

Annual Report and Financial Statements

2023-2024

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Officers

For the year in question, the following officers were in post:

Chair: Gemma Whitehead

Vice Chair: Anna Mir

Treasurer: James Forshaw

Chief Officer: Matt Harvey

The Committee shall be the “Liverpool Local Pharmaceutical Committee” (as required by the NHS Act 2006) and known as ‘Community Pharmacy Liverpool’

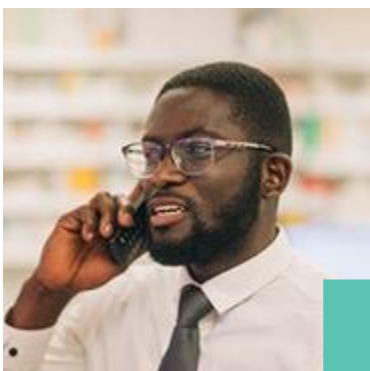
Community Pharmacy Liverpool is the statutory local representative organisation that represents community pharmacy contractors across the City of Liverpool. This report sets out the achievements of Liverpool LPC during the 2021/22 financial year. We negotiated and managed community pharmacy service contracts with numerous commissioners worth £1,944,754.94 of income during the year in question.

This Annual Report by contains detail of the work we have done on behalf of our contractors over the year, along with an assessment of our financial situation.

I hope you enjoy reading about what was another great year for the organisation.

Anna Mir

Chair



Report on our Activities

Year Ended 31st March 2024

COMISSIONING LANDSCAPE

2023/24 was a year in our cycle where the aim was maintenance of locally commissioned services. Following numerous years of successful implementation of new innovative services, the announcement of the new Pharmacy First and contraception services meant we did not pursue locally commissioned services as much as we usually would. It was of far more importance to ensure the national services were implemented and rolled out well. Having said that, we did see the start of the new Infant Feed service during the year, and the Chief Officer has been busy preparing for new services to come online in 24/25. A lot of groundwork has been completed for the new contraceptive implant pilot, and he submitted a successful SSMTR bid to trial new and innovative drug user services in the next financial year.

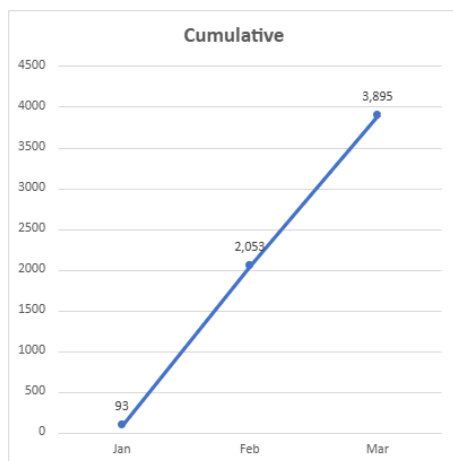
The largest piece of work undertaken during the year was the successful roll-out of the new national Pharmacy First service.

The run up to the launch of the new national service was short and the LPC team worked in collaboration with our regional NHSE and ICB colleagues supporting the implementation plans for the launch beginning February 2024.

The LPC supported community pharmacists with an offer of two CPPE clinical training sessions held in Liverpool, this allowed 60 pharmacists to be upskilled particularly in ENT and otoscope/ear examination skills. This was oversubscribed within 24 hours.

The LPC team planned an additional event to cover more broadly the changes in service from the previous Liverpool commissioned service and an opportunity to ask the expert questions. This evening session was attended by over 140 pharmacists and staff. This was a milestone for the LPC in terms of engagement activity. The feedback was very positive. We also engaged with a GP who led a session on ear examination and general questions within the scope of the new PGD service.

David worked with colleagues from Place Liverpool who helped cascade key information via their comms channel. David also worked with the PCN's and practices rolling out the new service. David completed a cycle of TEAMS training for care navigators in GP practices.



CPE and NHSE anticipated a 'soft launch' with this service but on the day of launch it was on every leading news channel and radio station nationally. This was followed by a tsunami of patients demanding antibiotics as the take home points by the general public.

The service has settled down and we have seen a month on month trend upwards with referrals from GP practices, we have also had a small number of practices who did not previously engage start to refer.

Our Engagement Officer spent considerable time creating a dashboard for pharmacies to use. He also helped local pharmacies to increase the number of blood pressures taken as part of the hypertension case finding service.

The Monthly Services Dashboard was expanded this year to include national services, locally commissioned services and changed from displaying data from just the previous month, to displaying a running total for the current financial year vs the previous financial year. As an engagement officer, this allows us to track the performance of our contractors and to take appropriate action upon seeing a negative trend in the data. This is also valuable insight for contractors to understand their performance, both positive and negative, which will be built upon over time to incorporate other metrics to enable contractors to focus on how to further grow their business / service offering.

He also worked hard with pharmacies to increase the proportion of those patients with a high clinic reading being converted into ABPM. The proportion of those undertaking ABPM increased by over 25%.

