

ANNUAL REPORT

1 APRIL 2021 - 31 MARCH 2022



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Foreword from your CPH Chair and Chief Officer

Community Pharmacy Hertfordshire

Community Pharmacy Hertfordshire (CPH) is the Local Pharmaceutical Committee (LPC) and the statutory body representing community pharmacy contractors (currently 240 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 21 January 2022](#) in recognition of the huge pressures and financial challenges upon community pharmacy CPH has agreed that there will be no levy increase for 2022/23.

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

CPH remains representative of all our contractors in Hertfordshire and we would like to thank all the Committee members for their engagement following a challenging period. We've seen some changes to the Committee in the last year as independent representatives Nilesh Bathia, Raj Patel and Graham Phillips and CCA representatives David Bentley and Ramen Farahani 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 CPH as a member and hope we will continue to work with them in the future. Two new CCA representatives joined the Committee: Sean Gage and Zahra Choudhry.

In the last year CPH has been led by Helen Musson as Chief Officer supported by Joint Deputy Chief Officers Ingrid Cruickshank and Rita Patel and Sara Norwood, Business Officer. We also had the support of Ibiba Orah and Rebecca Dunne as Business/Administration Officer for short periods and would like to wish them well in the future. We would like to acknowledge and thank the CPH office team for their continued dedication and hard work.

The Year Ahead 2022/23

CPH is very proud of the way in which community pharmacy has conducted itself during the continuing pandemic. We know that you have worked relentlessly during the last year to support your local community. The role of community pharmacy and all that you have to offer is being recognised by stakeholders and other providers but at a time with rising costs and a shortage of your key workforce the pressures facing community pharmacy on the ground is unprecedented. CPH has continued to raise these concerns both at a national and local level. In the last year we have focused on supporting the rollout of GP CPCS and COVID vaccinations in order to continue to demonstrate the value of community pharmacy and to bring you additional income for the work you often already undertake.

In the last year your local committee has written on your behalf to PSNC voicing our concerns in the below two areas. We continue to work constructively and collaboratively with PSNC to support the best interests of contractors at a local and a national level.

1. The claim process for the reimbursement of COVID-19 costs. We have requested PSNC to consider how it can involve LPCs in early discussions and communications working and that there has been a reflection on the process putting steps in place to ensure more positive impacts for contractors.
2. The rollout of new national advanced services at short notice with very little digital and local stakeholder consideration. We have requested evaluation of pilots with key lessons learned, clarity on digital support for new services and implementation resources for local commissioners are considered ensuring where possible that this isn't repeated for future negotiation and implementation of other advanced services. We have also requested that LPCs are actively involved and communicated with, in a timely way, as it develops new national services so they are ready to support contractors and local stakeholders when published.

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 direct commissioning of community pharmacy transfers to the Hertfordshire and West Essex Integrated Care Board from April 2023. Community pharmacies must now start their road to recovery from the pandemic focusing on delivering a quality service that may be more closely scrutinised as we move to local commissioning.

Another key focus for CPH will be the outcomes of the community pharmacy Review Steering Group (RSG) proposals and full information is available on their [website](#) including information in quick and digestible formats.

Rachel Solanki
Chair

Helen Musson
Chief Officer

Committee Update

The [committee \(as elected in April 2018\)](#) consisted of 13 representatives. At the committee meeting in September 2021, in light of a number of vacancies and the [Wright Review report](#), members discussed, voted upon and agreed to reduce the committee size to 11 members (six elected by independent contractors; four Company Chemist Association CCA and one Association of Independent Multiple Pharmacies AIMP) with immediate effect.

