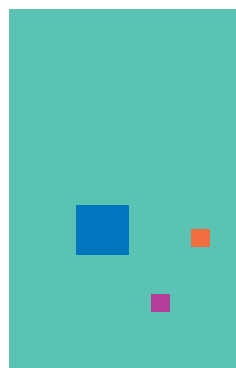
R Severn

Chair of the Committee



G Heeley

Treasurer



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:

- 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 2025

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 2025

Profit and Loss Account for year ending 31 st March 2025	Notes	2025 £	2024 £
Turnover		234,469	165,645
Other Operating Income		-	59,665
Administrative Expenses		(255,300)	(229,580)
Operating (deficit) / Surplus		(20,831)	(4,270)
Interest Receivable		1,718	1,928
(Deficit) / surplus on ordinary activities before taxation		(19,113)	(2,342)
Tax on (deficit) / surplus on ordinary activities		-	-
(Deficit) / surplus for the financial year		(19,113)	(2,342)

Balance Sheet

as at 31 March 2025

	Notes	2025 £	2024 £
Fixed assets			
- Tangible Assets		1,561	2,081
Current Assets			
- Debtors		2,619	26,039
- Cash at bank and in hand		269,126	266,114
Creditors: amounts falling due within one year		(145,921)	(147,736)
Net current assets		125,824	144,417
Net assets		127,385	146,498
Reserves			
- Profit and Loss account		127,385	146,498
General Fund		127,385	146,498

Notes to the Financial Statements

Year ended 31 March 2025

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 2025

Other Information

Employees

	2025	2024
Average number of persons employed by the LPC	6	6

The salary of the Chief Officer was £ 46,530.80 (2024 £47,914).

Tangible fixed assets

Plant and machinery etc £

Cost

At 1 April 2024	4,034
Additions	-
At 31 March 2025	4,034

Depreciation

At 1 April 2024	1,953
Charge for the year	520
At 31 March 2025	2,473

Net book value

At 31 March 2025	1,561
At 31 March 2024	2,081

Notes to the Financial Statements

Year ended 31 March 2025

Other Information continued

Debtors

	2025	2024
	£	£
Other debtors	<u>2,619</u>	<u>26,039</u>

Creditors: amounts falling due within one year

	2025	2024
	£	£
Other taxes and social security costs	3,266	2,708
Other creditors	2,197	886
NHS England Midlands	<u>140,458</u>	<u>144,142</u>
	<u>145,921</u>	<u>147,736</u>





NOTTINGHAMSHIRE LPC

Independent Auditor's Report to the Committee

Prepared by Jacksons Chartered Certified Accountants
Year ended 31 March 2025

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.

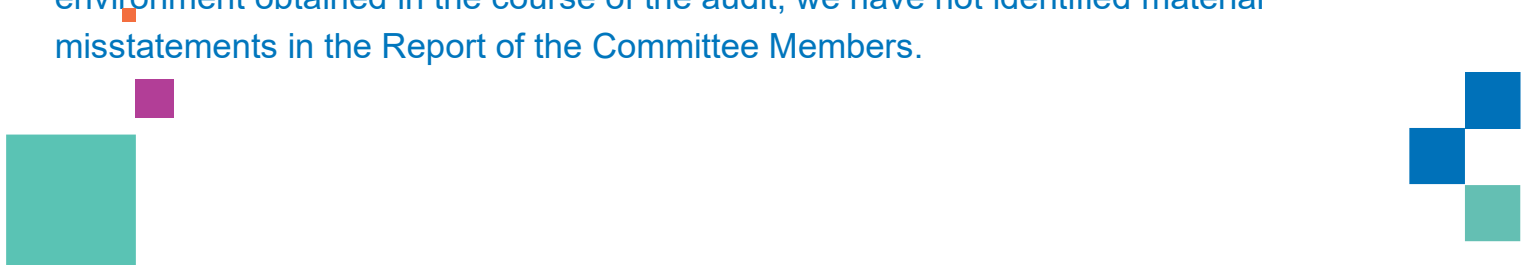
Opinions on other matters

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.



