

## ANNUAL REPORT 1 APRIL 2020 - 31 MARCH 2021



**Professor Jim McManus,  
Director of Public Health,  
Hertfordshire County Council**



“Thank you to all community pharmacies and their teams across Hertfordshire for all the support you have given to your patients and local community during the unprecedented times of a national pandemic. We will continue to work with you as part of an integrated health and care system.”



**Alison Walsh, Interim Senior  
Health Improvement Manager,  
Hertfordshire Health  
Improvement Service**



**Dr Prag Moodley, Chair,  
East and North Hertfordshire  
Clinical Commissioning Group  
(CCG)**

“Thank you to all community pharmacists and the dedicated teams of community pharmacy staff working across Hertfordshire who have supported their patients and local communities so well during the unprecedented demands posed by the COVID-19 pandemic. We appreciate your hard work in dispensing at pace, supporting shielding patients with essential deliveries and providing an invaluable source of face-to-face advice and information throughout the COVID restrictions. Against this very challenging background, community pharmacies have also played a key part in making last year’s flu programme our most successful yet and a small number have also supported the successful delivery of COVID-19 vaccines. We look forward to continuing to work with you over the next 12 months as part of our integrated health and care system.”



**Dr Nicolas Small,  
Chair, Herts Valleys Clinical  
Commissioning Group (CCG)**

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## What is Community Pharmacy Hertfordshire?

Community Pharmacy Hertfordshire (CPH) is the Local Pharmaceutical Committee (LPC) and the statutory body representing community pharmacy contractors (currently 242 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. As announced in the [e-news on 15 January 2021](#) in recognition of the huge pressures and financial challenges upon community pharmacy CPH has agreed that there will be no levy increase for 2021/22.

To find out more about CPH or become involved with CPH please contact the [CPH office](#). CPH send out regular [weekly news](#) and aims to ensure that our [website](#) is as up to date as possible.

## Acknowledgements

As outlined in last year's annual report Girish Mehta stepped down as Chair although he slightly extended his tenure until the end of May 2021 whilst we all adjusted to the demands of the COVID-19 pandemic. Girish remains a valued and active member for community pharmacy on the Committee.

We welcomed Rachel Solanki as the Chair, Parag Oza as the Vice-Chair and Karsan Chandegra continued in his role as Treasurer in June 2021 as the officers of CPH. The demands on the officers increased during the pandemic to ensure smooth operations in the face of challenges within community pharmacies. We are grateful to all the Committee officers for their continued guidance to ensure the smooth running of CPH.

CPH remains representative of all our contractors in Hertfordshire and we would like to thank all the Committee members for their engagement during a challenging period. We've seen some changes to the Committee in the last year as Roy Winograd (CCA representative) and Purvi Smart (independent representative) resigned from the Committee. We were sorry to see these members leave and would like to thank them for all the support, commitment and contribution that they have given to the LPC as a member and hope we will continue to work with them in the future.

In the last year CPH has been led by Helen Musson as Chief Officer currently supported by Joint Deputy Chief Officers Ingrid Cruickshank and Rita Patel and Sara Norwood, Business Officer. We would like to acknowledge and thank the CPH office team for their dedication and hard work during a very challenging period for community pharmacy. Pharmacies may not have noticed it but all staff adjusted to working from home providing the same level of support that our local pharmacies are accustomed to. Whilst face to face meetings no longer took place, a plethora of virtual meetings, undertaken more frequently, took their place. Again, we thank the team for managing these alongside their usual support.

Ann-Marie Carrey (Joint Deputy Chief Officer) left the LPC in October 2020 and we are grateful for all her hard work during her time at the LPC. We wish her well for the future. We also appointed an interim Business Officer, Matthew Stockwell from November 2020 to February 2021 who supported us in a number of ways and we are grateful for his support during this period.

## The Year Ahead 2021/22

CPH is very proud of the way in which community pharmacy has conducted itself during the pandemic that has been recognised by our local stakeholders. We know that you have kept your doors open to the general public and worked relentlessly with little reward and at personal risk to support your local community 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 locally recognising the enormous contribution you have proved you can deliver. This will become more important over the next year as discussions begin on direct commissioning of community pharmacy from April 2022 which may see local commissioners such as the Integrated Care System (ICS) taking a bigger role in managing pharmacy contracts from NHS England and Improvement (NHSE&I). CPH is fully involved in these discussions and will keep you updated on any future plans.