Name	Representative	Attendance at CPH meetings	Expenses Paid (for additional meetings other than CPH)
Rachel Solanki (Chair)	Independent	6/6	£425*
Parag Oza (Vice Chair)	CCA – Boots	6/6	£284.30*
Karsan Chandegra (Treasurer)	Independent	6/6	£0*
Nilesh Bathia <i>(left January 2022)</i>	Independent	1/5	£0
David Bentley <i>(left July 2021)</i>	CCA - Boots	2/2	£0
Zahra Choudhry <i>(joined November 2021)</i>	CCA - Lloyds	3/3	£0
Ramen Farahani <i>(left July 2021)</i>	CCA - Well	2/2	£0
Sean Gage <i>(joined August 2021)</i>	CCA - Boots	4/4	£0
Girish Mehta	Independent	6/6	£0
Vinesh Naidoo	CCA - Boots	6/6	£0
Raj Patel <i>(left March 2022)</i>	Independent	3/6	£0
Graham Phillips <i>(left March 2022)</i>	Independent	2/6	£0
Suraj Varia	AIMp - Jade	3/6	£0

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

The Chief Officer incurred annual expenses of £98.33 and other staff within the CPH office incurred annual expenses of £1.94.

Five half day online CPH meetings and one full day face to face CPH meeting, where local stakeholder guests are invited were held in this period. Minutes from all meetings are available on our [website](#). We welcome community pharmacy contractor attendance at CPH meetings although we ask that you let us know in advance.

CPH Events

Due to COVID-19 no face-to-face contractor events were held. CPH supported events in 2021/22 virtually in the following areas:

- GP CPCS referral pathway (April-June 2020)
- GP CPCS South Stevenage and Lea Valley Health PCNs (June 2020)
- CPH AGM (July 2021)
- PCN Leads (September 2021)
- GP CPCS local process briefing (November 2021)
- Grand Union PCN (December 2021)
- CPCS update (December 2021)
- GP CPCS practice systems (January-February 2021)

CPH regularly listens and acts on the comments received in relation to our meetings. CPH will continue to support meetings in 2022/23 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 Pharmaceutical Companies, CCGs, Public Health Hertfordshire, CPPE, RPS and the NPA.

- 8,370 used the [CPH website](#) during April 2021 – March 2022. 89% of these users were new visitors while only 10% were returning visitors. The majority of users accessing the website visited the about us page, followed closely by the PCN and the GP CPCS pages. A new website was implemented in January 2022.
- Sent 50 [CPH e-news](#) to approximately 800 subscribers to support contractors.
- [Twitter](#): As end of March 2022: 1,026 followers, 686 following, 3,908 tweets
- [LinkedIn](#): As end of March 2022: 106 connections, 107 followers
- [Facebook](#): As end of March 2022: 85 people like the page and 96 follow

Priority Workstreams and Achievements 2021/22

Community Pharmacy Support to Care Homes

Objective - to implement and evaluate the care homes service pilot with Dacorum

- 46 patient interventions delivered by two care homes.
- Service being evaluated.

Primary Care Networks

Objective – to continue to develop and support community pharmacy recruitment of 29 PCN leads to support PQS

- Up to date community pharmacy mapping of PCN pharmacy areas.
- Supported community pharmacy leads to meet PQS through training, supportive templates and facilitation.
- Reviewing resourcing to community pharmacy PCN leads.

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

- Attended diabetes clinical meetings in Herts Valleys CCG virtually.
- Exploration of diabetes testing model.
- Project on hold.

CP Contractual Framework 2019-2024 Implementation

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

- All GP practices in Herts supported to go live with CPCS.
- Rolled out training and communications to all Herts community pharmacies for CPCS.
- Increased GP CPCS referrals from 0 – approximately 2000 by end of March 2022.
- Reinvigoration of NHS 111 CPCS service with increase of referrals.
- Engaged with regional flu group meetings on a monthly basis and worked closely with stakeholders on local plans.
- Supported hospitals to continue referrals rollout of DMS as an essential service.
- Supported contractors to meet their requirements of DMS through data sharing.
- Supporting HPFT to go live with referrals for DMS.



Stockpiling

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

- Service launched in June 2021.
- 9 interventions delivered by one pharmacy.
- Service being evaluated.



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

- Involved in discussions to review and improve the Immediate Access to Emergency Medicines service.
- Continued to support implementation of new multi-compartment Compliance Aids (MCAs) guidance.
- Developed new MCA patient poster and process of referral by PCN pharmacist.



