

DORSET LOCAL PHARMACEUTICAL COMMITTEE

**FINANCIAL STATEMENTS
FOR THE PERIOD ENDED
31 MARCH 2024**

ALBERT GOODMAN LLP
CHARTERED ACCOUNTANTS

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DORSET LOCAL PHARMACEUTICAL COMMITTEE

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DORSET LOCAL PHARMACEUTICAL COMMITTEE

GENERAL INFORMATION FOR THE PERIOD ENDED 31 MARCH 2024

Address	Suite 8 Merley House Merley House Lane Wimbourne BH21 3AA
Independent Examiner	Albert Goodman LLP Leanne House 6 Avon Close Weymouth Dorset DT4 9UX

DORSET LOCAL PHARMACEUTICAL COMMITTEE

REPORT OF THE COMMITTEE MEMBERS FOR THE PERIOD ENDED 31 MARCH 2024

Principal Activities

Dorset LPC is a Local Pharmaceutical Committee ("LPC") acting in the role of a local NHS representative organisations.

Our goal is to represent and support Dorset Pharmacy Contractors to maximise and promote their professional services for a fair return.

The Committee

Dorset LPC is an association whose functions and procedures are set out in our Constitution.

During the period ended 31 March 2024 Dorset LPC had 10 members on its main committee as follows:

Michael Hewitson	Chair	Independent
Stephen Costello	Vice Chair	Independent
Roger Mitchell	Treasurer	IPA
Elizabeth Hall		CCA
Vas Alafodimos		CCA
Greg Dzedzicki		CCA
Anisa Prifti (Resigned 10.11.2023)		IPA
Ellen Wood		CCA
Keith Ndvolu		CCA
Gabriella Horvath (Resigned 24.11.2023)		CCA

Full details of current members can be found on Dorset LPC website
<https://dorset.communitypharmacy.org.uk/about-us/lpc-committee-members/>

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

DORSET LOCAL PHARMACEUTICAL COMMITTEE

REPORT OF THE COMMITTEE MEMBERS cont. FOR THE PERIOD ENDED 31 MARCH 2024

Chair's Report July 2023 - March 2024

Community Pharmacy Dorset first met in July 2024, at a time when the Community Pharmacy network in Dorset was under existential threat. Ten years of flat and declining funding had eroded the value of the NHS Community Pharmacy contract to the point that we were beginning to see pharmacy closures here in Dorset. The importance of the Community Pharmacy network here in a large geographically dispersed county cannot be overestimated, especially at a time when access to other parts of primary care are under enormous pressure. It was apparent to the new Committee that the first and only order of business for Community Pharmacy Dorset was to ensure the survival of the network.

With the departure of our long serving Chief Officer, Amanda Moores the Committee has restructured its staffing to provide more operational resource to assist contractors with service delivery - which will help the LPC to achieve its own strategic objectives. The new team is headed by our Chief Officer Richard Brown who is one of the most experienced and successful LPC leaders in the country, Richard continues as Chief Officer of Avon LPC alongside his role with Dorset, which gives us good insight into best practice and provides an efficient way of working. Richard's approach has been to ensure that the SAIL (Services And Implementation Lead) Officers are focused on the LPC's strategic objectives with a reduced emphasis on attending meetings. This is currently working well.

Our strategy set out three key pillars by which we will help to make community pharmacies more sustainable:

1. Helping Contractors to increase their revenue.
2. Helping Contractors to reduce their operating costs.
3. Creating a sustainable workforce that is fit for the future.

We have made good progress on Pillar One. Our main workstream has been to support the roll-out of the national Pharmacy First service which launched at the end of January 2024. We have seen excellent engagement from Contractors, with the overwhelming majority signed up to deliver the service. Early signs are positive with thousands of consultations completed within the first few months, helping to save much needed GP capacity, and deliver vital funding to the network. The LPC Officer team will be looking to maximise uptake on other nationally commissioned services: Hypertension Case Finding & NHS Contraception Service.

The Committee engaged with Public Health Dorset on the re-negotiation of our existing public health services which had not seen any additional investment for some time. With Contractors facing a decline in national funding we were clear with Public Health Dorset that we could no longer be expected to subsidise services. Public Health Dorset understood the concerns and the strategic context for community pharmacies and was able to increase the overall funding package for these vital services. Community Pharmacy Dorset was pleased to help the Public Health team in getting Contractors signed up to deliver these services. Overall the increase in funding will add a six figure sum each year for Contractors in Dorset, and is a direct result of the work that Community Pharmacy Dorset has done to underline the value & funding position for pharmacies in Dorset.