We would like to remind independent contractors that CPH currently has an independent member vacancy. In order to support those interested in standing for independent committee member election we would like to invite those who are interested to attend an upcoming LPC meeting. Please email [info@hertslpc.org.uk](mailto:info@hertslpc.org.uk) if you would be interested as soon as possible. Further information is available on our [website](#).

The other focus for 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 in June 2020. The community pharmacy Review Steering Group (RSG) is overseeing this process and full information is available on their [website](#) including information in quick and digestible formats. **We would strongly encourage you to become familiar with the proposals and the changes announced as this will affect your future!**

**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.

<b>Name</b>	<b>Representative</b>	<b>Attendance at CPH meetings</b>	<b>Expenses Paid</b> (for additional meetings other than CPH)
<b>Rachel Solanki (Chair)</b> <i>(from June 2020)</i>	Independent	6/6	£525.00*
<b>Parag Oza (Vice Chair)</b> <i>(from June 2020)</i>	CCA – Boots	6/6	£218.75*
<b>Karsan Chandegra (Treasurer)</b>	Independent	6/6	£156.25*
<b>Nilesh Bathia</b>	Independent	6/6	£156.25
<b>David Bentley</b>	CCA - Boots	6/6	£156.25
<b>Ramen Farahani</b>	CCA - Well	4/6	£0
<b>Girish Mehta</b> <i>(Chair until end May 2020)</i>	Independent	6/6	£125.00
<b>Vinesh Naidoo</b>	CCA - Boots	6/6	£156.25
<b>Raj Patel</b>	Independent	5/6	£156.25
<b>Graham Phillips</b>	Independent	6/6	£156.25
<b>Purvi Smart</b> <i>(left November 2020)</i>	Independent	4/6	£156.25
<b>Suraj Varia</b>	AIMp - Jade	5/6	£156.25
<b>Roy Winograd</b> <i>(left February 2021)</i>	CCA – Superdrug	4/6	£125.00

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

The Chief Officer incurred annual expenses of £25.00 and other staff within the CPH office incurred annual expenses of £40.86.

## CPH Meetings

Six half day CPH meetings and three stakeholder meetings, where local stakeholder guests are invited as well as contractors, were held in this period. These meetings were held virtually via teleconference. 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.

## Contractor Events

Due to COVID-19 no face-to-face contractor events were held. CPH supported events in 2020/21 virtually in the following areas:

- COVID-19 update webinars for pharmacy contractors April – May 2020
- Four locality PCN leads meeting May – June 2020
- Two PCN lead meetings focusing on the flu criterion for the Pharmacy Quality Scheme (PQS) August – September 2020
- CPH AGM 16 September 2020
- CGL (drugs and alcohol) update training 15 October 2020
- Hospital Discharge Medicine Information – (supporting the rollout of transferring information from Watford Hospital to community pharmacies) 18 November 2020
- PCN leads meeting to support meeting the criteria for PQS 13 January 2021
- Support to individual meetings for PCN where requested to meet PQS along with supporting the pilot for GP CPCS in Hertsmere.
- Support and signposting to Public Health support training for commissioned services such as Varenicline PGD, NHS Health Checks and stop smoking update training.

CPH regularly listens and acts on the comments received in relation to our meetings. CPH will continue to support meetings in 2021/22 but is considering how best it can offer these in light of more virtual working.

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 nationally and locally such as the CCGs, Public Health Hertfordshire, CPPE, RPS and the NPA.



## Projects and Achievements 2020/21

In addition to achieving the following for our top 7 priority projects and objectives for 2020/21 as outlined below we also provided support in the following areas for the COVID-19 pandemic:

- Promoted and supported contractors to be aware of regulations and essential services changes from the impact of the COVID-19 pandemic.
- Developed a repository of information to be available on the CPH website with the latest updates affecting community pharmacy.
- Support to individual pharmacies with any issues of managing positive COVID-19 cases amongst pharmacy staff and getting ready to delivery COVID-19 vaccinations where commissioned.
- Identifying routes, influencing stakeholders and enabling community pharmacy staff to get access to COVID-19 vaccinations.
- Liaison with key stakeholders on a weekly basis i.e. cell meetings with Chief Pharmacists from all the relevant organisations in each CCG area (Herts Valleys and East and North Herts CCG) on any COVID-19 issues and rollout of COVID-19 vaccinations with both NHSE&I and the Hertfordshire and West Essex ICS.
- Liaison with key stakeholders to enable access to PPE and engagement with volunteers and volunteer organisations.
- Reporting issues identified by local pharmacies through to discussions at a national level.