Public Health

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

- Engagement with public health meetings.
- Supported implementation of new PGDs required.
- Supported new SLA for CGL drugs and alcohol services.
- Regular engagement meetings with CGL.



COVID-19

Objective - to continue to support community pharmacy from the repercussions and recovery of the Covid-19 pandemic

- Supported system and pharmacies to go live with delivery of COVID-19 vaccinations – approximately 70 pharmacies had opportunity to engage.
- Supported communications mechanisms for community pharmacies delivering COVID-19 vaccinations.
- Supported 8 community pharmacies to deliver a supervised Lateral Flow Device (LFD) Testing.

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 and Core Responsibilities (for CPH Office to deliver these aims)

1. To represent community pharmacy in Hertfordshire to all stakeholders.
 - a. Engaging with stakeholders such as Local Representative Committees, Pharmaceutical companies, other LPCs and PSNC on a regular basis.
 - b. Attending regular meetings and engage with commissioning and provider stakeholders within the local health and care environment. This includes medicines management meetings and locality meetings. The current focus is on Clinical Commissioning Groups, Public Health Hertfordshire, NHS England and NHS Improvement and the transition to the Integrated Care System.
 - c. Maximising delivery and integration of community pharmacy with other providers in discussions with provider and commissioner colleagues.
2. To provide leadership and development of community pharmacy to meet future challenges.
 - a. Delivering training/education/events that are not already provided or signposting existing events to support community pharmacy contractors and their teams to deliver on existing and new services.
 - b. Identifying gaps in community pharmacy delivery and identifying support/guidance to aid delivery.
 - c. Reminding community pharmacy contractors of best practice in areas identified as challenges.
3. To enable community pharmacies to be able to deliver existing and new commissioned/contracted services, nationally and locally, successfully.
 - a. Supporting community pharmacy contractors and their teams to deliver their community pharmacy contractual framework and any local services sharing best practice and data on delivery, signposting to supportive information and feeding back on impractical aspects of contracts/services to commissioners/other providers to enact change.
 - b. Responding and resolving queries and contacts from community pharmacy contractors and their teams on a daily basis.
 - c. Keeping community pharmacy contractors and their teams updated and briefed on changes to their Community Pharmacy Contractual Framework through the website, regular news communications and social media.

The above aims are supported by focusing on the following priority workstreams in 2022-23 as outlined below:

Priority Workstreams

1. National CPCF Services – Making it work locally

Objective: To implement, maximise and support quality delivery of four key services:

1. Hypertension Case-Finding Service
2. Community Pharmacist Consultation Service
3. Discharge Medicines Service
4. New Medicines Service

2. Primary Care Networks (PCNs)

Objective: To develop and support community pharmacy to become an integral partner as part of the PCN through ensuring robust resourced community pharmacy leads encouraging primary care providers to work more efficiently together and for the benefit of patient outcomes at a local level.

3. Community Pharmacy Communication and Engagement

Objective: To develop a sustainable communication and engagement strategy to reach out to community pharmacies to optimise and deliver a quality contractual framework including celebrating success, sharing best practice and identifying those who may be struggling.

4. Integrated Care Systems and preparing for commissioning transition

Objective: To develop working relationships with the new Integrated Care Systems and Board ensuring community pharmacy has a voice particularly ensuring that the transition to local commissioning of community pharmacy services is open, transparent and equitable.

5. Vaccinations and Immunisations

Objective: To maximise and support the delivery of flu and COVID vaccinations in community pharmacy and to identify other areas of vaccination where community pharmacy may be able to support.

6. Community Pharmacy Locally Commissioned Services

Objective: To maximise local delivery of public health services. To develop and test new services for Patient Group Directions/independent prescribing and diabetes testing delivered through community pharmacy.

Statutory Information

Contract Matters

Summary of applications for inclusion in the Pharmaceutical List from 1 April 2021 - 31 March 2022.

