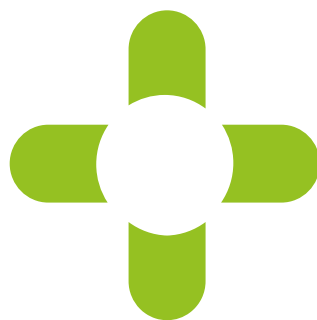


Leicestershire & Rutland

LPC
Annual General Meeting

2020



Our Vision

Advancing Community Pharmacy through Innovation, Representation & Leadership.

Mission

Engage, Empower and Inspire patients, contractors & commissioners to integrate community pharmacy into the wider healthcare team

Goals

Operational Efficiency
Service Development
Stakeholder
Engagement
Contractor Support &
Engagement

Values

Accountability
Openness
Honesty
Leadership
Representation
Integrity
Objectivity

CHAIR'S REPORT

The Past twelve months have not only transformed pharmacy but has transformed the world; the impact of COVID-19 has affected every part of our daily lives.

It has been an absolute honour and privilege to write the Chair's report for Leicestershire Leicester and Rutland Local Pharmaceutical Committee.

I would like to thank Sue Hind, for making a significant contribution to our LPC both as Chair and with over 30 years of experience previously.

The past twelve months have not only transformed pharmacy but has transformed the world; the impact of COVID-19 has affected every part of our daily lives. It has also had a tremendous impact on community pharmacy, leading to changes in the working lives of pharmacists and their staff. As an LPC we have demonstrated strong leadership in supporting our contractors during these challenging times and also highlighted the importance of Community pharmacy to the wider system.

With the increase demands on community pharmacy during these times our contractors rose to these challenges admirably on the front line of primary care.

The efforts of community pharmacy has been recognised by Government officials, with the Pharmacy minister sending out additional PPE to those pharmacies affected by the extended lockdown.

As an LPC committee, our team has worked hard to support all our contractors in coping with this challenging time. I would like to personally thank our office team Ailsa, Vinay & Rita, who went above and

beyond to help support all our contractors during these unprecedented times. Without their support, we, as a committee, would not have been able to support many contractors.

I would also like to thank all our LPC committee members who have continuously worked behind the scenes to support the LPC and our contractors, and their dedication, hard work has played a crucial role in helping bring many benefits to our contractors

I want to thank Satyan Kotecha (Vice-Chair) for supporting the committee and contractors to navigate the changing landscape in which community pharmacy is a pivotal stakeholder, these changes include evolving PCNs, a single ICS and pharmacy representation in the future.

I would also like to thank, Mohammed Bharuchi, our treasurer for maintaining our books and making sure our LPC is in a strong financial position.

I close this report by acknowledging all the hard work, care & dedication put during the past months since the nation went into lockdown due to the Covid-19 pandemic. A heartfelt thank you to all pharmacy contractors and their pharmacy teams who have supported patients and members of their community tirelessly. Without your commitment, LPC would not be able to deliver on our vision and goals.

CHIEF OFFICER'S REPORT

Community pharmacy stepped up to the plate during the Covid-19 crisis and was the one constant across Primary Care still open and fully accessible to the general public.

We are truly grateful to all in community pharmacy for their hard work and dedication throughout this most challenging year. This was demonstrated through your continued commitment to your local community in the face of huge challenges.

Thank you.

We will continue to work tirelessly to ensure that community pharmacy gets the recognition and resources you so rightly deserve.

Update on LLR LPC Committee

The primary purpose of this report is to give you an overview of the work and focus of LLR LPC during the previous financial year, and we began with a new Chief Officer and Chair with an expectation of continuity and stability in supporting our contractors.

Aligned to this was the continued attention to our expenditure and requirement to be providing good value for the levy that we receive. The decision was consequently taken by the committee that we could confidently reduce from 13 committee members to 10 and still provide effective representation.

We also welcome 2 additional members to the committee in the form of CCA representative Claire Kerr alongside AIM representative David Evans. We are fortunate to have such skilled and experienced members on the committee.



1

Integrated Care System

PROJECTS AND ACHIEVEMENTS

Stakeholder Relationships

We have maintained and grown excellent relationships with:



We continue to be the face of the LPC representing members and contractors within these groups. We attend meetings on behalf of the LPC, to ensure that community pharmacy is included and promoted in local discussions, to keep abreast on what is happening on our patch and to feed relevant information back to LPC members and contractors.

2

PROJECTS AND ACHIEVEMENTS

Pharmacy Quality Scheme (PQS)

In July 2019, a new Pharmacy Quality Scheme was announced for the 2019-20 financial year. The scheme saw the introduction of 4 gateway criteria which contractors had to complete as a prerequisite for payments under the scheme.