	Project	Objective	Achievements
1.	Community Pharmacy Support to Care Homes	To implement and evaluate the care homes service pilot within Dacorum.	<ul style="list-style-type: none"> <li>• Initial training completed for relevant pharmacies supporting Care Homes and services being undertaken in at least two Care Homes in Dacorum.</li> <li>• The majority of this project was put on hold due to COVID-19 pandemic recognising the challenges and pressures upon community pharmacy.</li> <li>• Funding agreed in March 2020 for 2021-22 to fully implement and evaluate this model during the upcoming year due to challenges of implementation during the COVID-19 pandemic.</li> </ul>
2.	Primary Care Networks	To continue to develop and support community pharmacy to become an integral partner as part of the PCN.	<ul style="list-style-type: none"> <li>• Supported the recruitment of PCN leads in all 30 PCNs in Hertfordshire in order to meet the requirements of PQS.</li> <li>• Updated community pharmacy mapping of PCN areas as changes were requested.</li> <li>• Supported community pharmacy leads through training events, individual conversations,</li> </ul>

			supportive templates and meeting arrangements to engage with local pharmacies to meet PQS.
3.	Diabetes Transformation	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.	<ul style="list-style-type: none"> <li>• This project was put on hold due to COVID-19 pandemic recognising the challenges and pressures upon community pharmacy.</li> <li>• It was agreed with key stakeholders that the existing service had not been successful and proposals were to be developed that would be implemented in 2021-22.</li> <li>• Continued to attend diabetes clinical meetings in Herts Valleys CCG virtually.</li> </ul>
4.	Community Pharmacy Contractual Framework 2019 – 2024 Implementation	To support and advise community pharmacy to optimise the five-year community pharmacy contract including involvement with new pilots.	<ul style="list-style-type: none"> <li>• Supported the rollout of a pilot of GP CPCS in Hertfordshire taking place in HertsmereFive PCN that went live in March 2021.</li> <li>• Engaged, promoted and supported contractors with information to support achievement of PQS one and two.</li> <li>• Supported the rollout of the NHS flu vaccination service in 2020-21 by troubleshooting issues and working closely with the LMC and CCGs on their local plans.</li> <li>• Supported the rollout of Discharge Medicines Service (DMS) as an essential service and continue to support the hospitals already live in Hertfordshire troubleshooting any issues and encouraging referrals.</li> <li>• Identifying support to the rollout of the new Hepatitis C Testing Service by promoting and supporting contractors to engage alongside working with CGL Spectrum and the Regional Liver Network.</li> </ul>
5.	Domiciliary MURs and Supporting Medicines Waste	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.	<ul style="list-style-type: none"> <li>• This project was put on hold due to COVID-19 pandemic recognising the challenges and pressures upon community pharmacy.</li> <li>• Funding agreed in March 2020 for 2021 to fully implement and evaluate this model during the upcoming year due to challenges of implementation during the COVID-19 pandemic.</li> </ul>



