

Annual Report and Financial Statements

2023 - 2024

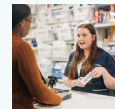
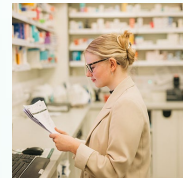


TABLE OF CONTENTS

Contents

1. Officers	3
2. Report on our Activities	6
3. Governance, structure and management 2023/24	9
4. FINANCIAL STATEMENTS	11
4.1. FOR THE YEAR ENDED 31 MARCH 2024	11
4.2. Accountants (or Auditors)	12
5. Report of the Committee Members	13
6. Report of the Committee Members Cont.	15
7. Statement of Committee Members' Responsibilities	16
8. Notes to the Financial Statements	18
9. Notes to the Financial Statements Cont.	20
10. Independent Auditor's Report to the Committee	21

Hampshire & Isle of Wight LPC

Officers

Chair: Ashley Littlewood-Miller

Vice Chair: Arun Sharma

Treasurer: Peter Woodward

Chief Officers: Alison Freemantle & Artur Pysz

The Committee shall be the “Hampshire & Isle of Wight Local Pharmaceutical Committee” (as required by the NHS Act 2006) and [known as ‘Community Pharmacy Hampshire & Isle of Wight’]

Welcome & Overview

Ashley Littlewood-Miller

Chair

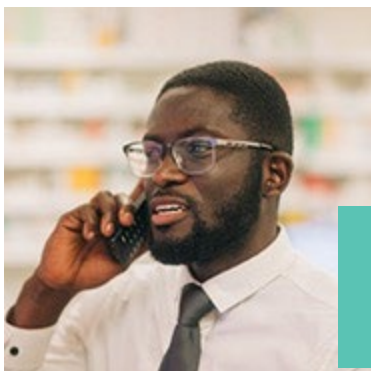
This is my 8th year as a committee member and my 7th year as LPC Chair, I once again found myself reflecting on the last 12 months.

We have found ourselves faced with another period of significant change, mainly with multiple changes to the physical representation of pharmacy practice within our communities, we’ve seen multiple closures and divestments, followed by subsequent relocations and mergers, often seeing a reduction in pharmacy locations for patients to choose from and a corresponding increase in workload for those pharmacies that remained along with the introduction of the Pharmacy First service.

This year we also saw significant change within the LPC, with Debby Crockford retiring as our Chief Officer at the end of December 2023. Debby left the LPC with our best wishes and I know she was looking forward to spending her time with her family and being able to focus on her passions (outside of pharmacy).

From January 2024 we were delighted to have appointed Artur and Alison to the positions of Joint Chief Officers, they continue to have their individual responsibilities linked to services, communications and contractor support but also share the accountability for the chief officer responsibilities.

I have been consistently buoyed by the resilience and enthusiasm of the pharmacy contractors and their colleagues across Hampshire and Isle of Wight to offer the best service to their patients and promote pharmacy, in spite of the tough conditions that continue to be faced by our industry.



This annual report is my formal opportunity to offer my sincere thanks once again for the diligent and meaningful work done on behalf of you, our contractors by the team. I would like to thank all the committee members for their commitment and focus in driving the best results for contractors. Of course, none of this would be possible without the dedication and determination of Artur, Alison & Skye, their relentless focus on the best outcomes on behalf our all our contactors are key.

As we move into another year, the challenges we all faced before are likely to continue, stock shortages, staff retention and recruitment and continued pressure on remuneration will I believe at least remain for the majority of 23/24, however I know that we as a whole team at Community pharmacy Hampshire and Isle of Wight will continue our focus on providing the best support we can for all of our contractors across the patch.

I look forward to the year ahead and I am hopeful that together we can continue to make a real difference to the health and wellness of the communities we serve.

Kind Regards

Ashley Littlewood-Miller





Hampshire & Isle of Wight LPC

Report on our Activities

Alison Freemantle & Artur Pysz

Chief Officers

Chief Officer:

In December 2023 Debby Crockford retired from her position as Chief Officer after more than 5 years.

