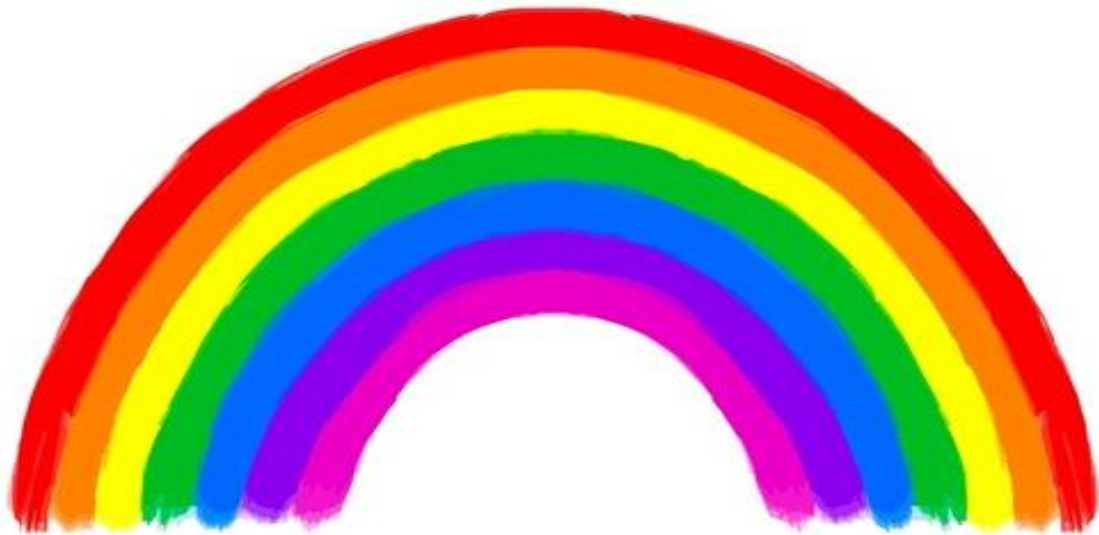


## ANNUAL REPORT 1 APRIL 2019 - 31 MARCH 2020



# THANK YOU



"We cannot thank community pharmacy staff and their teams enough for all the hard work and dedication you showed at the end of 2019/20. This was demonstrated through your continued commitment to your local community in the face of huge challenges. We will work tirelessly to ensure that community pharmacy gets the recognition and resources you so rightly deserve."

**Helen Musson, Chief Officer, Community Pharmacy  
Hertfordshire**

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## What is Community Pharmacy Hertfordshire?

In 2019 Hertfordshire Local Pharmaceutical Committee (LPC) rebranded to become Community Pharmacy Hertfordshire (CPH). We are still the LPC and the statutory body representing community pharmacy contractors (currently 244 pharmacy premises) within the geographical area of the Hertfordshire Health and Wellbeing Board.

CPH negotiates and discusses pharmacy services with commissioners and is available to give advice to community pharmacy contractors on existing and new services and can advise other stakeholders wanting to know more about community pharmacy.

CPH is funded by a statutory levy which NHS England (managed through the NHS Business Services Authority) is empowered by regulation to deduct from the remuneration paid to community pharmacy contractors.

In 2019 CPH informed all contractors that they would be implementing a zero-based budget for 2019/20 with a move to a fixed LPC levy going forward, a method already implemented by a majority of LPCs. The levy is not fixed for contractors and would still be based upon the number of prescription items per pharmacy as is currently undertaken.

To find out more about CPH or to discuss how, as a pharmacist or as a pharmacy team member, you may be able to assist or join the LPC, please contact the LPC office (<http://www.hertslpc.org.uk/about-us/contact-us/>). CPH send out regular weekly news and aims to ensure that our LPC website is as up to date as possible.