Type of Application <i>2013 Regulations</i>	Applications	Appeals dealt with by CPH	Decisions pending <i>(as at 26/4/22)</i>	Total granted
Unforeseen Benefits	1	1	1	0
Distance Selling	0	0	0	0
No Significant Change Relocation	2	0	1	1
Identified Current Need	0	0	0	0
Consolidation	0	0	0	0
Change of Ownership	8	0	0	7
Right to Return	1	0	0	1
Total	12	1	2	9

There were two pharmacy closures:

- Boots (36 High Street, Kings Langley)
- Medi-Health (Stephenson Close, Hoddesdon)

COMMUNITY PHARMACY HERTFORDSHIRE (HERTFORDSHIRE LPC) MEMBER'S REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

Community Pharmacy Hertfordshire (Hertfordshire LPC) Member's Report and Financial Statements For The Year Ended 31 March 2022

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Chair	R Solanki
Treasurer	K Chandegra
Chief Officer	H J Musson
Address	Unit 27b Weltech Centre Ridgeway Welwyn Garden City Hertfordshire AL7 2AA
Accountants	Pomroy Associates Ltd Chartered Accountants Weltech Centre Ridgeway Welwyn Garden City Hertfordshire AL7 2AA

Community Pharmacy Hertfordshire (Hertfordshire LPC)

Member's Report For The Year Ended 31 March 2022

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 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.



Treasurer

Date – 10 May 2022

Community Pharmacy Hertfordshire (Hertfordshire LPC)
Accountant's Report
For The Year Ended 31 March 2022

**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 2022, 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 2022, 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 2022. 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.



Date – 10 May 2022
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 2022

	Notes	2022		2021	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	4		3,491		4,605
			<u>3,491</u>		<u>4,605</u>
CURRENT ASSETS					
Debtors	5	34,416		36,640	
Cash at bank and in hand		244,498		204,785	
			<u>278,914</u>		<u>241,425</u>
Creditors: Amounts Falling Due Within One Year	6	(77,749)		(72,285)	
			<u>201,165</u>		<u>169,140</u>
NET CURRENT ASSETS (LIABILITIES)			201,165		169,140
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>204,656</u>		<u>173,745</u>
NET ASSETS			<u>204,656</u>		<u>173,745</u>
Income and Expenditure Account			<u>204,656</u>		<u>173,745</u>
MEMBERS' FUNDS			<u>204,656</u>		<u>173,745</u>

These financial statements were approved by the Community Pharmacy Hertfordshire (Hertfordshire LPC) on 10 May 2022 and signed on its behalf by:



Chair



Treasurer

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 at 19%.

1.7. Pensions

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

2. Staff Costs

Staff costs consist of:

	2022	2021
	£	£
Wages and salaries	150,521	150,010
Social security costs	10,157	11,362
Other pension costs	2,810	3,048
	<u>163,488</u>	<u>164,420</u>

The salary of the Chief Executive Officer was £59,302 (2021 - £58,773).

3. Average Number of Employees

Average number of employees, including directors, during the year was as follows: 8 (2021: 9)

4. Tangible Assets

	Fixtures & Fittings	Computer Equipment	Total
	£	£	£
Cost			
As at 1 April 2021	912	9,189	10,101
Additions	240	892	1,132
As at 31 March 2022	<u>1,152</u>	<u>10,081</u>	<u>11,233</u>
Depreciation			
As at 1 April 2021	546	4,950	5,496
Provided during the period	230	2,016	2,246
As at 31 March 2022	<u>776</u>	<u>6,966</u>	<u>7,742</u>
Net Book Value			
As at 31 March 2022	<u>376</u>	<u>3,115</u>	<u>3,491</u>
As at 1 April 2021	<u>366</u>	<u>4,239</u>	<u>4,605</u>

5. Debtors

	2022	2021
	£	£
Due within one year		
Trade debtors	32,394	34,618
Other debtors	2,022	2,022
	<u>34,416</u>	<u>36,640</u>

6. Creditors: Amounts Falling Due Within One Year

	2022	2021
	£	£
Trade creditors	502	710
Other creditors	72,479	65,085
Taxation and social security	4,768	6,490
	<u>77,749</u>	<u>72,285</u>