From January, we, Alison and Artur, took over as Joint Chief Officers whilst continuing with our services, communications and contractor support roles. Skye continues in her role as Office Manager ensuring the smooth running of the LPC for all.

Support

Support for Community Pharmacy Contractors:

Over the course of the year, the CPHIOW has completed over 100 pharmacy visits. These visits focused on supporting contractors with service engagement, current challenges and relationships with GP surgeries.

On a daily basis the team continues to handle a wide range of queries including operational and contractual queries, payments and claims guidance, advice supporting eRD, MDS, prescribing changes and training requirements for both local and national services.

Pharmacies are kept up to date on requirements and opportunities via the weekly newsletter, monthly deadline tracker and text reminder service. The text service is used to remind contractors of the most critical deadlines during the business year. This year we have increased the number registered to 46 service users to date.

Significant support was provided to new contractors, many first-time owners, over the last year with a large number of change of ownerships seen. A 'new contractors pack' was created that included local services contact information and contacts, a "Size of the Prize" presentation, new solutions to improve operations presentation, CHIE info, LPC constitution and PCN information.

Numerous market entry applications have been reviewed, including new contract applications, changes of ownership, relocations, changes to opening hours, and responses on behalf of LPC provided when relevant.

We have continued to remind contractors in the lead up to a mandatory deadline and those who have missed the deadline (often the contractor will still be able to complete). Examples of deadlines include CPAF, DSP Toolkit, and NHS shared email address confirmation.

Contractors are followed up if they have outstanding referrals for DMS and Pharmacy First to ensure completion, good patient care and to help minimise any reputational damage as a result of non-completion. Contractors are supported and encouraged to work checking for these referrals into their daily processes.

Workforce Support:

Over the last year we continued to source and highlight training opportunities for pharmacy teams, including funding Virtual Outcomes to help upskill pharmacy teams on current services and healthy living opportunities.

We worked closely with Hampshire and Isle of Wight ICB and the local acute trusts to arrange access to DPPs for foundation pharmacists and some IP students. 5 Pharmacists started on a fully funded pilot IP course in May at Winchester University, the hope is this will provide a model for the future and that further funding can be identified to support more pharmacists.

Support for locally commissioned services and national services:

This past year saw some significant changes to the way several of our locally commissioned services were commissioned with Inclusion taking over the substance misuse contract for Hampshire affecting over 200 pharmacies. Significant time was spent chasing the previous provider for outstanding payments. After many months of chasing these monies were finally paid to pharmacies.

We brought together the 4 local authorities sexual health services leads to create countywide PGDs for EHC making it easier for pharmacies working across the council boundaries within the county to provide the service.

With the change from CCGs to ICBs, other services were also merged and recommissioned, the Hampshire & IOW wide Palliative Care service went live in November 2023 and a new Minor Ailments service is expected in 2024.

A new service has been negotiated for an evening rota on the Isle of Wight where, with the closure of the only 100-hour contract in 2023, there was no pharmacy open after 6.30pm. The new service is due to go live in summer 2024.

Nationally, 10 pharmacies in Portsmouth continued to lead the way in delivering the Tier 2 Contraception Pilot prior to its inclusion as an advanced service from December. The latter half of the year was very much all about the implementation of the new clinical pathways and the merging of CPCS services under the Pharmacy First banner.

With 98% of pharmacies signed up to provide, we continue to use local and national data to identify and support pharmacies with delivery. The work is ongoing with the ICB to encourage referrals from GP surgeries and in July our first acute trust, University Hospital Southampton, went live making electronic referrals into the service.

We continue to monitor national data and highlight to contractors when they are missing an opportunity for service funding, using the data to inform discussions with ICBs and other commissioners.

Support was provided for the recruitment of Pharmacists for the IP Pathfinder Pilot. We have 6 in HIOW and 1 in Frimley that are ready to start once IT is in place.

Representation & Relationships:

CPHIOW has participated in Community Pharmacy England events and continues to provide contractor feedback. This has ensured that the interests of our contractors are represented at the national level.