## Acknowledgements

In 2019 Girish Mehta outlined his decision to step down as LPC Chair at the next LPC Officer elections in 2020. The LPC is indebted to Girish for all his support and leadership during the last 12 years as LPC Chair. His passion and commitment to community pharmacy has stood the LPC in good stead to move forward in the future. Girish worked hard to ensure there was appropriate succession planning supporting the incoming Chair, Rachel Solanki and setting up many of the processes that supports the incoming Executive Team. We are pleased that Girish will continue to be an active member and a voice for community pharmacy on the Committee.

As outgoing Chair, Girish Mehta's final message to pharmacies as Chair of Community Pharmacy Hertfordshire is outlined below:

"It has truly been a privilege to be elected into this position and to serve fellow community pharmacists across our county over the last 12 years.

I hope that you agree our collective efforts have been productive and will be sustained going forward. I truly believe that during my tenure we have evolved and adapted our organisation to make the LPC fit for purpose, contractor focused and as open and transparent as possible.

Thank you to all committee members past and present. I especially want to share a big thanks to Karen Rosenbloom and Graham Phillips, who mentored and supported me immensely at the start of my tenure. Ingrid Cruickshank and Sara Norwood were also always there as was Helen Musson since her inception as the LPCs Chief Officer. Their support and friendship is much appreciated.

I hope Community Pharmacy Hertfordshire continues to champion our contractors and Community Pharmacy. I will always be a proud member and here to support whenever I am needed.

Many thanks and best of luck to Rachel Solanki and Parag Oza, your new but very able and experienced team at the helm".

CPH remains representative of all our contractors in Hertfordshire and we would like to thank all the Committee for their hard work. We've seen some changes to the Committee in the last year and would like to thank Matt Bristow and Rizwan Majid (CCA representatives) during their time on the Committee.

In the last year CPH has been led by Helen Musson as Chief Officer currently supported by Joint Deputy Chief Officers Ingrid Cruickshank and Ann-Marie Carrey and Sara Norwood, Business Officer. We would like to acknowledge and thank the CPH office team for their dedication and hard work through the year particularly to Ingrid, Ann-Marie and Sara who covered during Helen's maternity leave from end of November 2019 to the end of Feb 2020.

Jeanette Edwards (Implementation Manager) left the LPC in September 2019 and are grateful for her hard work during her time at the LPC. We wish her well for the future.

## **The Year Ahead 2020/21**

Not one of us could have foreseen the COVID-19 pandemic. At the end of the 2019/20 financial year the country went into lockdown and immediately before this community pharmacies were besieged with prescription requests and sales of OTC items.

CPH is so proud of the way in which community pharmacy has conducted itself during the pandemic. We know that many of you have felt very isolated with national information very slow to be communicated. Despite all of this you have kept your doors open to the general public and worked relentlessly with little reward and at personal risk to support your patients whilst also considering your staff welfare.

CPH plans to continue to ensure that community pharmacy is incorporated as a key collaborative provider within health and care within Hertfordshire recognising the enormous contribution you have proved you can deliver. We will work with you to provide you with any support or guidance you need in adjusting to the "new" normal.

The other focus of CPH will be on the future of pharmacy representation following the publication of Professor David Wright's findings of his independent review into community pharmacy contractor representation and support. The review looked at the workings of LPCs and PSNC and it set out 33 recommendations for the future. We would strongly encourage you to get involved by watching the on-demand webinar and feeding back your responses on the four key questions set available on the [PSNC website](#).

**Rachel Solanki**  
**Chair**

**Helen Musson**  
**Chief Officer**

## Impact and Value

### Committee Update

The committee (as elected in April 2018) consists of 13 representatives – seven elected by independent contractors, five appointed by the Company Chemists Association and one AIMp member.