REPRESENTING OUR PHARMACIES

The Chief Officer attended a round table event at the Labour party conference in the Autumn with the aim of influencing labour policy on community pharmacy. He also attended a round table at the Health Select Committee in Westminster in March, where he provided information on the struggles being faced by community pharmacy contractors. The Chief Officer has also been highlighting the pressures being faced by Liverpool pharmacies at the Liverpool Place Primary Care Board and Cheshire and Merseyside System Primary Care Board.

PHARMACY CLOSURES

Unfortunately, the financial year saw a significant retraction in Liverpool's community pharmacy estate. This has been discussed at multiple forums over the year, and risks in lower levels of pharmaceutical provision discussed at a Place and System level. The committee also reviewed the Liverpool rota groupings and suggested changes to the ICB so

that all pharmacies were in similar-sized groupings that meant travel times for patients on Christmas Day and Easter Sunday are sensible.

LET US HELP YOU

We stand ready to help and support contractors through any challenges they face and will always aim to provide as much help and support as possible. The only way we can help is if we know there is a problem. Indeed, we were able to intervene in the above situations due to pharmacies contacting the LPC. We encourage all pharmacies to get in touch if they are having any issues as we can only help if we know there is a problem.

FINANCES

During 2022/2023, we took £95000 in levies from Liverpool pharmacies. This was static for the fourth year in a row. Of this, we paid Community Pharmacy England £44,023.74, up from £37,098 and an increase of 18.7%. This left the LPC to work from £50,976.26 of income generated from the pharmacies that we represent. We also generated some income from our PharmOutcomes license. We once again ate into our reserves, but currently do not need to change the levy paid by Liverpool pharmacies to us. The committee have set a very tight budget for 24/25 and we have put some measures in place to save costs due to increased CPE levy in 24/25. This involves reducing meeting frequencies and there will be a natural reduction in staff hours.

COMMUNITY PHARMACY REPRESENTATION

Committee time was once again taken up with the Transforming Pharmacy Representation workstream following a request from Company Chemist Association members. This once again involved a thorough options appraisal of the options had as a committee. The result of the discussion and voting meant that Liverpool would still not be merging with any other local committees, and we would remain as-is. We adopted the new 'Community Pharmacy Local' branding during the year.

PLAN FOR 2024/2025

Over the next year we plan to support contractors maximise local and national services. We need to make sure as many pharmacies are signed up to and delivering the Pharmacy First, Hypertension Case Finding and Pharmacy Contraception services to ensure our pharmacies are taking as much income as possible from the Primary Care Access Recovery Plan. We will also focus locally on drug user services, and the local pharmacy first service.

We will be here to support and engage pharmacies in Liverpool just as we always have.

Matt Harvey, Chief Officer

Community Pharmacy

Liverpool

FINANCIAL STATEMENTS



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Accountants

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20 Victoria Avenue
Harrogate
HG1 5QY

Report of the Committee Members

Year ended 31 March 2024

Principal Activities

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

The Committee

Community Pharmacy Liverpool is an association whose functions and procedures are set out in our Constitution and rules.

During the year ended 31 March 2024 Community Pharmacy Liverpool had 10 members on its main committee as follows:

Peter Beeley (Boots)	Sally Lloyd (Rowlands)
Karan Bhatia (Independent)	Anna Mir (Boots)
James Forshaw (Independent)	James Moir (Independent)
David Jones (Independent)	David Porter (Independent)
Emily Jones (Rowlands)	Gemma Whitehead (Cohens)

Gemma Whitehead was Chair, Anna Mir was Vice-Chair and James Forshaw Treasurer.

Matt Harvey was the Chief Officer for the year in question. David Barker and Thomas Wareing were the Engagement Officers.

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

Statement of Committee Members' Responsibilities

Year 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:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- 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.



Income and Expenditure Account

Year ended 31 March 2024

	Notes	2024	2023	
Income	£	£	£	£
Levies from NHSBA Contractors	95,004		95,004	
Other Income	45,216		17,260	
Total Income		140,220		112,264
Expenditure				
Administration				
Staff costs	65,079		58,313	
Establishment costs				
Meeting costs	16,093		21,767	
Printing, postage, stationery, insurance & telephone	500		287	
Levies and licenses	44,023		36,591	
Communications	9,475		1,828	
Accountancy	630		600	
Travel	426		2,620	
Sundry	35		35	
Bank charges	60		60	
Total Expenditure		136,321		122,101
Surplus/(deficit)		3,899		(-9,837)

Balance Sheet

as at 31 March 2024

	Notes		2024		2023
		£	£	£	£
Fixed assets					
Tangible assets	3		–		–
Investments	4		–		–
Current assets					
Debtors	5	–		333	
Cash at bank and in hand		49,809		45,413	
Current liabilities		49,809		45,746	
Creditors: Amounts falling due within one year	6	764		600	
Net current assets			49,045		45,146
Total assets less current liabilities			49,045		45,146
Creditors: Amounts falling due after one year	7		–		–
Provisions for liabilities and charges					
Lease dilapidations			–		–
Net assets			49,045		45,146
Represented by: General fund					
Balance at 1 April 2023			45,146		54,983
Surplus / (Deficit) for the year			3,899		(–9837)
Balance at 31 March 2024			49,045		45,146

Notes to the Financial Statements

Year 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.