One of the key events of the year was the Community Pharmacy Summit organised by Portsmouth City Council in November 2023. The summit, hosted by Councillor Matthew Winnington and Councillor Gerald Vernon-Jackson, explored the current challenges and identified opportunities to support the sector given the pressures being experienced. CPHIOW represented the sector and addressed all attendees.

Following the summit, we have supported a couple of the outputs including an application for additional funding to support Community Pharmacy PCN leads in the city and the Shaping Portsmouth initiative to support contractors in developing their non-medical retail offer.

Regular meetings are in place with a wide audience including the NHS Commissioning Hub, both ICBs, Council Public Health teams and local NHS Trusts to ensure community pharmacy is considered and heard.

We've continued to lead the local POMD team, regularly meeting with Optometry, Dentistry and Medical committee Chief Officers or Chairs to create a strong primary care voice to the ICB.

Throughout the year we have continued to support contractors with any concerns or issues raised by GP practices and ICBs that have arisen about pharmacies in a timely manner.

The Future:

In conclusion, CPHIOW has had a very productive year in 2023/24, providing comprehensive support to community pharmacy contractors and ICBs. We look forward to continuing this work in the coming year.

Thank you to Skye, the committee, our contractors and all our stakeholders for their continued support and collaboration.

Governance, structure and management 2023/24



Responsibilities of Committee Members

Committee Member	Responsibility
Anjee Shah	Rotational Governance Subcommittee Chair
Arun Sharma	Vice Chair
Ashley Littlewood-Miller	Chair
Gary Warner	Independent
Jennifer Ndichu	Market Entry Subcommittee Chair & Rotational Governance Subcommittee Chair
Karen Alexander	Rotational Governance Subcommittee Chair
Michael McWhirter	Service Development Subcommittee Chair
Peter Woodward	Treasurer & Finance Subcommittee Chair

Members of the Committee & Expenses in 2023/24

Committee Member	Elected / Appointed	Attendance / Possible	Expenses Claimed†
Anjee Shah	Independent	5/5	£884.50
Arun Sharma	Independent	4/6	£1492.00
Ashley Littlewood-Miller	CCA Appointment	5/6	£1027.20
Daniela Lupeanu	CCA Appointment	6/6	£1062.50
David Howells	AIMp Representative	4/5	£678.10
Gary Warner	Independent	1/6	£0

Jennifer Ndichu	AIMp Representative	6/6	£1512.70
Julie Fanneran	CCA Appointment	2/3	
Karen Alexander	CCA Appointment	6/6	£415.70
Michael McWhirter	Independent	6/6	£1859.90
Peter Woodward	CCA Appointment	6/6	£2293.21
Stephanie Harris	CCA Appointment	1/1	£231.33
Tim Baker	Independent	1/1	£217.50

Committee Meetings in 2023/24

Date	Meeting Type
11 May 2023	Virtual Meeting
13 July 2023	Face to face – Holiday Inn, Southampton
14 Sep 2023	Virtual Meeting
09 Nov 2023	Face to face – Langstone Quays Resort, Hayling Island
11 Jan 2024	Virtual Meeting
14 Mar 2024	Virtual Meeting

Governance Documentation

[Community Pharmacy HIOW: Constitution, Governance & Annual Reports \(cpsc.org.uk\)](https://cpsc.org.uk)

Hampshire & Isle of Wight LPC

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024



CONTENTS

Page No

13	Report of the Committee Members
16	Statement of Committee Members' Responsibilities
18	Notes to the Financial Statement Auditors Report (or Assurance Report)

Accountants (or Auditors)

HJS Chartered Accountants
Targus House
9 Ocean Way
Southampton
SO14 3TJ

Report of the Committee Members

Year ended 31 March 2024

Principal Activities

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

Our goal is:

[Community Pharmacy HIOW :: What we do \(cpsc.org.uk\)](https://www.cpsc.org.uk)

The Committee

Hampshire & Isle of Wight LPC is an association whose functions and procedures are set out in our Constitution [and rules].