Name	Representative	Attendance at CPH meetings	Expenses Paid (for additional meetings other than CPH)
<b>Girish Mehta (Chair)</b>	Independent	5/6	£0*
<b>Rachel Solanki (Vice Chair)</b>	Independent	5/6	£675*
<b>Karsan Chandegra (Treasurer)</b>	Independent	6/6	£361.20*
<b>Nilesh Bathia</b>	Independent	5/6	£0
<b>David Bentley</b> (joined November 2019)	CCA - Boots	1/3	£0
<b>Matt Bristow</b> (left June 2019)	CCA - Lloyds	1/1	£0
<b>Ramen Farahani</b> (joined August 2019)	CCA - Well	3/4	£40.60
<b>Rizwan Majid</b> (left August 2019)	CCA - Well	1/2	£0
<b>Vinesh Naidoo</b>	CCA - Boots	6/6	£0
<b>Parag Oza</b>	CCA – Boots	5/6	£350
<b>Raj Patel</b>	Independent	5/6	£0
<b>Graham Phillips</b>	Independent	4/6	£0
<b>Purvi Smart</b>	Independent	5/6	£0
<b>Suraj Varia</b>	AIMp - Jade	4/6	£0
<b>Roy Winograd</b>	CCA – Superdrug	6/6	£50

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

The Chief Officer incurred annual expenses of £1190.17 and other staff within the CPH office incurred annual expenses of £756.13.

## LPC Meetings

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

## Contractor Events

CPH supported seventeen contractor events in 2019/20 as outlined in the table below. CPH regularly listens and acts on the comments received in relation to our meetings. The LPC will continue to support meetings in 2020/21 but is considering how best it can offer these in light of more virtual working.

Date	Event Topic	No. of Attendees
15 April 2019	Diabetes	11
1 May 2019	Locality: Lower Lea Valley, Upper Lea Valley & Stort Valley	23
14 May 2019	Blood Pressure (Watford)	13
16 May 2019	Locality: St Albans, Harpenden & Dacorum	14
23 May 2019	Blood Pressure (Stevenage)	10
11 June 2019	Locality: North Herts, Stevenage, Welwyn & Hatfield	20
20 June 2019	Primary Care Networks (PCN)	9
20 June 2019	Locality: Watford & Hertsmere	16
24 September 2019	Locality: St Albans, Harpenden & Dacorum	16
9 October 2019	Locality: North Herts, Stevenage, Welwyn & Hatfield	10
5 November 2019	CPCS & PQS	36
7 November 2019	Locality: Lower Lea Valley, Upper Lea Valley & Stort Valley	25
12 November 2019	Locality: Watford & Hertsmere	53
24 November 2019	CPCS & PQS	69
16 January 2020	Locality: Watford & Hertsmere	25
5 February 2020	Locality: St Albans, Harpenden & Dacorum	12
3 March 2020	Locality: North Herts, Stevenage, Welwyn & Hatfield	21
<b>Total</b>		<b>383</b>

CPH regularly ensures that key local events are represented at or promoted for the benefit of local pharmacies to attend by working with key partners such as CPPE, RPS and the NPA.



## Projects and Achievements 2019/20

In line with our top 11 priority projects and objectives for 2019/20 we have achieved the following:

	Project	Objective	Achievements
1.	Community Pharmacy Support to Care Homes	To develop a working care homes model that includes community pharmacy as a key part of medicines optimisation supported by stakeholders with a potential pilot developed within one locality of Hertfordshire.	<ul style="list-style-type: none"> <li>Community Pharmacy pilot for Dacorum developed and agreed by Herts Valleys CCG board as part of the Dacorum transformation plan.</li> <li>Initial training for Community Pharmacy completed in January 2020.</li> </ul>
2.	Community pharmacists working as part of a locality with GP practices	Develop a working model of how community pharmacy can be integrated as part of localities and Primary Care Networks with GP practices.	<ul style="list-style-type: none"> <li>Successfully supported and implemented a community pharmacy model of PCN pharmacists within one PCN.</li> <li>Mapping of community pharmacies into PCNs published in October 2019.</li> <li>PCN gaggle groups set up in October 2019 to support communications between PCN pharmacies.</li> <li>All Community Pharmacy PCN leads appointed by January 2020.</li> <li>Initial engagement meeting with all CP leads February 2020 with future engagement plans planned at meeting.</li> </ul>
3.	Public Health Commissioned Services	To develop and agree an LPC approach to a public health service to be commissioned from April 2020 and negotiate a new three year contract with Public Health Hertfordshire.	<ul style="list-style-type: none"> <li>Pharmacies asked to put in their applications to deliver Stop Smoking and Sexual Health services in February 2020 (current contract extended to October 2020 due to COVID-19).</li> <li>New SLA agreement for Supervised Consumption and Needle Exchange from September 2019.</li> </ul>
4.	Electronic Medicines Optimisation Pathway (EMOP)	To embed EMOP within all community pharmacies in Hertfordshire and ensure successful launch from Lister, PAH and Watford hospitals with clear value	<ul style="list-style-type: none"> <li>Community Pharmacy continue to receive discharge summaries from Lister and PAH.</li> </ul>