Depreciation

Depreciation is calculated on a straight line basis on furniture and fittings, computer and office equipment, and motor vehicles at the following rates:

Long Leasehold Property	– 2%
Building Improvements	– 2%
Furniture and Fittings	– 20%
Computer and Office Equipment	– 25%
Motor Vehicles	– 25%

Taxation

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

Pension Costs

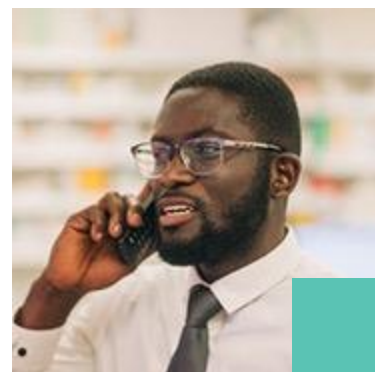
The amounts paid during the year are charged to the income and expenditure account. Details are shown in note 9 of these accounts.

Operating Leases

Rentals in respect of operating leases are charged to the income and expenditure account as incurred.

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.



Investments

Investments are initially recognised at cost and are subsequently shown at market value with any changes being reflected in the Income and Expenditure account. Investments are treated as fixed assets as it is the intention of the committee to hold these as long term assets.,

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.

Going concern

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.

2 Employees

	2024	2024
	£	£
Staff costs consist of:		
Wages and salaries	53,650	45,385
Social security costs	8,445	10,092
Pension costs	2,984	2,836
Locum cover and other employment costs	-	-
	<hr/> 65,079	<hr/> 58,313

The salary of the Chief Executive Officer was £28,790.40 (2023 £27,419.52).

The average monthly number of persons employed during the year was 3 (2023: 3).

3 Tangible Assets

	Long Leasehold	Building Improvements	Furniture and Fittings	Computer and Office Equipment	Motor Vehicles	Total
	£	£	£	£	£	£
Cost						
At 1 April 2023	–	–	13,659	–	–	13,659
Additions	–	–	–	–	–	–
Disposals	–	–	–	–	–	–
At 31 March 2024	–	–	13,659	–	–	13,659
Depreciation						
At 1 April 2023	–	–	13,659	–	–	13,659
Provided for year	–	–	–	–	–	–
At 31 March 2024	–	–	13,659	–	–	13,659
Net Book Value						
At 31 March 2024	–	–	–	–	–	–
At 31 March 2023	–	–	–	–	–	–

4 Investments

Listed investments

Cost

At 1 April 2023	£
Additions	–
Increase in market value	–
Net Book Value	–
At 31 March 2024	
	<hr/>
	–
	<hr/>

5 Debtors

	2023	2023
	£	£
Contractors levies	–	–
Other debtors	–	333
Prepayments and accrued income	–	–
	<hr/>	<hr/>
	–	333

6 Creditors: amounts falling due within one year

	2023	2023
	£	£
Levies received in advance	–	–
Other creditors and accruals	630	600
Corporation tax	–	–
Other taxation and social security	134	–
	<hr/>	<hr/>
	764	690

7 Creditors: amounts falling due after more than one year

The following liabilities disclosed under creditors falling due after more than one year are secured by the committee:

	2023	2023
	£	£
Bank loan	-	-
	<hr/>	<hr/>
	<hr/>	<hr/>

The Bank loan is secured against the long leasehold property owned by the committee. Interest is payable on the loan at commercial rates.

8 Commitments Under Operating Leases

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2023		2023	
	Land and Buildings	Other	Land and Buildings	Other
	£	£	£	£
Operating leases expiring:				
Not later than 1 year	-	-	-	-
Later than 1 year and not later than 5 years	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	-
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9 Pension Scheme Costs

The employer's contributions to the money purchase scheme are 3% (2023: 3%), if employees contribute 5%. The employer will pay contributions to this maximum. The total pension charge for 2024 was £2,985 (2023: £2,836).

10 Related Party Transactions

During the year the following expenses were paid to committee members:

Amount	2024	2023
	No. of Members	No. of Members
£0 to £10,000	10	10
£10,001 to £20,000	0	0

Independent Chartered Certified Accountant's Review Report to the Committee Members of Liverpool LPC

Year ended 31 March 2024

We have reviewed the committee's financial statements for the year ended 31 March 2024, which comprise the Income and Expenditure Account and 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 set out on page 3, 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 2024, and of its profit for the year then ended.
- 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 4 May 2012. 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.

CCF Accountancy Ltd

Chartered Certified Accountants

9 September 2024



LPC Contact Details

info@liverpool-lpc.org.uk