We supported contractors to maximise their participation, by offering advice on how to achieve certain criteria and in particular, checking that pharmacies had met the gateway criteria.

- A) Our team supported contractors to meet all the requirements of the new contract, ensuring they were able to claim the max amount of funding available to them whilst meeting the quality elements of the contract.
- B) We produced guides and regular updates.
- C) Targeted support was provided to pharmacies at risk of non-compliance including emails and calls.
- D) 96% of LLR pharmacies participating qualified for gateway criteria.

3

PROJECTS AND ACHIEVEMENTS

NHS CPCS

The new national service CPCS was launched on the 29th Oct 2019 as an Advanced service, we supported contractors through the process and achieved 98% contractors ready on the day of go-live. This service proved to be very successful in the first few months.

Pharmalarm

LPC (IM&T) funded and implemented 100 Pharmalarms for contractors in readiness for the CPCS and TCAM service.

4

PROJECTS AND ACHIEVEMENTS

PCN component of PQS

A key focus of our activities in 2019-20 was to ensure that all pharmacies were able to claim their PCN funding as part of the Pharmacy Quality Scheme (PQS), bringing around '200k' funding relating to PCNs into LLR pharmacies. By February 2020 we had supported all 234 community pharmacy contractors in LLR to identify the PCN they should belong to, all other pharmacies in the same PCN and a lead pharmacist to represent them all at PCN meetings. It was a step change towards closer collaboration for pharmacy contractors, which we expect will underpin all future ways of working at community levels. Our specific activities included:

- Mapping pharmacies to PCN areas and working with them to validate the information, which saved contractors having to manage this themselves.
- We then enabled the nomination and election of the leads and offered coaching and support around the initial contact with the Clinical Director of their PCN.

We believe this is a great network of existing and future leaders in pharmacy.

Additionally, to support this new way of working we ensured the relevant parts of the system were fully briefed on the changes and the LPC presented key elements of the new contract to all 27 Clinical Directors in LLR. Thus we were able to ensure greater alignment across the 27 Clinical Directors and PCNs.

5

It should be recognised that the response from our pharmacies to COVID was outstanding.

As an LPC team, we reorganised our workplans quickly to react and respond to contractors needs and attempted to make sense of the numerous and conflicting sources of information and advice. We provided frequent updates, often daily for large periods, resolving local difficulties quickly by liaising with the appropriate bodies. We received significant positive feedback on our accessibility and support.

LPC engaged with the local health systems to make sure that Contractors were considered in many of the decisions which were made at speed.

PROJECTS AND ACHIEVEMENTS

Covid 19

This resulted in:

- Implemented & funded LLRLPC initiative – COVID 6ft Posters to 110 contractors.
- Commissioning of a new funded palliative care and end of life service.
- Sourced and organised Leicestershire Fire & Rescue for emergency delivery within a 24 hour window for palliative care and EOL service.
- Drove Pharmacy buddying via the PCN across the patch with 95% uptake to support business continuity plans.
- Gained agreement from Turning point to continue funding contractors for loss of income from supervised consumption.
- Facilitated and organised emergency PPE supply via Military for all pharmacy teams.
- Extension of the pandemic delivery service for the local city lockdown areas.
- Sourced and agreed local British Red Cross volunteer delivery service.



6

PROJECTS AND ACHIEVEMENTS

Communications

We have spent time this year with the aim of increasing our engagement with contractors. For the first time as an LPC we have set up Whatsapp groups, reminder countdown posters and ran drop in contractor clinics as well as significantly increasing our presence on social media.

Introduction of our deadline tracker now published every month, continues to be by far our most popular publication.

We utilised Whatsapp groups to help deliver key messages and notify contractors on key deadline dates and digital posters to highlight initiatives, deadlines and event invitations.

We have received excellent feedback on our communications and engagement and more importantly we are seeing consistently high levels of compliance.

The LPC supported 10 contractor events in 2019/20 as outlined in the table below. The LPC regularly listens and acts on the comments received in relation to our meetings. The LPC will continue to support meetings in 2020/21 all be it in a more virtual working.

CONTRACTOR EVENTS

DATE	EVENT TOPIC	NO. OF ATTENDEES
23 FEB 2019	Event hosted by Cambrian Alliance	50
23 MAY 2019	Respiratory Event Anna Murphy and CCG supported	51
11 JUNE 2019	Respiratory Event Anna Murphy and CCG supported	50
9 JULY 2019	Respiratory Event Anna Murphy and CCG supported	45
2 OCT 2019	Joint Lipco and LPC event – new contract	75
30 OCT 2019	DOAC	55
1 DEC 2019	CPPE CPCS Workshop	50
16 JULY 2020	Respiratory COPD Training Event joint with GP pharmacist	51
23 JULY 2020	DOAC Virtual training Event	45
24 SEPT 2020	Diabetes training event	54
TOTAL ATTENDEES		526

Final thanks..

