



**Devon Local Pharmaceutical Committee**

**Annual Report 2020**

**Incorporating Annual Accounts**

**April 2019 - March 2020**



## **LPC Vision**

***“To move from community pharmacy in Devon to a community wellbeing centre”***

## **LPC Mission**

***“To inspire community pharmacy to become the easily accessible place in the community that people seek out for their wellbeing needs”***

## **LPC Objectives**

- To align our provision to provide patient centred care with a whole population health focus
- To upskill and reformat the multi-disciplinary pharmacy team to ensure it plays a full role in the new health system
- Seamless integrated services – with wider health system with pharmacy at its heart
- To be seen as a “Valued” health care provider by the public, commissioners and partners.

## Chair's Report

This is my second report as Chair of Devon LPC and not to quote too many people, it has been an unprecedented year for everyone, unlike a year I have known previously. COVID-19, social distancing, self-isolation and many more were terms that were not part of our vocabulary 12 months ago, but they are now commonplace in both our professional and personal lives.

Reflecting on the last 6 months particularly, I am very proud to call myself a Community Pharmacist. I have seen and witnessed some incredible stories of how the profession has stepped up to the mark when required and been there for our patients both old and new throughout the Pandemic, we truly are key workers and everyone of you should recognise this. I thank you and all of your teams for the work that you have done.

I have heard the terms Pharmacy and particularly Community Pharmacy been mentioned by politicians and senior stakeholders in the NHS more than I have for many years and I think the one hope I have for the future is that we are not forgotten and the last 6 months is remembered when we are sat at the negotiating table as a profession in the upcoming years.

I would also like to recognise the whole LPC team who behind the scenes have been engaging with the wider NHS team and other key organisations and supporting all contractor's navigate through the last 6 months on what was an every changing landscape, so Thank you to Sue, Kathryn, Anna, Tom, David and Adrian for your work throughout the year.

Also when reflecting back over the year there has also been some great work continued and developed, even with the Pandemic, the LPC have continued the development and engagement across the PCN network, supported all community Pharmacy with the new contractual framework including the PQS scheme and re launching the Pharmacy First services.

Last year I hoped that Community Pharmacy would be the true centre of Health and Wellbeing in the community and I certainly believe that this year it has shown that to be true. I know we are not quite over the Pandemic and we will face new challenges that we have not even thought about in the coming months and years, but I am confident that Community Pharmacy has a bright and prosperous future.

**Andrew Howitt**  
**Chair Devon LPC**

## Overview from the Chief Officer 2019-20

Writing this report at the end of 2019-20 and looking back at our achievements over the past 12 months, the coronavirus pandemic does of course feature massively in my reflections but there was a great deal more that happened during the year as well.

The major news during the year was the announcement of the five-year Community Pharmacy Contractual Framework (CPCF) which offered more clarity about the expected direction of travel for community pharmacy over the next five years and the funding envelope. Reactions to the framework were pretty mixed as in real terms the flat funding structure represents a challenging reduction in income. Coupled with the potential for the lack of equity in terms of access to new services as they become available, this reaffirms the need for the LPC to support our contractors to ensure they take up as many opportunities as possible. Following the announcement in the autumn of 2019 the committee agreed to deliver a schedule of roadshows for our pharmacy teams to learn more about and familiarise themselves with the requirements of the CPCF and in particular the Pharmacy Quality Scheme (PQS) that included working with the emerging Primary Care networks (PCNs).

Much of the summer was spent facilitating the nomination of PCN Community Pharmacy leads for each PCN in Devon. Special thanks go to Michelle Allen, who having taken on a role to support Service Implementation and Delivery found herself embroiled in working out which PCNs all of our pharmacies related to and helping to co-ordinate nominations and appointments of the PCN leads for 31 PCNs. This support was fundamental to the ability of our contractors to attain this element of PQS funding which amounted in Devon to just under £400k for the PCN domain.

We then received the PSNC announcement that there was an intent to commission an independent review into pharmacy representation (by both PSNC and LPCs) and Professor David Wright with a team of academics from the University of East Anglia was commissioned to lead the work. The timeline for this was tight, with the aim of having a final report by the Spring. This was the first significant review into local and national pharmacy representation for many years, and this will significantly impact on the way contractor representation and support is structured going forwards to ensure value to contractors. I'd like to take this opportunity of thanking you all for getting involved in the original round of focus groups and workshops and completing the contractor survey when it landed in your inboxes!