DORSET LOCAL PHARMACEUTICAL COMMITTEE

REPORT OF THE COMMITTEE MEMBERS cont. FOR THE PERIOD ENDED 31 MARCH 2024

Chair's Report cont.

In a world where national funding has decreased by 35%, Contractors can no longer continue to operate with the same level of costs that they have in previous years. National Living Wage costs rose again this year, and have now increased by more than 66% since 2014, the last time that pharmacy funding increased. The Committee will be working with Dorset ICS to introduce a new joint policy on Monitored Dosage Systems to provide consistency in approach. We also want to help contractors to value their time so that they can reassess the appropriateness of providing free services.

The final Pillar of our Strategy is workforce. This is a long term project to help create a pipeline of both Registered and un-registered pharmacy team members. The initial focus has been on working with Dorset ICS on the development of a Dorset-wide Foundation Pharmacist training offer which will go-live from July/August 2025. This will provide an attractive opportunity for Foundation Pharmacists to complete their foundation year at split placements across the county, with additional training and support days provided to help trainees to feel connected to Dorset, with the aim of encouraging them to stay in the area post-registration. Our next strand will be to look at increasing the number of Independent Prescribers we have in Dorset. We are currently working with Dorset ICS to identify pilot sites for a Teach and Treat pilot with South West Out of Hours provider, Medvivo. Richard Maiden our workforce lead has also recently launched a series of lunchtime virtual meetings for any member of the pharmacy team to understand more about how they can help to take pressure off the pharmacist, and increase the uptake of pharmacy services. These are open to all, please email admin@dorsetlpc.org.uk if any member of your team would like to join these meetings.

I would like to take this opportunity to thank the Committee for its hard work and diligence in its first year. We have made progress not only with how we help contractors, but also how the LPC is run. The Committee has made decisions which will help to cut our running costs and maximise our efficiency, for example increasing the amount of interest we receive on our reserves, reviewing the need for a fixed office and looking at how we work to reduce our travel and meeting costs.

The result is that for every £1 invested in Dorset LPC contractors received £2 in additional income during 2023/4. We are confident that this figure will continue to grow as the impact of our Public Health renegotiation are felt in Contractors pockets.

Mike Hewitson
Chair

DORSET LOCAL PHARMACEUTICAL COMMITTEE

REPORT OF THE COMMITTEE MEMBERS cont. FOR THE PERIOD ENDED 31 MARCH 2024

Chief Officer's Report

With the introduction of Pharmacy First during 2023 and the go live in early 2024, Dorset pharmacies are now providing over 2,500 clinical consultations per month, of which, ~1,500 are being referred monthly from General Practice. This is a significant increase from ~500 per month last year and represents the hard work and effort put into this by pharmacy contractors. It is also down to the hard work of the LPC Operations Team who combine to support pharmacies via implementation and pharmacy support (Mandy), surgery relationships (Richard and Janette), and engagement support (Juliana). The LPC has also worked tirelessly to support you in delivering contraception supply and hypertension case finding through the support offered by Janette. This clear focus and strategy has been provided from the LPC Committee who annually set the workplan and most importantly do not deviate, which means the LPC is now focused delivering benefit to you, the contractor.

As an LPC, we are committed to supporting you, the pharmacy contractor, and this is evident in our GP / Pharmacy relation support programme. Every quarter, the LPC Operations Team organise meetings for each surgery and their surrounding pharmacies across the PCN geographies. These meetings are taking off and are allowing relationships to develop between the professions which is breaking down barriers and facilitating better patient outcomes. A recent GP survey found that 87% of patients reported having a good experience in using pharmacy services. This is high praise from a GP survey.

We introduced a strategic workforce development strategy which support pharmacists to become IPs, with help and advice offered to secure course places and DPPs along with lunchtime drop-in session arranged for pharmacy colleagues to expand their training and learning.

We also work closely with Dorset ICB, who now hold our delegated pharmacy contract. This means we hold a seat on the key strategic and operational committees which will enable us to continue making a difference to pharmacy commissioning. This extremely positive relationship is evident in access to key decision makers in each ICB who understand and value the important role that community pharmacy plays in the healthcare system.