In these unprecedented times my final thanks go to the members of the committee whose ongoing support, knowledge and wise counsel has being not only invaluable but hugely appreciated, I would also like to recognise the role Vinay plays in engaging with and supporting contractors. I am aware that Vinay is often if not exclusively the face of the LPC in LLR for many independent contractors.

... and a final “finally” – thanks to Ailsa who keeps LPC members and myself organised, sends all the emails to contractors and in addition to all the mundane tasks like minutes and governance support. Ailsa is an integral cog of the LPC office and without her valuable insight, knowledge and expertise we would not be able to serve you as contractors to the highest standard as we currently do.

Rita Patel
Chief Officer

VICE CHAIR UPDATE

WRIGHT REVIEW

PSNC and LPC commissioned the Wright Review on community pharmacy representation in September 2019. The findings from the review were published in June 2020 with 33 recommendations. It was clear that LPCs felt funding for any changes in representation should come from the current funding envelope and not additional levies, LPCs would need to look at current expenditure and reserves but also needed clarity on a budgeted cost model for any recommendations.

Some of the recommendations



We at the LPC wanted to share some key findings and also update you on the current position of our LPC.

- Elected PSNC Committee should be replaced by a Council of LPC Chairs
- Contractors should have more transparency about where their levy payments are being used
- Bringing together local and national representation functions reducing duplication and more centralised functions
- Better engagement between all the Committees and contractors
- A national vision and strategy for community pharmacy in England as well as an external communications strategy,
- PSNC will also have a Negotiating Team consisting of contractors and contractor representatives who are employed and extensively trained.
- The creation of new policy units and a Negotiations Strategy Committee
- The formation of a national Community Pharmacy Integration Centre

LLR LPC agrees with many of these recommendations and has already worked towards meeting some of them.

- We are Geographically aligned to the ICS (Integrated Care System)
- We represent 234 contractors in line with the recommendations
- The committee has proportionate representation of our contractor base and consists of 10 members
- We have a robust governance structure
- Manage our finances well
- Engage with our contractors.

We look forward to the opportunities that implementation of the recommendations of the Wright review will bring and are confident that we will rise to the challenges in an evolving landscape.

Implementation of the review recommendations is a huge undertaking, the PSNC and LPC will keep you informed with progress and continue in two way communication as we progress and shape the future for community pharmacy representation with contractors and patients at the centre of whatever we take forward.

Satyan Kotecha
Vice Chair

My thanks go to the Chief Officer, Chair, exec officers and committee members for their ongoing support and governance of the finances of the LPC and I also wish to thank the Pharmacy contractors who fund the LPC and make our work possible.

Members of the committee are required to attend the LPC meetings regularly as well as attend meetings on behalf of the LPC and contractors. Operating under Nolan Principles, the LPC consider that members carrying out duties on behalf of pharmacy contractors should not be out of pocket. The LPC operates within a robust Accountability and Governance Framework that is regularly monitored. All members abide by our expenses policy which is routinely reviewed and updated by the LPCs finance and governance committee

The total LPC administrative and contractor support costs for the year under review totalled £180,679 compared to £169,301 in 2018/2019– an increased spend of £11,378 over the previous financial year.

The increase was largely due to the PNSC levy that was incurred. In 2019/2020 the LPC incurred the full levy within the accounting period compared to the previous year, where only half the levy was paid within that accounting period.

The PSNC recommendation of keeping 50% of LPC expenditure as a buffer is always adhered to. Due to the effective and careful spending made by the committee.

£666 was allocated to Travel expenses allowing key members of the LPC to attend vital meetings in the aim of both supporting contractors and building a stronger network with other allied health professionals and commissioning bodies.

With a newly appointed Chief Officer in post, during this period, this has led to an increased representation of the LPC at high level meetings throughout the year and also reduced locum backfill where in the past other committee members may have been asked to attend these meetings.

Levies paid by the LPC to the PSNC totalled £59,864 - this is an anticipated and budgeted expenditure beyond the control of the LPC. Moving forward the committee has budgeted for a similar £60,000 PSNC levy this financial year. Income derived from levies paid by contractors to the LPC was £180,000. We also have an additional £16,729, this funding was from external sponsorship and not contractor levy. It is held in a separate bank

account for the specific training of contractors to be allocated over the next financial year.