**Community Pharmacy Hertfordshire (Hertfordshire LPC)
Detailed Income and Expenditure Account
For The Year Ended 31 March 2022**

	2022		2021	
	£	£	£	£
TURNOVER				
Levy		284,604		284,604
CPPQ		3,523		375
Herts Valley CCG		2,995		5,659
Event sponsorship		298		149
East and North Herts CCG		-		315
Herts County Council		-		11,500
		291,420		302,602
COST OF SALES				
Diabetes	-		615	
Blood Pressure Service	-		315	
Care home service	2,995		2,995	
CPPQ	1,094		384	
Herts CC	-		11,481	
		(4,089)		(15,790)
GROSS SURPLUS		287,331		286,812
Administrative Expenses				
PSNC Levy	63,598		62,882	
Chair honoraria	4,375		4,508	
Vice chair honoraria	2,400		3,072	
Treasurer honoraria	1,600		1,757	
Executive officer salary	59,302		58,773	
Staff salaries	82,844		81,900	
Employers national insurance	10,157		11,362	
Pension	2,810		3,048	
Staff and member training	450		500	
Rent and service charges	6,494		6,193	
Light and heat	547		615	
Contractor events	950		648	
LPC meeting expenses	6,775		10,806	
Staff and member expenses	810		364	
IT support and software	3,594		4,100	
IT software contractor services	1,379		12,163	
Printing and stationery	1,254		909	

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Community Pharmacy Hertfordshire (Hertfordshire LPC)
Detailed Income and Expenditure Account (continued)
For The Year Ended 31 March 2022

Postage	90	51	
Telephone and internet	1,442	2,005	
Accountancy fees	1,344	1,644	
Professional fees	1,131	118	
Depreciation	2,246	2,020	
Office administration	1,012	1,290	
	(256,602)	(269,728)	
Other Operating Income			
Other coronavirus grant income	-	5,000	
	-	5,000	
OPERATING SURPLUS	30,729	21,084	
Other interest receivable and similar income			
Bank interest receivable	225	865	
	225	865	
SURPLUS BEFORE TAXATION	30,954	21,949	
Tax on Surplus			
Corporation tax charge	43	164	
	(43)	(164)	
SURPLUS AFTER TAXATION BEING SURPLUS FOR THE FINANCIAL YEAR	30,911	21,785	

Accompanying Notes

During the financial year 2021/22, Community Pharmacy Hertfordshire (CPH) continued working under COVID-19 regulations which changed the way office staff worked but this had little impact on the help and advice provided to contractors.

CPHs' net income for year ending 31 March 2022 was £287,331 compared with £286,812 for year ending March 2020/21. CPH received £284,604 from the contractor levy and this was the same as the previous year 2020/21 as the levy was frozen. The contractor levy collection method reduced the variation in levy income making CPH financially stable. CPH also received income to support the rollout of CPCS from GP practices, which made it cost neutral to the organisation for the additional hours worked by existing staff. CPH also received £225 interest from its savings account.

CPH had additional income in its account of £60,567 from Herts Valley CCG for supporting the diabetes service, stockpiling service (Hertsmere) and care homes (Dacorum), which will be accrued into the financial year 2022/23 and reported on in next year's account.

Net expenses for year ending March 2022 were £256,602. compared with £269,728. for year ending March 2021. Office administration expenses include office insurance, ICO fees and sundry expenses.

CPH Committee agreed to a new meeting schedule of four online half day and two full day face-to-face committee meetings. Due to the resignation of members, the reduced committee size and apologies, this resulted in an underspend for meeting expenses. There were no face-to-face contractor events held and the AGM was virtual.

CPH saved on office staff salaries against the predicted budget as there were gaps in employing a Business Officer. Savings were also made as the PharmOutcomes license was not renewed.

CPH keep a tight control on administrative costs over the year by reviewing its office contracts to maximise efficiency on an annual basis, where applicable.

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

Using the Sage Online accounting program, we can regularly produce accurate financial reports for committee meetings.

Karsan Chandegra
Treasurer
May 2022