The outcomes of the "Wright Review" and how the recommendations may be taken on board and worked up into potential new organisational structures is very much work in progress and we will work hard to ensure that our own contractors have every opportunity to be consulted at all stages moving forwards.

One of the most significant workstreams for the LPC during the year (apart from the PCN related work) included the first new service introduced in the CPCF which was the Community Pharmacist Consultation Service (CPCS); We had been fortunate in Devon in being one of the first Digital Minor Illness Referral Service pilot sites and so many of you were already familiar with the service concept. The LPC provided training at our CPCF roadshows, and local support where gaps had been identified by the pharmacies. The kind of tasks we were involved with included liaising with the NHS 111 Service provider, NHSE&I, the NHS Devon CCG where necessary and supporting the uptake and completion of referrals where necessary with one of our main goals ensuring that the benefits to patients of being able to attend their local pharmacy for support and advice for low acuity conditions were realised.

We also were able to get started as a pilot site for the next stage of the CPCS which is the GP referral into CPCS. NHSE&I identified five practices that wished to take part in the pilot and the LPC has worked hard to support the pharmacies involved, liaising with the practices and offering training and resource support to all parties. This has not been without its' challenges and has taken a lot of effort but now that we know the service is going to be rolled out nationally I believe that we are well placed to get going on a wider scale.

Who could have predicted at the beginning of the year that our world would be turned not only upside down by COVID-19 but for many it also went virtual. However, I want to acknowledge the massive effort and contribution that pharmacy teams have made by staying on the frontline and providing invaluable support to patients and their local communities. An example of this was the way that Torbay pharmacies stepped up at very short notice to provide emergency supplies of repeat medicines at the end of February when we had a surgery and pharmacy closure in Torbay. You have been amazing and we are so grateful to you, thank you.

In terms of Committee matters, during the year we bid farewell to Chris Babbs (AIMp), who had served on the committee for a number of years, always providing a balanced view from the grass roots and telling it how it was! We welcomed Rachel Fergie to replace him and look forward to working with Rachel in the future.

Last but by no means least I would like to thank the Devon LPC members for their continuing professional advice and support to the Secretariat team throughout the year, and to my team Kathryn, Anna, Tom, Adrian and David for their hard work and commitment. Working from home has not been without its challenges for us all, and our daily catch up call has certainly helped me keep a balanced view of the weird world we are all living in. We have started a phased approach back to working at Deer Park after a reorganisation of the office accommodation and an internal relocation by the Devon LOC to their own office to help us meeting the COVID-19 guidance but the virtual meetings will be ongoing for the foreseeable future.

Once again, my thanks to you all.

**Sue Taylor, Chief Officer**

## Anna White

I joined the LPC as the Service Development and Implementation Lead in January 2020.

In March we went into lockdown due to the Covid-19 pandemic, meaning that only two months in I had to start working from home. This wasn't quite how I expected to be carrying out my new role, but having come from my previous employment working from home full time, managed to settle into a routine quickly.



Prior to lockdown I had been spending a few days each week visiting pharmacy contractors regarding the services they provided and looking to support any training needs to encourage delivery volume. In particular, during those first couple of months, I had looked at the Smoking Cessation contract – I had discovered that the reporting mechanism was paper based and very clunky with no visibility of claims, so managed to work closely with the commissioners to have this amended and changed over to PharmOutcomes.

Since March, my role had to adapt as I was obviously no longer able to visit pharmacies in person. During March & April I worked heavily on supporting patient access to medicines and shielded patients, liaising with local volunteer groups and Local Authorities to facilitate this. I have since started working on a number of other projects including supporting both practices and pharmacies in the GP Community Pharmacist Consultation Service (GP CPCS), eRD, Substance misuse expansion (to include the provision of Take Home Naloxone from the pharmacy), Pharmacy First PGD re-instatement and development to be more remote consultation friendly, a dermatology pilot and now the new national Hepatitis C antibody screening service.



Since September I have been back in the office one day a week, where we have managed to safely socially distance and have hand sanitizer and anti-bac everywhere!

Prior to my role with Devon LPC I worked for LloydsPharmacy for 13 years, most recently as Locally Commissioned Services Contract Manager. I was also a CCA member at Somerset LPC.

In my spare time I like to run, go on outdoor adventures, and landscape photography.