Lastly, during 2024 and beyond, the LPC will continue to work flat out in our representation to ensure you are sustainable in the years to come and please, always remember, the LPC is here to support you. If you need us, just ask.

Richard Brown PhD FRPharmS
Chief Officer

DORSET LOCAL PHARMACEUTICAL COMMITTEE

REPORT OF THE COMMITTEE MEMBERS cont. FOR THE PERIOD ENDED 31 MARCH 2024

Treasurer's Report

Due to the extension of the previous financial year, the information herewith relates to the nine months from July 2023 to March 2024. Community Pharmacy Dorset (CPD) is funded by a monthly levy of £14,167 and a total of £127,503 was received during this period, as a percentage of net ingredient cost, from Dorset contractors.

From this levy, Dorset contractors contribute towards the activities of Community Pharmacy England (CPE) and in the financial period to March 2024, £43,186 was paid across.

The committee has also had success in securing funding from Dorset ICB to continue our support with the GP Referral Pathway and, coupled with additional bank interest and sponsorships, our gross income for the year totalled £158,739.

Since July 2023, the committee has seen significant change to its structure with a new Chief Officer, Chair and Vice Chair plus increased staffing costs to assist with the implementation of services for Dorset contractors. Despite these challenges, we have efficiently controlled our overheads with a total expenditure of £153,655 amounting to an operating surplus of £5,084 at 31st March 2024.

Roger Mitchell
Treasurer

DORSET LOCAL PHARMACEUTICAL COMMITTEE

STATEMENT OF THE COMMITTEE MEMBERS' RESPONSIBILITIES FOR THE PERIOD ENDED 31 MARCH 2024

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

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

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

- 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 accounting information of which the committee's accountants 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 accounting information and to establish that the committee's accountants are aware of that information.

DORSET LOCAL PHARMACEUTICAL COMMITTEE

ACCOUNTANT'S REPORT TO THE MEMBERS OF DORSET LOCAL PHARMACEUTICAL COMMITTEE

We report on the accounts for the year ended 31 March 2024, consisting of the Income and Expenditure Account, Balance Sheet and Notes to the Accounts on pages 12 to 15.

Respective responsibilities of executive committee and accountant

The Officers of the committee are responsible for the preparation of the accounts. It is our responsibility to examine the accounts and to state whether particular matters have come to our attention.

Basis of accountant's statement

Our examination included a review of the accounting records kept by the Committee and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to the statement below.

Accountant's statement

In connection with our examination, no matter has come to our attention:

which gives us reasonable cause to believe that, in any material respect, the accounts prepared are not in accordance with the accounting records; or

to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

ALBERT GOODMAN LLP
Chartered Accountants
Weymouth

DORSET LOCAL PHARMACEUTICAL COMMITTEE

INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 MARCH 2024


	YE 31/03/2024		PE 30/06/2023	
	£	£	£	£
L.P.C. Statutory Levy		127,503		212,505
NHS England - GP CPCS Pilot		25,513		17,081
Sponsorship		3,090		3,897
Other income				
Other revenue		450		1,134
Bank interest		2,183		-
		158,739		234,617
Expenditure				
Staff costs (note 2)	23,433		26,753	
Establishment costs	4,100		6,609	
Meeting costs	19,863		16,779	
Printing, postage, stationery, insurance, telephone	3,191		4,688	
Levies and licences	43,186		58,258	
Communications	2,129		2,425	
Finance costs	64		64	
Legal, professional and consultancy	31,531		81,096	
Consultancy fees - GP CPCS Pilot	25,513		17,081	
		(153,010)		(213,753)
Depreciation				
Office Equipment	230		306	
		(230)		(306)
NET SURPLUS BEFORE TAX		5,499		20,558
Corporation Tax		(415)		-
NET SURPLUS AFTER TAX		5,084		20,558

