Community Pharmacy Liverpool

# Annual Report and Financial Statements

2024-2025

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# Officers

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

Chair: Anna Mir

Vice Chair: Sally Lloyd

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 2024/25 financial year. We negotiated and managed community pharmacy service contracts with numerous commissioners worth £2,262,779.20 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 2025

## COMISSIONING LANDSCAPE

During 2024/25 the LPC's focus was on maximizing the uptake in nationally commissioned services; Pharmacy First, Pharmacy Contraception Service and Hypertension Case Finding Services. We also focussed on maximising uptake in locally commissioned services. A new roadmap and associated workplan was produced in-year to ensure members and officers were focussed on this core activity.

The Engagement Officers have been busy with various approaches to realise the LPC Roadmap. David has continued to focus his efforts on getting GP practices to refer patients to all of the national services while Tom focussed on ensuring all pharmacies are signed up to deliver them. The team also looked closely at data supplied by Cheshire and Merseyside ICB to determine which pharmacies needed additional support in increasing provisions. This was particularly important to ensure as many pharmacies as possible reached the Pharmacy First Clinical Pathway thresholds. Counter guides for Pharmacy First and Pharmacy Contraception Services were also produced and disseminated to help increase walk-in consultations. The Chief Officer spent significant time engaging strategic partners to increase referrals into these services. Much has been done to highlight the Pharmacy Contraception Service in particular with local sexual health partners.

Local commissioning was again muted due to commissioner budget constraints, and the ICB poring over every penny they spent. We did, however, see an increase in locally commissioned service income by 16%. As in previous years, lots of work has been done to ensure pharmacies are paid for concession prices when providing concession lines. Our Engagement Officer also fine-tuned the monthly services dashboard sent to all pharmacies. There was success in realising an increase in NRT Voucher payments, backdated to the start of the year, and the Chief Officer spent a lot of time stating the case for increased remuneration levels for Liverpool's locally commissioned services. There is hope that some of these discussions will lead to back-dated payments for pharmacies in 25/26 for work done in 24/25. to aid pharmacy teams understand how their pharmacy is performing against similar pharmacies.

There was an opportunity for two new services to come on board in 24/25, however both have been pushed back. The Contraceptive Implant Service will go-live in 25/26 due to the time taken to train pharmacists in participating pharmacies. The Drug User Pharmacy Plus service, which SSMTR funding was won in 23/24 has been delayed due to the change in provider of the Liverpool drug and alcohol services.

## PHARMACY CLOSURES

Unfortunately, the financial year again saw a 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. Work has been ongoing with Public Health Officers on the PN for Liverpool that is due in October 25.

## 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

Community Pharmacy Liverpool's levy has remained flat since 2020 at £95,000 per annum. This followed decreases to our levy each year from 2016 when it stood at £124,792 per annum. Community Pharmacy England has increased its levy for 25/26 - the third year in a row it has done so. A proportion of the levy the LPC collects from Liverpool contractors goes to CPE. Since 22/23, Community Pharmacy Liverpool's CPE levy contribution has increased by £21,442 per annum from £36,591 in 22/23 to £57,928 in 25/26. Community Pharmacy Liverpool has withstood these increases, along with other inflationary cost increases thus far, through cutting its budget and using its reserves. The LPC cannot absorb any further cost increases within its current financial envelope, so reluctantly has decided to increase the annual levy to £101,000 in 24/25. This equates roughly to a £4.37 increase per month for every £100,000 of NHS income a Liverpool pharmacy earns. The LPC is cognisant that this may cause concern for some, and it is not a decision that has been taken lightly. Given how frugal the committee has been these past few years, there is no more monetary headspace without increasing the levy. In 24/25, the committee set a very tight budget, putting measures in place to save costs such as reducing meeting frequencies, reducing member remuneration and a reduction in staff hours.

## PLAN FOR 2024/2025

It is likely the LPC Roadmap will remain largely unchanged in 25/26, so we will see further push to maximise nationally commissioned services along with increasing local service income.

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

CCF ACCOUNTANCY LTD
Chartered Certified Accountants
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Community Pharmacy Liverpool

# Report of the Committee Members

Year ended 31 March 2025

## 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 2025 Community Pharmacy Liverpool had 11 members on its main committee as follows:

Peter Beeley (Boots)

Karan Bhatia (Independent)

Sean Clarke (Independent – joined Feb 25)

James Forshaw (Independent)

David Jones (Independent – left Nov 24)

Emily Jones (Rowlands)

Sally Lloyd (Rowlands)

Anna Mir (Boots)

James Moir (Independent)

David Porter (Independent)

Gemma Whitehead (Cohens)

Anna Mir was Chair, Sally Lloyd 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.