## Summary of LPC events 2019 - 20

### Table 1: Workshops

|   |  |   |
|---|--|---|
| Annual Contractors meeting  |  |   |
| Transfer of Care Around Medicines   | 4 April 2019<br>2 May 2019   | Barnstaple<br>Plymouth                      |
| Maximising Dispensing Income – helping contractors succeed in difficult times | 8 May 2019   | Exeter                                      |
| Pharmacist Support – Wardley Wellbeing Workshop                               | 6 June 2019<br>25 June 2019  | Plymouth<br>Exeter                          |
| Flu Vaccination Training  | 28 August 2019<br>10 September 2019                                    | Exeter                                      |
| Basic Life Support Training   | 4 September 2019   | Exeter                                      |
| Corticosteroid Inhaler Review Pilot   | 25 September 2019  | Plymouth                                    |
| Devon LPC Contractor Support Event  | 3 October 2019<br>9 October 2019<br>14 October 2019<br>16 October 2019 | Torquay<br>Plymouth<br>Exeter<br>Barnstaple |
| Clinical Update Event – Atrial Fibrillation                                   | 24 October 2019<br>6 November 2019                                     | Exeter<br>Barnstaple                        |
| Community Pharmacy Primary Care Clinical Update                               | 27 October 2019  | Exeter                                      |
| Primary Care Networks Lead Event  | 14 January 2020<br>23 January 2020                                     | Exeter<br>Plymouth                          |
| PCN Event – Beacon & Mewstone PCNs  | 28 October 2019  | Plymouth                                    |
| Inter Professional Learning Event – Web Locality                              | 11 June 2019   | Exmouth                                     |

957 attendees at our workshops

### Control of Entry

The consideration of applications is very onerous on the LPC and takes a lot of time and commitment to ensure that every application receives a fair consideration by the committee and that these considerations are provided to the NHS England in a timely fashion.

**Table 2: Pharmacy contractual applications considered by the committee during 2019-20**

| Type of application                                    | Total Number of applications | Total number granted | Appeals  | Oral Hearing | Opened by 31/03/20 |
|--|------------------------------|----------------------|----------|--------------|--------------------|
| Distance Selling                                       |                              |                      |          |              |                    |
| No significant relocation                              |                              |                      |          |              |                    |
| Application offering unforeseen benefits               | 1                            | 0                    |          |              |                    |
| Application offering to meet an identified future need |                              |                      |          |              |                    |
| Consolidations   | 5                            | 5                    |          |              |                    |
| Change of ownership                                    | 1                            | 1                    |          |              |                    |
| Closure (not consolidation)                            | 2                            | 2                    |          |              |                    |
| <b>Totals</b>  | <b>9</b>                     | <b>8</b>             | <b>0</b> | <b>0</b>     |                    |

### Members Attendance at LPC meetings

Members of the committee (listed in Table 4) are required to attend the LPC meetings regularly as well as provide input and attend meetings on behalf of the LPC and local contractor and other roles.

**Table 4. Members of Committee during 2019-20**

| <b>Committee Member</b>                     | <b>Area Represented</b> | <b>Elected or appointed</b> |
|---|-------------------------|-----------------------------|
| Chris Babbs<br>(Resigned August 2019)       | Torbay                  | AIMp Appointment            |
| David Bearman                               | Plymouth                | CCA Appointment             |
| Mike Charlton                               |                         | CCA Appointment             |
| Rachel Fergie<br>(Appointed September 2019) | Teignbridge/Torbay      | AIMp Appointment            |
| Ali Hayes                                   | East Devon              | Elected Independent         |
| Andrew Howitt                               | Exeter/Mid Devon        | CCA Appointment             |
| Ron Kirk                                    | Plymouth                | Elected Independent         |
| Fraser Perman                               | Plymouth                | CCA Appointment             |
| Sian Retallick                              | Plymouth/Torbay         | Elected Independent         |
| Matt Robinson                               | Plymouth                | CCA Appointment             |
| Adrian Tebby                                | Teignbridge             | CCA Appointment             |
| Allan Welsh                                 | Mid Devon               | CCA Appointment             |