demonstrated and evaluation measures reported.

“The Hospital Trust has worked very closely with the LPC on the introduction of EMOP. The Trust and the LPC aims to work together on how we can further utilise the tool, for example, when patients are transferred from hospital to care homes.”

**Andrew Hood. Chief Pharmacist – East & North**

**5. Diabetes Transformation**

To increase community pharmacy delivery

“New to the Dacorum GP Federation and Consultant Pharmacist post, having the opportunity to work with Hertfordshire LPC alongside the HVCCG diabetes clinical network team proved productive and an ease into my role. We were able to train and galvanise some of the local community pharmacies to engage in the CP diabetes plus service during the period from April 2019 to March 2020, I do look forward to working with the LPC in the future to develop further our diabetes plus project, common goals and interests.”

**Charles Odiase, Consultant Pharmacist in Primary Care and Diabetes Dacorum GP Federation. DUK Clinical Champion**

- Watford General proposed launch date 1 April 2020 (postponed due to COVID-19).
- Diabetes Plus service rolled out in Dacorum, and one PCN in Watford and Three Rivers and Hertsmere areas.
- Developed collaborative relationships with lead GP/PCN pharmacists in Herts Valleys CCG area and the Hertfordshire Integrated Diabetes Service (HIDs)
- The service was updated in September 2019 with specification changed for payment to be made after intervention/follow up similar to a New Medicines Service (NMS) intervention.
- Service interrupted due to COVID-19.

and engagement of the diabetes plus MUR pilot. To demonstrate the value and evaluation of the pilot in St Albans and Harpenden with a view to implementing the service across Herts Valley CCG.



6.	Developing a successful LPC	Implement the LPC capacity plan recommendations agreed by the LPC.	<ul style="list-style-type: none"> <li>• LPC capacity plans agreed March 2019.</li> <li>• Consultations and restructure implemented September 2019.</li> <li>• All policies and procedures reviewed.</li> <li>• New ways of working agreed by LPC members.</li> </ul>
7.	Frailty	Develop and agree an LPC position statement for MCAs and identify a clear plan and approach for involvement of community pharmacy in the STP frailty programme.	<ul style="list-style-type: none"> <li>• Final guidance for MCAs developed and agreed with CCG and LMC February 2020.</li> <li>• Early communication with community pharmacy contractors in March 2020 about potential implementation.</li> </ul>
8.	Community pharmacy proposition	To ensure that the community pharmacy voice is represented at the STP medicines optimisation group and within each CCG delivery board area.	<ul style="list-style-type: none"> <li>• LPC continues to engage with ICS/STP Meds Optimisation meetings.</li> <li>• Increased engagement with CCG delivery boards throughout 19/20.</li> </ul>
<p>“The LPC and Herts Valleys CCG have continued to work collaboratively together and to develop new services for community pharmacies. Members of LPC attend medicine meetings where local medicines decisions are made and HVCCG head of service attends part of LPC meetings. There is huge value in developing our strong collaborative relationships.”</p> <p><b>Sarah Crotty – Herts Valleys CCG</b></p>			
9.	Open the bag campaign and Hertsmere hoarding project	Implement and fully evaluate the hoarding project in Hertsmere and participate in the STP look in the bag campaign evaluation.	<ul style="list-style-type: none"> <li>• Continued support of STP open the bag campaign which has now completed.</li> <li>• Hertsmere stockpiling service agreed as part of the Hertsmere transformation plan.</li> </ul>
10.	Hypertension	Support the implementation of the blood pressure testing pilot and participate in the evaluation processes.	<ul style="list-style-type: none"> <li>• Blood Pressure testing service launched in Lower Lea Valley, Watford and Stevenage in April 2019.</li> <li>• Service put on hold due to COVID-19.</li> </ul>
11.	Supporting community pharmacy workforce and education	To work with the STP medicines optimisation work stream to deliver their workforce strategy and ensure community	<ul style="list-style-type: none"> <li>• LPC attended STP workforce task group meetings.</li> <li>• Pilot planned for cross sector working Identified. Implementation delayed due to COVID-19.</li> </ul>