Community Pharmacy Liverpool

# Statement of Committee Members' Responsibilities

**Year ended 31 March 2025**

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.

Community Pharmacy Liverpool

# Income and Expenditure Account

### Year ended 31 March 2025

| | 2025 | | 2024 | |
|---|---|---|---|---|
| **Income** | £ | £ | £ | £ |
| Levies from NHSBA Contractors | 95,004 | | 95,004 | |
| Other Income | 14,481 | | 45,216 | |
| **Total Income** | | **109,485** | | **112,264** |
| **Expenditure** | | | | |
| Administration | | | | |
| Staff costs | 52,238 | | 65,079 | |
| Establishment costs | | | | |
| Meeting costs | 12,397 | | 16,093 | |
| Printing, postage, stationery, insurance & telephone | 299 | | 500 | |
| Levies and licenses | 55,395 | | 44,023 | |
| Communications | 3,954 | | 9,475 | |
| Accountancy | 1,392 | | 630 | |
| Travel | - | | 426 | |
| Sundry | 35 | | 35 | |
| Bank charges | 60 | | 60 | |
| **Total Expenditure** | | 125,770 | | 136,321 |
| **Surplus/(deficit)** | | **(16,285)** | | **3,899** |

## Community Pharmacy Liverpool

# Balance Sheet

### as at 31 March 2025

| | Notes | | 2025 | | 2024 |
|---|---|---|---|---|---|
| | | £ | £ | £ | £ |
| **Fixed assets** | | | | | |
| Tangible assets | 3 | | – | | – |
| Investments | 4 | | – | | – |
| **Net assets** | | | 32,760 | | 49,045 |
| Debtors | 5 | – | | – | |
| Cash at bank and in hand | | 49,809 | | 49,809 | |
| | | 49,809 | | 49,809 | |
| **Current liabilities** | | | | | |
| Creditors: Amounts falling due within one year | 6 | 1,152 | | 764 | |
| **Net current assets** | | | 32,760 | | 49,045 |
| **Total assets less current liabilities** | | | 32,760 | | 49045 |
| Creditors: Amounts falling due after one year | 7 | | – | | – |
| **Provisions for liabilities and charges** | | | | | |
| Lease dilapidations | | | – | | – |
| **Balance at 31 March 2024** | | | 49,045 | | 49,045 |

Community Pharmacy Liverpool

# 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

| | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| Staff costs consist of: | | |
| Wages and salaries | 45,548 | 53,650 |
| Social security costs | 4,416 | 8,445 |
| Pension costs | 2,274 | 2,984 |
| Locum cover and other employment costs | - | - |
| | 52,238 | 65,079 |

The salary of the Chief Executive Officer was £22,499.64 (2024 £28,790.40).

The average monthly number of persons employed during the year was 3 (2024: 3).

## 3 Tangible Assets

| | Long Leasehold Property | Building Improvements | Furniture and Fittings | Computer and Office Equipment | Motor Vehicles | Total |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ |
| **Cost** | | | | | | |
| At 1 April 2024 | – | – | 13,659 | – | – | 13,659 |
| Additions | – | – | – | – | – | – |
| Disposals | – | – | – | – | – | – |
| At 31 March 2025 | – | – | 13,659 | – | – | 13,659 |
| **Depreciation** | | | | | | |
| At 1 April 2024 | – | – | 13,659 | – | – | 13,659 |
| Provided for year | – | – | – | – | – | – |
| At 31 March 2025 | – | – | 13,659 | – | – | 13,659 |
| **Net Book Value** | | | | | | |
| At 31 March 2024 | – | – | – | – | – | – |
| At 31 March 2025 | – | – | – | – | – | – |

## 4 Investments

| | Listed investments |
|---|---|
| **Cost** | |
| At 1 April 2024 | £ |
| Additions | – |
| Increase in market value | – |
| **Net Book Value** | – |
| At 31 March 2025 | |
| | – |

## 5 Debtors

| | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| Contractors levies | – | – |
| Other debtors | 109 | – |
| Prepayments and accrued income | – | – |
| | 109 | – |

## 6 Creditors: amounts falling due within one year

| | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| Levies received in advance | – | – |
| Other creditors and accruals | 1,152 | 630 |
| Corporation tax | – | – |
| Other taxation and social security | – | 134 |
| | 1,152 | 764 |

## 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:

| | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| Bank loan | - | - |

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:

| | 2025 | | 2024 | |
|---|---|---|---|---|
| | 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 | - | - | - | - |
| | - | - | - | - |

## 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 | 2025 | 2024 |
|---|---|---|
| | 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 2025

We have reviewed the committee's financial statements for the year ended 31 March 2025, 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 2025, 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

7 July 2025

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