6.	Prescribing and Dispensing	To support community pharmacies with guidance and advice on local issues and enabling opportunities for community pharmacies to deliver services and be reimbursed competitively.	<ul style="list-style-type: none"> <li>• Joined in weekly cell meetings with Chief Pharmacists in both CCG areas to identify any issues with prescribing and dispensing during the COVID-19 pandemic.</li> <li>• Involved in discussions regarding changes proposed to dressings supply.</li> <li>• Involved in discussions to increase and provide support to pharmacies providing the Immediate Access to Emergency Medicines service in both CCG areas.</li> <li>• Continued to attend virtual local prescribing and dispensing meetings at CCG level and within Hertfordshire.</li> <li>• Supported implementation of new Multi-compartment Compliance Aids (MCAs) guidance troubleshooting issues from community pharmacies.</li> </ul>
7.	Public Health	To support contractors to deliver quality public health signposting and services through a robust contracting and commissioning process.	<ul style="list-style-type: none"> <li>• Supported the postponement of a new contract until 1 October 2020 and its implementation.</li> <li>• Supported the implementation of new PGDs required for public health services.</li> <li>• Identified support to contractors where they continue to deliver public health services during the COVID-19 pandemic in conjunction with Public Health Hertfordshire.</li> <li>• Supported the preparation and implementation of a new NHS Health Checks service in community pharmacy commissioned by Public Health Hertfordshire including a open and equitable expressions of interest process.</li> <li>• Continued to have monthly meetings with CGL on drugs and alcohol services in community pharmacy and working collaboratively on the impact of the COVID-19 pandemic on community pharmacy contractors.</li> </ul>

- 15,096 used the LPC website during April 2020 – March 2021. 90% of these users were new visitors while only 10% were returning visitors. The majority of users accessing the website visited the COVID-19 page, followed closely by the EPS tracker and the PCN pages.
- Sent 11 COVID-19 updates and 44 CPH e-news to approximately 800 subscribers to support contractors with important reminders and key information. Please sign up to receive the e-news either via the [CPH website](#) or by emailing your details to [info@hertsipc.org.uk](mailto:info@hertsipc.org.uk).

## CPH Vision, Mission and Aims

In March 2021 CPH agreed a three-year strategic plan to run until March 2024 that included an overarching vision, mission and aims. The priorities for achievement would refresh every financial year during the three-year period and have been updated as outlined below.

### Vision

Community pharmacies are an integrated and equal partner in the health and care landscape for the benefit of patients.

### Mission

Represent and support community pharmacies to work locally as one unified and integrated part of the health and care community that supports the best possible outcomes for patients.

### Aims

1. To represent community pharmacy in Hertfordshire to all stakeholders.
2. To provide leadership and development of community pharmacy to meet future challenges.
3. To enable community pharmacies to be able to deliver existing and new commissioned/contracted services, nationally and locally, successfully.

**The above aims will be delivered in 2021/22 by focusing on the following top eight 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 (PCNs)

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

3. Diabetes Transformation

Objective: To implement a new diabetes service building upon the work undertaken to date within Herts Valleys CCG in order 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 and advanced/enhanced services.

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. Local 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.

8. COVID-19

Objective: To continue to support community pharmacy from the repercussions and recovery of the COVID-19 pandemic.

## Statutory Information

### Contract Matters

Summary of applications for inclusion in the Pharmaceutical List from 1 April 2020 - 31 March 2021.

<b>Type of Application</b> <i>2013 Regulations</i>	<b>Applications</b>	<b>Appeals dealt with by CPH</b>	<b>Decisions pending</b> <i>(as at 24/5/21)</i>	<b>Total granted</b>
Offering Unforeseen Benefits	0	0	0	0
Distance Selling Pharmacy	0	0	0	0
No Significant Change Relocation	6	0	0	6
Identified Current Need	1	0	1	0
Consolidation	0	0	0	0
Change of Ownership	8	0	0	8
<b>Total</b>	<b>15</b>	<b>0</b>	<b>1</b>	<b>14</b>

There were two pharmacy closures:

- Boots (54 High Street, Stevenage); and
- eChemist (Unit 27 Orbital Business Park, Watford).

**COMMUNITY PHARMACY HERTFORDSHIRE (HERTFORDSHIRE LPC)  
MEMBERS'S REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**Community Pharmacy Hertfordshire (Hertfordshire LPC)  
Member's Report and Financial Statements  
For The Year Ended 31 March 2021**

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**Community Pharmacy Hertfordshire (Hertfordshire LPC)  
General Information  
For The Year Ended 31 March 2021**

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<b>Chair</b>	R Solanki
<b>Treasurer</b>	K Chandegra
<b>Chief Officer</b>	H J Musson
<b>Address</b>	Unit 27b Weltech Centre Ridgeway Welwyn Garden City Herts AL7 2AA
<b>Accountants</b>	Pomroy Associates Limited Weltech Centre Ridgeway Welwyn Garden City Herts AL7 2AA

## Community Pharmacy Hertfordshire (Hertfordshire LPC)

### Member's Report For The Year Ended 31 March 2021

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The committee members are responsible for preparing the Report of the Committee Members and the financial statements in accordance with applicable law and regulations.