DORSET LOCAL PHARMACEUTICAL COMMITTEE

BALANCE SHEET AS AT 31 MARCH 2024

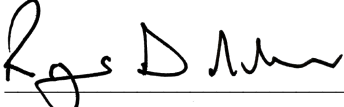
	31/03/2024		30/06/2023	
	£	£	£	£
TANGIBLE FIXED ASSETS				
Computer equipment	2,438		2,438	
Accumulated depreciation	(1215)		(909)	
Depreciation charge	<u>(230)</u>		<u>(306)</u>	
		993		1,223
CURRENT ASSETS				
Prepayments	250		14,395	
Bank balance	<u>214,600</u>		<u>218,379</u>	
		214,850		232,774
CURRENT LIABILITIES				
Trade Creditors	17,012		-	
Deferred Income	-		14,167	
Deferred Income - CPCS Pilot	55,582		26,095	
Accruals	611		2,160	
Wages Payable	889			
Taxation	415		-	
Dorset Integrated Care Board Holding Ac	<u>21,400</u>		<u>76,725</u>	
		95,909		119,147
NET ASSETS		<u><u>119,934</u></u>		<u><u>114,850</u></u>
CAPITAL ACCOUNT				
Brought forward	114,850		94,292	
Net Surplus / (Deficit)	<u>5,084</u>		<u>20,558</u>	
		<u><u>119,934</u></u>		<u><u>114,850</u></u>

These financial statements were approved by the Dorset LPC on **06.08.2024** and signed on its behalf by:


Michael Hewitson (Aug 6, 2024 13:29 GMT+1)

M Hewitson

Chair of the Committee


R D Mitchell

Treasurer

DORSET LOCAL PHARMACEUTICAL COMMITTEE

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

With the exception of some disclosures, the financial statements have been prepared in compliance with FRS 102 Section 1A and under the historical cost convention. The financial statements are prepared in sterling, which is the functional currency and monetary amounts in these accounts are rounded to the nearest £. The financial statements present information about the committee as a single entity. The following principal accounting policies have been applied:

Income and Expenditure

Both income and expenditure are accounted for on the accruals basis. The primary source of income shown in the financial statements consists of levies from NHSBA Contractors in respect of that period.

Judgements and Key Sources of Estimation Uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that effect the amount reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Taxation

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

Pension Costs

The amounts paid during the year are charged to the income and expenditure account.

Financial Instruments

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

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.

DORSET LOCAL PHARMACEUTICAL COMMITTEE

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2024

2. Employees

	2024	2023
	£	£
Staff costs consist of:		
Wages and salaries	23,064	25,026
Social security costs	-	1,303
Pension costs	369	423
	<u>23,433</u>	<u>26,752</u>

The salaries of the Administrators totalled £23,064 (2023: £25,026).

The average number of persons employed during the year was 2 (2023: 1).

3. Pension Scheme Costs

The employer's contributions to the pension scheme are 3% (2023: 3%) if employees contribute 4%.
From April 2024 the employee contribution increased to 5%

The total pension charge for 2024 was £369 (2023: £423).

DORSET LOCAL PHARMACEUTICAL COMMITTEE

EXPENSES POLICY FOR THE PERIOD ENDED 31 MARCH 2024

1. PURPOSE

To provide a policy whereby LPC members (normally their employers) will be reimbursed for actual expenditure incurred exclusively and necessarily in the course of LPC business activities.

It is the LPC's intention that members should neither gain nor lose financially as a result of incurring expenses on LPC business. LPC members are subject to Inland Revenue rules and guidelines as to what is allowable as a business expense. All claims must therefore adhere to the policy. Expenses defined as reasonable are those that are cost effective when weighed against the purpose of the business activity. Members are responsible for the settlement of any business expenses incurred by them and for reclaiming these costs through the process set out in this policy. Any breach of this policy will be referred to the Governance Sub-Committee under Governance procedures. Expenses may be incurred in respect of travel, meetings, entertainment, training, organisational costs, or other activities in the course of LPC business.

2. EXPENSES CLAIMS ALLOWED

2.1 Attendance allowance

These are paid to provide backfill where meetings have been attended on behalf of the LPC during normal business hours. Committee meetings are usually a full day (8 hours). The attendance allowance claimed should normally reflect the actual number of hours required to provide backfill at the member's place of employment (which may be more or less than the duration of LPC activity).

In exceptional circumstances attendance at evening meetings may be claimed.

If the member is a practising pharmacist and performing duties for the LPC on a day off work, the member is entitled to claim attendance allowance as they could have been working as a locum.

If a member pays more than the current LPC approved rate for backfill (up to £25.00/hour) and wishes to claim this back, the member must attach a copy of the locum invoice to the claim.

If a member is only able to book a locum for a full day to cover a partial day commitment on behalf of LPC, then a claim for the full day may be made with a copy invoice but the member should endeavour to mitigate the costs and/or use any excess time claimed for the benefit of the committee.

Meetings cancelled with less than 7 day's notice may be claimed if the locum cannot be cancelled or the booking transferred for another meeting.