**Table 5. Devon LPC Meeting Attendance 2019-20**

| <b>Committee Member</b>               | <b>Elected or appointed</b> | <b>Attendance/<br/>Possible</b> |
|---------------------------------------|-----------------------------|---------------------------------|
| David Bearman                         | CCA Appointment             | 8/8                             |
| Chris Babbs                           | AIMp Appointment            | 2/3                             |
| Mike Charlton                         | CCA Appointment             | 6/8                             |
| Rachel Fergie                         | AIMp Appointment            | 3/5                             |
| Ali Hayes                             | Elected Independent         | 6/8                             |
| Andrew Howitt                         | CCA Appointment             | 6/8                             |
| Ron Kirk                              | Elected Independent         | 5/8                             |
| Fraser Perman                         | CCA Appointment             | 7/8                             |
| Sian Retallick (Also PSNC Rep for SW) | Elected Independent         | 6/8                             |
| Matt Robinson                         | CCA Appointment             | 6/8                             |
| Adrian Tebby                          | CCA Appointment             | 8/8                             |
| Allan Welsh                           | CCA Appointment             | 8/8                             |

***Members of the committee are required to attend LPC meetings regularly as well as attend meetings on behalf of the LPC and contractors. Operating under Nolan Principles, the LPC consider that members carrying out duties on behalf of pharmacy contractors should not be out of pocket. The LPC operates within a robust Accountability and Governance Framework that is regularly monitored.***

The Devon LPC is funded entirely by contractor levy. In respect of income, the contractor levy for Devon has again remained unchanged at 15p per £100 (0.15%) of net ingredient cost and this sum is collected monthly from all contractors and remitted to the LPC by the Prescription Pricing Authority (PPA)

### **Income**

- The PPA income received by the LPC for 2019-20 showed an increase on the previous year.
- Some additional monies are received unconditionally from the pharmaceutical industry when working in partnership with the LPC to, in particular, support training and educational events for pharmacists and pharmacy staff, LPC meetings and our Annual General meeting (AGM). In total, for the year ended March 2020 the LPC received £3,475.00 in respect of educational grants.
- Since February 2013, the Local Optical Committee have had staff working in the Secretariat office, providing further income on a monthly basis.
- Income received for specific projects is shown as a separate line from general sponsorship.

### **Expenditure**

- LPC Members Expenditure – A decision was made to hold all LPC meetings at Deer Park, to save oncosts of external venues. Thus saving £2,437.06 against 2019 figure.
- The PSNC levy was £73,238.00. There was no increase from the previous year.
- The rent on the premises increased during 2017-18. This figure includes, rent, rates, water rates, heating and meeting rooms.
- It was agreed to increase expenditure on staffing and the LPC professional support team once we were aware of the requirements of the Pharmacy Quality Scheme and the need to support the PCN Community pharmacy lead development. The committee was pleased to learn that this had helped contractors maximise their income from the scheme.

For the year ending 2019-20, the LPC had a shortfall of income over expenditure for the year of £3,710.73. The bank balance at the year-end was £146,604.44. PSNC recommend that each LPC hold a reserve equivalent to six months turnover, so our balance is in line with that recommendation.

My thanks go to the Officers and committee members for their ongoing support and governance of the finances of the LPC. I am always happy to answer any financial queries from contractors at any time and a full set of accounts can be viewed on request.

***Adrian Tebby, LPC Treasurer***



## DEVON LOCAL PHARMACEUTICAL COMMITTEE

### THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

#### KEY INFORMATION

|                |  |
|----------------|--|
| Chairman:      | Mr Andrew Howitt   |
| Vice Chair     | Mr Matthew Robinson  |
| Treasurer:     | Mr Adrian Tebby  |
| Chief Officer: | Mrs Sue Taylor   |
| Accountants:   | Easterbrook Eaton Ltd<br>Chartered Accountants<br>Old Fore Street<br>Sidmouth<br>Devon<br>EX10 8LS |
| Bankers:       | LloydsTSB<br>309 Market Place<br>Reading<br>Berkshire  |