Over 2019/2020 the cost of running the Leicestershire and Rutland LPC was £120,815. This excludes the total sum of monies paid to the PSNC (£59,864). The balance in the bank as of 31 March 2019 was £151,781 and the opening balance for the year going forward on 01 April 2020 was £152,639. The LPC has adhered to new ways of working over the last 12 months and is in a healthy financial position as a result. We are constantly looking for ways to re-invest LPC money into training and support that benefits local contractors and the pharmacy profession as a whole.

The accounts have been reconciled by myself as treasurer and (as per our governance) are also audited by an independent accountant Sharman Fielding.

In line with LPC and PSNC governance the accounts have been available for contractors to view 30 days prior to the AGM and will now be formally signed off following a vote to close the years accounts by the contractor's present at the AGM.

As ever the committee operates with total transparency and the treasurer will try to address any questions raised by contractors within a reasonable time frame. A full set of accounts can be viewed on request.

My thanks go to the Chief Officer, Chair, exec officers and committee members for their ongoing support and governance of the finances of the LPC and I also wish to thank the Pharmacy contractors who fund the LPC and make our work possible.

Mohammed Bharuchi
Treasurer

LEICESTERSHIRE & RUTLAND LOCAL PHARMACEUTICAL COMMITTEE

Receipts and Payments Account

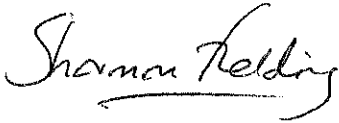
For the Year Ended 31st March 2020

LEICESTERSHIRE & RUTLAND LOCAL PHARMACEUTICAL COMMITTEE
Receipts and Payments Account
For the Year Ended 31st March 2020

Contents	Page
Accountants' report	1
Receipts and payments account	2

ACCOUNTANTS REPORT FOR THE YEAR ENDED 31ST MARCH 2020

In accordance with your instructions, we have compiled these unaudited receipts and payments account together with statement of of assets for the year ended 31st March 2020, in order to assist you to fulfil your statutory responsibilities from the accounting records and information and explanantions supplied to us.



**SHARMAN FIELDING
CHARTERED ACCOUNTANTS**

The Oval
57 New Walk
Leicester
LE1 7EA

15th September 2020

RECEIPTS & PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2020

	Notes	2020		2019	
		£	£	£	£
RECEIPTS					
Statutory Levy	1	180,000		150,000	
Healthy Living pharmacy		-		-	
Bank Loyalty Reward/Interest		23		5	
Other Income		1,514		15,811	
			181,537		165,816
PAYMENTS					
Pharmaceutical & Secretarial Expenses		8,546		8,075	
Locum Expenses		6,450		22,530	
Rent- 4 Brandon Street		2,740		3,960	
PSNC Levy	2	59,864		29,932	
Healthy Living Distance Living & Assessment		5,857		4,114	
Venue Expenses		2,384		3,347	
Travel Expenses		666		3,274	
Chief Executive & Other Staff Wages & NIC	3	63,616		60,136	
Staff Pension Contributions		1,429		1,409	
Outsourced support for Chief Executive		16,483		22,800	
Advertising, Promotions & Stationery Expenses	4	8,917		2,997	
Mobile, Internet & Computer Costs		1,003		1,244	
Accountancy, Bookkeeping & Payroll fees		1,440		1,360	
Indemnity Insurance		224		224	
Miscellaneous Costs		988		1,461	
Bank Charges		73		15	
Online training platform costs		-		2,423	
			180,679		169,301
NET INCOME (DEFICIT) FOR THE YEAR			858		(3,485)
OPENING BANK BALANCES AT 1st April 2019 brought forward			151,781		155,266
CLOSING BANK BALANCE AT 31st March 2020			<u>152,639</u>		<u>151,781</u>
RECONCILED TO:					
			£		£
Cash At Bank					
Barclays Bank Current No 1 Account			138,193		129,133
Barclays Bank Current No 2 Account (Healthy Living)			16,729		22,648
			154,922		151,781
Less: March 2020 PAYE/NIC due and paid post year end to HMRC			2,283		-
STATEMENT OF ASSETS AT 31ST MARCH 2020			<u>152,639</u>		<u>151,781</u>

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Mohammed Bharuchi

Treasurer

On behalf of Leicestershire & Rutland Local Pharmaceutical Committee

15th September 2020

Notes

- 1 This year reflects 12 months statutory levies received (March received afterdate)
- 2 Two PSN levy payments made this year compared to one in 2019
- 3 This relates to Chief Executive and other support staff on PAYE.
- 4 Includes £3,744 license fee to Pinnacle in January 2020



info@leics-lpc.co.uk

Leicestershire & Rutland LPC
<https://psnc.org.uk/leicestershire-and-rutland-lpc/>

54 Brandon Street
Leicester, LE4 6AW