DORSET LOCAL PHARMACEUTICAL COMMITTEE

EXPENSES POLICY

FOR THE PERIOD ENDED 31 MARCH 2024 cont.

2.2 Travel/Transport

Private mileage from normal place of work to the meeting venue is paid at up to 45p per mile for any vehicle (or as per current HMRC business allowance rates). Rail and bus fares will be paid where appropriate. Travel should be by the most cost-effective means. Members are also encouraged to share modes of transport to meetings where this will create economies.

2.3 Parking and tolls

Parking and tolls will be reimbursed. Parking fines, towing away charges, or other traffic fines will not be paid.

2.4 Accommodation

The cost of overnight accommodation, breakfast and other meals may be claimed where justified. Typically, this will be when a member is approved to attend a meeting or event on behalf of the LPC and it would be unreasonable to make a return journey on the same day. Members should take advantage of any special rates that are available and, if in doubt regarding costs, approval must be obtained from the Treasurer or an officer of the LPC before any bookings are made.

2.5 Telephone

Business calls may be claimed for if made on LPC business.

2.6 Miscellaneous

Other legitimate claims will be considered by the Governance Sub-Committee via the Treasurer.

2.7 Submission of claims

All claims should be made using the Dorset LPC Expenses Invoice template as soon as practical and no later than 2 months after the expenditure being incurred.

Reimbursement for claims should be requested to the member's employer bank account or to a relevant business bank account, and only to a personal bank account on an exceptional basis or for direct expenses incurred personally (e.g. parking, tolls, meals).

Claims not made within 3 months of the expenditure will not be paid. Invoices, receipts, itemised bills or other documents should, if necessary, support the claim. All claims should be forwarded to the Treasurer and the LPC Administrator. Claims incurred in one financial year should be submitted within one month of the end of that financial year.

DORSET LOCAL PHARMACEUTICAL COMMITTEE

EXPENSES POLICY FOR THE PERIOD ENDED 31 MARCH 2024 cont.

2.8 Authorisation

Claims will be authorised by an officer of the LPC, preferably the Treasurer, plus “sense check” reviewed by one other committee member (up to a maximum of £500 per event). Higher claims, may be authorised and paid, but must be ratified retrospectively by a member of the Governance Sub-Committee (in addition to the Treasurer).

Claims that are unusual or are disputed when checked should be referred to the Treasurer who will ask a member of the Governance Sub-Committee for an additional review to either i) authorise for payment or, ii) request adjustment and re-submission of the claim, as deemed appropriate by the GSC member.

Where required, meeting reports should be submitted to the LPC Administrator prior to or alongside associated expense claims. Failure to do so may result in a delay to authorisation and payment.

2.9 Payments

Payment will be made electronically via BACS transfer and will be processed within 30 days of authorisation. Payment by cheque or other means will only be made as an exception at the discretion of the Treasurer.

3.0 H M Revenue and Customs

HMRC requires records of expenditure and mileage to be kept for 6 years. Members are required to declare any personal income from expenses paid by the LPC for tax purposes.

3.1 Finally

Please remember, this is the contractors money, not the committee's.


Community Pharmacy Dorset - Financial Statements - 31.03.2024

Final Audit Report


2024-08-06

Created:	2024-08-06
By:	Roger Mitchell (rogermitchell@wessexpharmacies.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAx0IG_Y_jREPSLgCbEm1U1Nq5SgsYIxDI

"Community Pharmacy Dorset - Financial Statements - 31.03.2024" History

 Document created by Roger Mitchell (rogermitchell@wessexpharmacies.co.uk)

2024-08-06 - 12:20:35 PM GMT- IP address: 145.40.188.44

 Document emailed to mike_hewitson@me.com for signature


2024-08-06 - 12:20:57 PM GMT

 Email viewed by mike_hewitson@me.com

2024-08-06 - 12:28:57 PM GMT- IP address: 172.224.226.15

 Signer mike_hewitson@me.com entered name at signing as Michael Hewitson

2024-08-06 - 12:29:42 PM GMT- IP address: 91.84.52.213

 Document e-signed by Michael Hewitson (mike_hewitson@me.com)

Signature Date: 2024-08-06 - 12:29:44 PM GMT - Time Source: server- IP address: 91.84.52.213

 Agreement completed.

2024-08-06 - 12:29:44 PM GMT