The committee members are required to prepare financial statements for each financial year. The committee members have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. The committee members must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the committee for that period.

In preparing these financial statements, the committee members are required to:

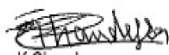
- a) select suitable accounting policies and then apply them consistently;
- b) make judgments and accounting estimates that are reasonable and prudent;
- c) prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the committee will continue in operation.

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 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.



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**Treasurer**

16 June 2021



**Community Pharmacy Hertfordshire (Hertfordshire LPC)  
Accountant's Report  
For The Year Ended 31 March 2021**

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**INDEPENDENT CHARTERED ACCOUNTANTS' REVIEW REPORT TO THE COMMITTEE MEMBERS OF  
COMMUNITY PHARMACY HERTFORDSHIRE (HERTFORDSHIRE LPC)**

We have reviewed the committee's financial statements for the year ended 31 March 2021, which comprise the Income Statement, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

**Committee Members' Responsibility for the Financial Statements**

As explained more fully in the Responsibilities Statement, the committee members are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

**Accountants' Responsibility**

Our responsibility is to express a conclusion on the financial statements. We conducted our review in accordance with International Standard on Review Engagements (ISRE) 2400 (Revised) Engagements to review historical financial statements and ICAEW Technical Release TECH 09/13AAF (Revised) Assurance review engagements on historical financial statements. ISRE 2400 (Revised) requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements, taken as a whole, are not prepared, in all material respects, in accordance with United Kingdom Generally Accepted Accounting Practice. ISRE 2400 (Revised) also requires us to comply with the ICAEW Code of Ethics.

**Scope of the Assurance Review**

A review of financial statements in accordance with ISRE 2400 (Revised) is a limited assurance engagement. We have performed additional procedures to those required under a compilation engagement. These primarily consist of making enquiries of management and others within the entity, as appropriate, applying analytical procedures and evaluating the evidence obtained. The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (UK). Accordingly, we do not express an audit opinion on these financial statements.

**Conclusion**

Based on our review, nothing has come to our attention that causes us to believe that the financial statements have not been prepared:

- so as to give a true and fair view of the state of the committee's affairs as at 31 March 2021, and of its profit for the year then ended; and
- in accordance with United Kingdom Generally Accepted Accounting Practice.

**Use of our report**

This report is made solely to the Committee's members, as a body, in accordance with the terms of our engagement letter dated 31 March 2021. Our review has been undertaken so that we may state to the committee's members those matters we have agreed to state to them in a reviewer's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Committee and the Committee's members as a body for our work, for this report or the conclusions we have formed.

Community Pharmacy Hertfordshire (Hertfordshire LPC)  
Accountant's Report (continued)  
For The Year Ended 31 March 2021

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Date 16 June 2021  
Pomroy Associates Ltd  
Chartered Accountants  
Weltech Centre  
Ridgeway  
Welwyn Garden City  
Hertfordshire  
AL7 2AA

**Community Pharmacy Hertfordshire (Hertfordshire LPC)**  
**Balance Sheet**  
**As at 31 March 2021**

	Notes	2021		2020	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	4		4,605		3,415
			<u>4,605</u>		<u>3,415</u>
<b>CURRENT ASSETS</b>					
Debtors	5	36,640		25,762	
Cash at bank and in hand		204,785		144,023	
		<u>241,425</u>		<u>169,785</u>	
<b>Creditors: Amounts Falling Due Within One Year</b>	6	<b>(72,285 )</b>		<b>(21,240 )</b>	
			<u>169,140</u>		<u>148,545</u>
<b>NET CURRENT ASSETS (LIABILITIES)</b>			<u>169,140</u>		<u>148,545</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>173,745</u>		<u>151,960</u>
<b>NET ASSETS</b>			<u>173,745</u>		<u>151,960</u>
Income and Expenditure Account			<u>173,745</u>		<u>151,960</u>
<b>MEMBERS' FUNDS</b>			<u>173,745</u>		<u>151,960</u>