pharmacy teams understand future demands through regular locality events.

- 11 locality meetings took place, including an element of CPD to support pharmacist development.
- PQS and CPCS events held in November 2019 to support implementation of new pharmacy contract.

“As the pandemic has seen all NHS services and departments adapt to the challenges that it faces, our collaborative efforts and relationships with the LPC team were more valuable than ever in ensuring that our pharmacies countywide were accurately reflected on the DoS in terms of opening times and services provided. In November, the introduction of the National Community Pharmacy Consultation Service was rolled out nationally and our local LPC were instrumental in ensuring that the correct information for those pharmacies registering were validated and communicated to the Directory of Services (DoS) team to ensure activation of those registrations and de-registrations. This large piece of work has been vital in providing support to our Primary Care and UEC colleagues as we supported them and our patients through COVID19 and beyond, in ensuring that treatment, advice and medication has been accessed and freeing up our Primary Care and UEC colleagues to deal with the most in need of treatment and care.”

**Sarah Matthew – DoS Directory**

- Supported 98% of pharmacy contractors to complete and return the Community Pharmacy Assurance Framework (CPAF) screening questionnaire.
- 16,368 used the LPC website during April 2019 – March 2020. 90% of these users were new visitors while only 10% were returning visitors. The majority of users accessing the website visited the Herts Valleys CCG page followed closely by the public health (health promotions campaign) 2019.
- Supported 102 pharmacy contractors to comply with the Community Pharmacy Patient Questionnaire (CPPQ) requirements as part of the core element of the clinical governance essential service.
- Sent 53 LPC e-newsletters to 725 subscribers to support contractors with current important topics.

# LPC Ambition and Aims

In April 2018 the LPC agreed a three year strategic plan to run until March 2021 that included an overarching vision, mission and aims. The priorities to achieve the aims would refresh every financial year during the three year period and have been updated as outlined below.

## Vision

For community pharmacies to become an integral and equal partner in the health and care landscape for the benefit of patients and the public.

## Mission

To represent and support community pharmacy contractors and their staff to work locally as one unified team that supports the best possible outcomes for patients and the public.

## Aims

1. To promote the benefits of community pharmacy.
2. To provide leadership and development of community pharmacy to meet future challenges.
3. To support delivery of existing and new commissioned/contracted services through community pharmacies.
4. To support the viability of the community pharmacy network.

**These aims will be delivered in 2020/21 by focusing on the following top priorities for achievement. These are listed in no particular order.**

1. Community Pharmacy Support to Care Homes

Objective: To implement and evaluate the care homes service pilot within Dacorum.

2. Primary Care Networks (PCN)

Objective: To continue to develop and support community pharmacy to become an integral partner as part of the PCN.

3. Diabetes Transformation

Objective: To evaluate the diabetes work undertaken within Herts Valleys CCG and build upon the learning to develop community pharmacy as part of an integrated primary care model.

4. Community Pharmacy Contractual Framework (CPCF) 2019 – 2024 Implementation

Objective: To support and advise community pharmacy to optimise the five year community pharmacy contract including involvement with new pilots.

5. Domiciliary MURs and Supporting Medicines Waste

Objective: To demonstrate the part that community pharmacy plays in reducing and managing medicines waste and at the same time improving compliance and patient outcomes through the implementation of a pilot service in Hertsmere.

6. Public Health

Objective: To support contractors to deliver quality public health signposting and services through a robust contracting and commissioning process.