Independent Auditor's Report to the Committee

Prepared by Jacksons Chartered Certified Accountants
Year ended 31 March 2025

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 2024 to March 2025

LPC Member	LPC Representation	Comments	Number of LPC meetings attended (out of possible attendances)	Number of other meetings attended	Expenses paid to member
Rebecca Butterworth	CCA (Boots)	Left March 2025 meeting	5 (6)	2	£ 1,431.70
Bethan Chamberlain	CCA (Well)	Left Committee May 2024	1 (1)		£ 269.35
David Evans	IPA (Evans Pharmacy)		4 (6)		£ 1,061.20
Linda Ferguson	IPA (PCT Healthcare)		6 (6)	4	£ 2,108.35
Dave Fernley	Ind (Whistler's)	Vice Chair	5 (6)	12	£ 4,865.50
Emma Marsden	CCA (Well)	From January 2025	2 (2)		£ 313.90
Raj Morjaria	Ind (Secret Potions)		4 (6)	1	£ 1,370.25
Vijay Pujara	Ind (Lowdham Pharmacy)		5 (6)	1	£ 1,406.40
Dhiran Ravel	Ind (Bingham Pharmacy)		5 (6)		£ 1,337.75
Robert Severn	CCA (Rowlands)	Chair	6 (6)	39	£ 13,390.32
James Sutcliffe	CCA (Boots)	Left Committee November 24	2 (4)		£ 515.12
Shazma Khira	CCA (Boots)	Joined Committee January 2025	2 (2)		£ 530.60
Nishant Patel	Ind (N Rudolph Ltd)	Joined Committee September 2024	3 (3)		£ 819.05
Soumar Kaziz	CCA (Well)	Covered meetings for Emma Marsden until December 2024	2 (4)		£ -

Notes

Difference between expenses in "Summary Accounts" to here arises from timing of invoices for expenses and their allocation in the accounts

Meeting attendance was based on the register of attendees, and the expense claims received from the member/ member's company.

Appendix 6.2

Nottinghamshire Local Pharmaceutical Committee Detailed profit and loss account for the year ended 31 March 2025

	2025 £	2024 £
Income		
NHSBSA levy	224,300	176,000
Project Income net of spend	10,169	(10,355)
	<u>234,469</u>	<u>165,645</u>
Administrative expenses		
Staff costs		
Wages and salaries	114,795	112,470
Employers national insurance	4,265	9,495
Pensions	2,074	4,845
	<u>121,134</u>	<u>126,810</u>
Establishment costs		
Rent	9,290	9,372
Light and heat	1,304	1,315
Cleaning	-	312
	<u>10,594</u>	<u>10,999</u>
General administrative expenses:		
Telephone and internet costs	1,133	853
Printing, postage and stationery	819	-
Data Protection Act compliance	35	35
Insurance	677	701
Software	1,490	989
Depreciation	520	694
Sundry expenses	195	4,862
	<u>4,869</u>	<u>8,134</u>
Legal and professional costs:		
Accountancy fees	2,016	504
Payroll costs	1,003	969
PGD service development	-	-
Consultancy fees	-	600
	<u>3,019</u>	<u>1,493</u>
Meeting costs		
LPC Members Bi-monthly meeting expenses	9,163	14,069
Refreshments and travel costs	9,460	1,358
Review steering group support	-	-
SYB meeting expenses	-	-
JPLC meeting expenses	-	46
PSNC meeting expenses	-	-
	<u>18,623</u>	<u>15,473</u>
Levies & licences		
PSNC Levy	97,061	64,303
NHSE Licences	-	2,368
	<u>97,061</u>	<u>66,671</u>
	<u>255,300</u>	<u>229,580</u>
Other operating income		
Reimbursement	-	59,665

Nottinghamshire Prescription Numbers
April 2024 to March 2025

Month	Number of Pharmacies	Items	Value	Average cost per prescription
Apr-24	221	2,026,114	£17,570,183	£9.63
May-24	218	2,065,224	£18,029,875	£8.59
Jun-24	220	1,930,701	£17,125,811	£8.73
Jul-24	223	2,099,280	£18,844,750	£8.84
Aug-24	219	2,027,553	£18,208,026	£8.84
Sep-24	218	1,956,431	£17,110,037	£8.61
Oct-24	216	2,083,490	£17,829,822	£8.42
Nov-24	216	2,006,788	£17,227,430	£8.46
Dec-24	217	2,061,069	£17,643,577	£8.43
Jan-25	216	2,153,450	£18,299,122	£8.38
Feb-25	215	1,880,418	£16,088,891	£8.43
Mar-25	214	2,020,792	£17,318,183	£8.45

Information provided by NHSBSA





LPC Contact Details

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