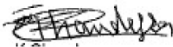
Community Pharmacy Hertfordshire (Hertfordshire LPC)  
Balance Sheet (continued)  
As at 31 March 2021

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These financial statements were approved by the Community Pharmacy Hertfordshire (Hertfordshire LPC) on 16 June 2021 and signed on its behalf by:



Chair



Treasurer

**Community Pharmacy Hertfordshire (Hertfordshire LPC)  
Notes to the Financial Statements  
For The Year Ended 31 March 2021**

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## **1. Accounting Policies**

### **1.1. Basis of Preparation of Financial Statements**

The financial statements are prepared under the historical cost convention and in accordance with the FRS 102 Section 1A Small Entities - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

### **1.2. Going Concern Disclosure**

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.

### **1.3. Significant judgements and estimations**

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.

### **1.4. Turnover**

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

### **1.5. Tangible Fixed Assets and Depreciation**

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures & Fittings	20% straight line
Computer Equipment	20% straight line

### **1.6. Taxation**

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

### **1.7. Pensions**

The amounts paid during the year are charged to the income and expenditure account. Details are shown in note 2 of these accounts.

### **1.8. 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.

**Community Pharmacy Hertfordshire (Hertfordshire LPC)**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 March 2021**

**2. Staff Costs**

Staff costs consists of:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	150,010	154,995
Social security costs	11,362	11,641
Pension costs	3,048	3,233
	<u>164,420</u>	<u>169,869</u>

The salary of the Chief Officer was £58,773 (2020 - £56,235).

**3. Average Number of Employees**

Average number of employees, including officers, during the year was as follows: 7 (2020: 7)

**4. Tangible Assets**

	<b>Fixtures &amp; Fittings</b>	<b>Computer Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
As at 1 April 2020	912	5,979	6,891
Additions	-	3,210	3,210
As at 31 March 2021	<u>912</u>	<u>9,189</u>	<u>10,101</u>
<b>Depreciation</b>			
As at 1 April 2020	364	3,112	3,476
Provided during the period	182	1,838	2,020
As at 31 March 2021	<u>546</u>	<u>4,950</u>	<u>5,496</u>
<b>Net Book Value</b>			
As at 31 March 2021	<u>366</u>	<u>4,239</u>	<u>4,605</u>
As at 1 April 2020	<u>548</u>	<u>2,867</u>	<u>3,415</u>

**5. Debtors**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Due within one year</b>		
Trade debtors	34,618	23,740
Other debtors	2,022	2,022
	<u>36,640</u>	<u>25,762</u>



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**Community Pharmacy Hertfordshire (Hertfordshire LPC)**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 March 2021**

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**6. Creditors: Amounts Falling Due Within One Year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	710	3,365
Other creditors	65,085	12,763
Taxation and social security	6,490	5,112
	<u><b>72,285</b></u>	<u><b>21,240</b></u>

**Community Pharmacy Hertfordshire (Hertfordshire LPC)**  
**Detailed Income and Expenditure Account**  
**For The Year Ended 31 March 2021**

	2021		2020	
	£	£	£	£
<b>TURNOVER</b>				
Levy		284,604		258,102
EAHSN		-		1,000
CPPQ		375		2,057
Herts Valley CCG		5,659		2,945
Event sponsorship		149		6,041
East and North Herts CCG		315		10,140
Herts County Council		11,500		-
		302,602		280,285
<b>COST OF SALES</b>				
Diabetes	615		2,945	
Blood Pressure Service	315		10,157	
CPPQ	384		-	
Care home service	2,995		-	
Herts County Council	11,481		-	
		(15,790 )		(13,102 )
<b>GROSS SURPLUS</b>		<b>286,812</b>		<b>267,183</b>
<b>Administrative Expenses</b>				
PSNC Levy	62,882		61,844	
Chair honoraria	4,508		4,144	
Vice chair honoraria	3,072		3,988	
Treasurer honoraria	1,757		1,863	
Chief officer salary	58,773		56,235	
Staff salaries	81,900		88,765	
Employers national insurance	11,362		11,641	
Pension	3,048		3,233	
Rent and service charges	6,193		6,348	
Light and heat	615		411	
Contractor events	648		13,160	
LPC meeting expenses	10,806		16,182	
Staff and member expenses	364		3,423	
IT support and software	4,100		3,214	
IT software contractor services	12,163		10,735	
Member training	500		440	