## DEVON LOCAL PHARMACEUTICAL COMMITTEE

### MAIN INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

| <u>Income</u>   | Year Ended 31 March 2019 | Year Ended 31 March 2020 |
|---|--------------------------|--------------------------|
| PPA Levies  | 274,226.83               | 282,912.26               |
| Bank Interest   | 303.80                   | 1,133.47                 |
| Sponsorship   | 5,735.00                 | 3,475.00                 |
| Grants & Specific project support income                        | 19,731.99                | 10,226.30                |
| Local Optical Committee   | 9,172.16                 | 8,459.15                 |
| <b>Total Income</b>   | <b><u>309,169.78</u></b> | <b><u>306,206.18</u></b> |
| <br>  |                          |                          |
| <b><u>Expenditure</u></b>                                       |                          |                          |
| <b>LPC Members Expenditure</b>                                  |                          |                          |
| Locum & Travel Expenses   | 8,158.99                 | 6,905.43                 |
| LPC Meeting Expenses  | 3,406.61                 | 969.55                   |
| Contractor Support - Events                                     | 11,028.27                | 9,429.70                 |
|   | <b><u>22,593.87</u></b>  | <b><u>17,304.68</u></b>  |
| <br>  |                          |                          |
| <b>PSNC</b>   |                          |                          |
| Levy  | 73,238.00                | 73,238.00                |
| PSNC workshops  | 875.00                   | 180.00                   |
|   | <b><u>74,113.00</u></b>  | <b><u>73,418.00</u></b>  |
| <br>  |                          |                          |
| <b>Secretariat Expenses</b>                                     |                          |                          |
| Staff Costs   |                          |                          |
| Staff Salaries and Professional Support inc: Tax, NI & Pensions |                          |                          |
|   | 165,493.00               | 179,043.00               |
|   | <b><u>165,493.00</u></b> | <b><u>179,043.00</u></b> |
| <br>  |                          |                          |
| <b>Office Expenses</b>  |                          |                          |
| Rent  | 18,543.45                | 18,600.00                |
| IT & Telephones   | 6,475.43                 | 6,118.40                 |
| Printing  | 2,415.88                 | 2,459.73                 |
| Postage   | 3,601.69                 | 3,692.96                 |
| Stationery  | 1,702.50                 | 779.90                   |
| LPC Office Equipment & maintenance                              | 334.30                   | 920.41                   |
|   | <b><u>33,073.25</u></b>  | <b><u>32,571.40</u></b>  |
| <br>  |                          |                          |
| <b>Other Expenditure</b>  |                          |                          |
| Accountancy   | 1,624.00                 | 768.00                   |
| Bank Charges  | 405.00                   | 290.40                   |
| Subscriptions   | 35.00                    | 35.00                    |
| Insurance   | 716.04                   | 784.81                   |
| Corporation Tax on Gross Interest                               | 254.53                   | 0                        |
| <br>  |                          |                          |
| Secretariat Business Costs                                      | 6,770.64                 | 5641.62                  |
| Staff Training  | 0                        | 60.00                    |
|   | <b><u>9,805.31</u></b>   | <b><u>7,579.83</u></b>   |
| <b>Total Expenditure</b>  | <b><u>305,078.43</u></b> | <b><u>309,916.91</u></b> |
| <br>  |                          |                          |
| Net Surplus of Income over Expenditure for the year             | <b><u>4,091.35</u></b>   | <b><u>(3,710.73)</u></b> |

**MAIN BALANCE SHEET AS AT 31 MARCH 2020**

|   | <u>31.03.19</u>           | <u>31.03.20</u>           |
|---|---------------------------|---------------------------|
| <b>Assets</b>                                 |                           |                           |
| Lloyds' Bank Account                          |                           |                           |
| LPC Current 4102069                           | 150,315.17                | 50,021.38                 |
| Lloyds Deposit Account                        | <u>0</u>                  | <u>96,133.47</u>          |
| <b>Debtors</b>                                | <u>0</u>                  | <u>449.59</u>             |
| <b>Total Current Assets</b>                   | <u>150,315.17</u>         | <u>146,604.44</u>         |
| <b>NET CURRENT ASSETS</b>                     | <b>£150,315.17</b>        | £146,604.44               |
| <br>  |                           |                           |
| <b>Represented By</b>                         |                           |                           |
| <b>Devon LPC Accumulated Funds</b>            |                           |                           |
| Bought Forward                                | 146,223.82                | 150,315.17                |
| (Deficit)Surplus for the Year                 | <u>4,091.35</u>           | <u>(3,710.73)</u>         |
| <b>Total Devon LPC Funds</b>                  | 150,315.17                | 146,604.44                |
| <br>  |                           |                           |
| <b>Total Accumulated Fund carried forward</b> | <u><b>£150,315.17</b></u> | <u><b>£146,604.44</b></u> |