During the year ended 31 March 2024 Hampshire & Isle of Wight LPC had 11 members on its main committee as follows:

Committee Member	Elected / Appointed
Anjlee Shah	CCA Appointment
Arun Sharma	Independent
Ashley Littlewood-Miller	CCA Appointment
Daniela Lupeanu	CCA Appointment
David Howells	AIMp Representative
Gary Warner	Independent
Jennifer Ndichu	AIMp Representative
Julie Fanneran	CCA Appointment
Karen Alexander	CCA Appointment
Michael McWhirter	Independent
Peter Woodward	CCA Appointment
Stephanie Harris	CCA Appointment
Tim Baker	Independent

4 members from Independents

5 members from CCA

2 members from AIMp

A non-executive chair.

Full details of these members can be found on Hampshire & Isle of Wight LPC website [https:// \(cpsc.org.uk/\)](https://cpsc.org.uk/)

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



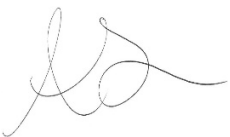
Hampshire & Isle of Wight LPC

Report of the Committee Members Cont.

Year ended 31 March 2024

This report was approved by the Hampshire & Isle of Wight LPC on 31st July 2024
and signed on its behalf by:

Ashley Littlewood-Miller



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Chair of the Committee

Statement of Committee Members' Responsibilities

Year ended 31 March 2024

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.

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.



Notes to the Financial Statements

Year ended 31 March 2024

Accounting Policies

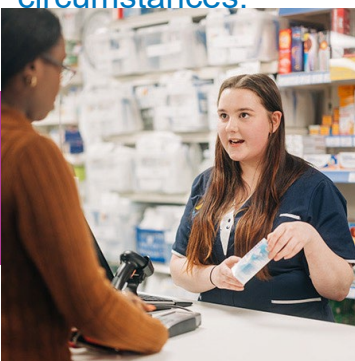
With the exception of some disclosures, the financial statements have been prepared in compliance with FRS 102 Section 1A and under the historical cost convention. The financial statements are prepared in sterling, which is the functional currency and monetary amounts in these accounts are rounded to 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%
Building Improvements	- 2%
Furniture and Fittings	- 20%
Computer and Office Equipment	- 25%
Motor Vehicles	- 25%

Taxation

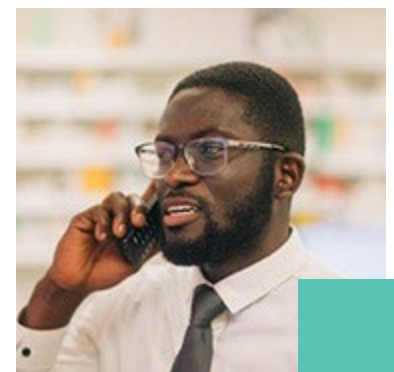
Any surplus arising from the activities of the Hampshire & Isle of Wight LPC on its non-mutual activities is subject to corporation at 19%.

Pension Costs

The amounts paid during the year are charged to the income and expenditure account. Details are shown in note 9 of these accounts.

Operating Leases

Rentals in respect of operating leases are charged to the income and expenditure account as incurred.



Notes to the Financial Statements Cont.

Year ended 31 March 2024

Accounting Policies (continued)

Financial Instruments

The committee only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like other debtors and creditors. Financial assets and liabilities are recognised when the company becomes a party to the contractual provisions of the instruments.

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.

Independent Auditor's Report to the Committee

Members of Hampshire & Isle of Wight LPC
Year ended 31 March 2024

Other information - Continued

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 Hampshire & Isle of Wight LPC and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Committee Members.



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

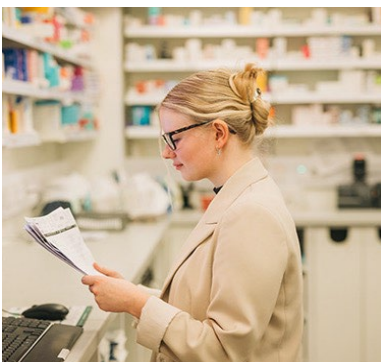
- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require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





LPC Contact Details

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GU51 2UZ



<http://twitter.com/CPSouthCentral>