7. Prescribing and Dispensing

Objective: To support community pharmacies with guidance and advice on local issues and enabling opportunities for community pharmacies to deliver services and be reimbursed competitively.

# Statutory Information

## Contract Matters

Summary of applications for inclusion in the Pharmaceutical List from 1 April 2019 - 31 March 2020.

Type of Application <i>2013 Regulations</i>	Applications	Appeals dealt with by CPH	Decisions pending <i>(as at 06/08/20)</i>	Total granted
Offering Unforeseen Benefits	0	0	0	0
Distance Selling Pharmacy	0	0	0	0
Relocation / No Significant Change Relocation	4	0	2	2
Identified Current Need	0	0	0	0
Consolidation	3	0	0	3
<b>Total</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>5</b>

- 11 applications for change of ownership were notified to CPH

**HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE**

**UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

**HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE  
GENERAL INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2020**

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

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HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE  
CHARTERED ACCOUNTANTS REPORT  
FOR THE YEAR ENDED 31 MARCH 2020

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In accordance with our terms of engagement we have prepared for your approval the financial statements of Hertfordshire Local Pharmaceutical Committee for the year ended 31 March 2020 on pages four to six from the accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at [icaew.com/membershandbook](http://icaew.com/membershandbook).

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

You have approved the financial statements for the year ended 31 March 2020 and have acknowledged your responsibility for them, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for their compilation.

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

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

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HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE  
CLIENT APPROVAL CERTIFICATE  
FOR THE YEAR ENDED 31 MARCH 2020

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In accordance with the terms of engagement of Pomroy Associates Ltd, we approve the financial statements for the year ended 31 March 2020 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. We acknowledge our responsibility for the financial statements, including the appropriateness of the accounting basis as set out in note 1, and for providing Pomroy Associates Ltd with all information and explanations necessary for their compilation.

K Chandegra  
Treasurer

H J Musson  
Chief Officer

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**HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2020**

	2020 £	2019 £
<b>Income relating to the period</b>		
Levy	258,102	231,018
NHS England		2,470
EAHSN	1,000	3,000
CPPQ	2,057	
Herts Valley CCG	2,845	4,122
Event sponsorship	6,041	5,315
East and North Herts CCG	10,140	674
PSNC Secondment		18,894
Bank interest		213
<b>Total income receivable</b>	<u>280,285</u>	<u>265,705</u>
<b>Direct expenses</b>		
HLP		80
Diabetes	2,845	2,412
Transformation Events		770
Blood Pressure Service	10,157	674
<b>Total direct expenses</b>	<u>13,102</u>	<u>3,936</u>
<b>Gross income less direct expenses</b>	<u>267,183</u>	<u>261,770</u>
<b>Overheads</b>		
PSNC levy	61,844	61,844
Chair honoraria	4,144	3,524
Vice chair honoraria	3,988	1,762
Treasurer honoraria	1,863	1,174
Contract lead honoraria		639
Executive officer salary	56,235	58,360
Deputy executive officer (Interim) salary		37,741
Staff salaries	88,765	53,651
Employers national insurance	11,641	12,211
Pension	3,233	3,059
Contractor events	13,160	4,575
LPC meeting expenses	16,182	21,407
Staff and member expenses	3,423	11,920
Rent and service charges	6,348	6,193
Light and heat	411	504
IT support and software	3,214	2,534
IT software contractor services	10,735	2,994
Printing and stationery	1,441	2,392
Telephone and internet	1,588	1,340
Postage	1,024	1,499
Office administration	1,196	773
Staff training		215
Member training	440	2,075
Professional fees	634	2,474
Accountancy	1,470	1,170
Marketing	67	133
Bank charges		115
Depreciation	1,378	1,259
<b>Total expenditure</b>	<u>294,422</u>	<u>297,538</u>
<b>Surplus/(Deficit) for the year</b>	<u>(27,239)</u>	<u>(35,768)</u>

**HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE  
BALANCE SHEET  
At 31 March 2020**

	Note	2020 £	2019 £
<b>Assets</b>			
Tangible assets	4	3,415	4,194
Debtors	5	25,762	22,043
Cash at bank		144,023	168,875
		<u>173,200</u>	<u>195,112</u>
<b>Liabilities</b>			
Creditors	6	(21,240)	(15,913)
<b>Net assets</b>		<u>151,960</u>	<u>179,199</u>
<b>Reserves</b>			
General reserves	7	151,960	179,198
<b>Balance at 31 March 2020</b>		<u>151,960</u>	<u>179,198</u>
		(0)	

**HERTFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2020**

**1 Account policies**

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

**2 Overheads**

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

**3 Tax provided on bank interest received**

Corporation tax is chargeable at 19% on bank interest receivable in the year.

**4 Tangible fixed assets**

	Furniture	IT hardware £	Totals £
<b>Cost</b>			
At 1 April 2019	912	5,381	6,293
Additions		598	598
At 31 March 2020	912	5,979	6,891
<b>Depreciation</b>			
At 1 April 2019	182	1,916	2,098
Charge for period	182	1,196	1,378
At 31 March 2020	364	3,112	3,476
<b>Net book value</b>			
At 31 March 2020	548	2,867	3,415

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

IT hardware - 20% on cost

Furniture - 20% on cost

**5 Debtors**

	2020 £	2019 £
Trade debtors	23,740	20,497
Prepayments	2,022	1,546
	25,762	22,043

**6 Creditors**

	2020 £	2019 £
Trade creditors	3,365	785
Other creditors and accruals	12,763	13,908
Social security and other taxes	5,112	1,220
	21,240	15,913

## Accompanying Notes

The net income received by CPH for year ending March 2020 was £280,285 compared with £265,706 for the year ending March 2019. Community Pharmacy Hertfordshire's levy increased from £231,018 in 2018/19 to £258,102 in 2019/20 - an increase of £27,084. The contractor's levy collected by the fixed levy method reduced the variation in levy income, making CPH financially stable and viable.

CPH brought in an additional £16,142 from Eastern Academic Health Science Network, East and North Herts CCG and Herts Valley CCG and CPPQ. An additional £6,041 was received from event sponsorship in order to support contractor events and CPH meetings.

Net expenses for the same period ending March 2020 was £294,422 compared with £297,538 for the year ending March 2019. An excess in expenditure over income has resulted in a deficit of £27,239. Currently we are using our reserves for the deficit between our income and expenditure.

There was saving from the staff salary as the Communication Officer resigned in December 2019 and has not been replaced and also from the recovery for Chief Officer SMP (Statutory Maternity Payment). Some of the savings offset as Deputy Chief Officer continued to work 24 hours a week until 31 March 2020. £3,000 Employer's NIC offset against National Insurance Employment Allowance.

During the year we changed the format of the CPH Meeting along with changing where CPH members attend meetings. We had a half a day meeting with some members staying behind and also due to COVID-19 we had a virtual March 2020 meeting that reduced the meeting cost by £5,225. We consolidated honoraria payments to Chair, Vice Chair and Treasurer together with the impact of COVID-19 when all the meetings with stakeholders and Executive Team were virtual. All of this resulted in saving of £8,497 on staff and members expenses.

There was an increase in IT software contractor services cost by £7,741 due to the rise in the use of PharmOutcomes for local services, SurveyMonkey for CPPQ and Gaggle to support PCN communications. Contractors events cost also increased by £8,585 as we had extra contractors' events for CPCS and a large AGM.

CPH has kept a tight control in administrative costs over the year reviewing a number of its office contracts in order to maximise efficiency which continues on an annual basis or where contracts are identified for renewal.

For the year ending March 2020 CPH had reserves of £151,960 - £76,960 in Lloyds Current Account and £75,000 in Lloyds Deposit Account which is three months PSNC recommended reserve.

As the community pharmacy landscape is changing CPH committed to being stable and financially viable in order to support contractors during challenging times and offer value for money.

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

**Karsan Chandegra**  
**Treasurer**  
**August 2020**