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**Community Pharmacy Hertfordshire (Hertfordshire LPC)**  
**Detailed Income and Expenditure Account (continued)**  
**For The Year Ended 31 March 2021**

Printing and stationery	909	1,441
Postage	51	1,024
Telephone and internet	2,005	1,588
Accountancy fees	1,644	1,470
Professional fees	118	634
Marketing	-	67
Depreciation	2,020	1,378
Office administration	1,290	1,196
	<b>(269,728 )</b>	<b>(294,424 )</b>
 <b>Other Operating Income</b>		
Other coronavirus grant income	5,000	-
	<b>5,000</b>	<b>-</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>21,084</b>	<b>(27,241)</b>
 <b>Other interest receivable and similar income</b>		
Bank interest receivable	865	-
	<b>865</b>	<b>-</b>
<b>SURPLUS/(DEFICIT) BEFORE TAXATION</b>	<b>21,949</b>	<b>(27,241)</b>
 <b>Tax on Surplus/(deficit)</b>		
Corporation tax charge	164	-
	<b>(164)</b>	<b>-</b>
<b>SURPLUS/(DEFICIT) AFTER TAXATION BEING SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR</b>	<b>21,785</b>	<b>(27,241 )</b>

## Accompanying Notes

The financial year 2020/21 was unlike other years. COVID-19 halted face to face meetings and also changed the working way of office staff.

The net income received by Community Pharmacy Hertfordshire (CPH) for the financial year ending March 2021 was £302,602 compared with £280,285 (+£22,317) for the year ending March 2020. CPHs' levy income increased from £258,102 in 2019/20 to £284,604 in 2020/2021 (+£26,502). The contractors levy collected by the fixed levy method reduced the variation in levy income, making CPH financially stable and viable.

Additional income received by CPH above the levy comes from non-recurring funds for projects. This financial year was of £17,998 compared to £22,183 (net -£4,185) received to fund a COVID-19 marketing campaign, facemasks in Herts mere (funded by local Herts mere Council), residual payments for blood pressure service and diabetes service, project work in preparation for the Care Homes service, CPPQ work by office and some event sponsorship.

Further income that does not appear was received from Herts Valleys CCG but these have been accrued into 2021/22 to support the diabetes, stockpiling and Care Homes services, which will be reported on in next year's accounts.

Net expenses for the same period ending March 2021 were £269,728 compared with £294,424 for the year ending March 2020 resulting in a surplus of £21,785. Office administration expenses include office insurance and ICO fees, office furniture and other sundry expenses.

Due to COVID-19 there was no need for CPH meeting venues as all CPH committee and stakeholder meetings were held virtually. CPH meetings were also reduced to half days meaning member expenses were also reduced. CPH executive team honoraria increased/decreased due to succession planning (including an overlap of roles in preparation for the Vice-Chair taking over from the existing Chair) and in recognition of increased workload for officers during the early phases of the pandemic

All contractors face to face events were cancelled and a virtual AGM was held in September 2020 and this resulted in an underspend against the predicted budget.

CPH made savings against the predicted budget in staff and members training and the organisation had vacancies in both n the Joint Business Officer and Deputy Chief Officers roles during the financial year.

Use of IT and mobile technology increased during the year with new equipment and more IT support required for staff working from home and investment in zoom webinar technology to facilitate external meetings for contractors, staff, committee and stakeholders.

Bedfordshire LPC made the decision to move away from using a shared office space which would have increased our costs. CPH therefore moved to a smaller unit which whilst had incremental costs, will be an overall reduction in rental costs.

CPH reduced its predicted expenses largely due to the impact of the COVID-19 pandemic which had not been planned. CPH continues annually to keep a tight control of all office and member costs to maximise efficiency, which will allow CPH to keep the contractor levy to the current level for the next three years (2021/22, 2022/23 and 2023/24) as outlined in our [publicly available budget](#). By using the Sage online accounting program, we produce accurate financial reports regularly to Committee meetings.

For the year ending March 2021, CPH had £204,785 in the bank: £129,785 in Lloyds current account and £75,000 in Lloyds deposit account.

**Karsan Chandegra**  
**Treasurer**  
**June 2021**