



2021/2022



COMMUNITY PHARMACY

ARDEN

Representing Community Pharmacies
in Coventry and Warwickshire



Annual Report

and Statement of Accounts for Coventry
and Warwickshire LPCs

Forward from the CEO and Chair

LPC CEO and Chair look back over 2021/22 and look forward to 2022/23 and beyond



Chief Executive

Fiona Lowe / LPC Chief Executive Officer

Hello Everyone

Welcome the Annual Report for the final year of Coventry LPC and Warwickshire LPC prior to the merger in April 2022 to form Community Pharmacy Arden (CPA).

It has been another challenging year, with changes in local structures, Wright Review and RSG vote. We believe our move to matching the ICS footprint, change of name and move to 10 Members has stood us in good stead for the initial changes proposed for LPCs. Once more information is available we will let you know and we have invited a representative from PSNC to our AGM. We continue to work collaboratively with Community Pharmacy Herefordshire & Worcestershire and Midlands Group CPWM to be as cost effective as we can.

Changes in personnel:

We thank the outgoing Members for their service – in particular Ashwin Hindocha for more than 30 years service and Pradeep Duggal who was Coventry LPC Treasurer for many years. We welcomed the new CPA Members in March for 'in shadow' meeting. We also said goodbye to Kathy Robinson our support officer in May and wish her well in her new PCN role and thank her for all of her hard work over the last few years. We would also like to thank our two part-time GPCPCS Leads Lisa Siembab and Richard Birrell who supported us for six months to help get it going.

Services:

Many new services have been introduced / gathered momentum over the last year – including GPCPCS, UC-CPCS, DMS, BP check and Stop Smoking for discharge patients. Local services commissioned by the Council are likely to be part of a larger healthy lifestyle service going forward. We know that local implementation of both local and national services is key, which is why we have take the opportunity to invest in additional support for services and commissioner engagement. We have appointed two Leads who will work across this and our neighbouring LPC. Eva Cardall will be the main lead for CPA and Claire Salter will be the main lead for CPHW – although they will work closely together and provide cover for each other.

Website:

The Coventry LPC website has been updated to form Community Pharmacy Arden website. We are looking at the option to move to the PSNC – LPC website template during the next 12 months. Although, we will retain the current one as back up for a transition period to be sure we are happy with the new option.

Training and webinars:

We have run a number of webinars over the year and just started to bring in some face to face meetings too. As part of our AGM we will be having speakers and opportunities for Contractors to ask questions of the LPC, speakers, local Commissioners and Stakeholders.

Getting involved:

We will be restarting our visits to Contractors in the Autumn and into 2023 so please let us know what sort of support you would find useful . We would also be pleased to hear from you through the generic email ahwlpc@gmail.com.

Treasurers Report - Coventry – Pradeep Duggal

Look back over 2021/22

The LPC accounts closing balance at end of year 2021-22 was **£111,753**, with an expenditure of **£73,597** against a revised planned budget of **£100,000** and £8,972 less than in 20-21.

In year we reduced our levy income by having 4 months levy holiday. Overall, we spent £6,324 more than we received as income versus a surplus of £3,775 last year.

As we moved to merged Committee in April 2022, we had to align our reserves etc with Warwickshire LPC before moving remaining funds into a joint account. Community Pharmacy Arden was formed in April 2022. We acknowledge that the end of year balance, transferred to the new Committee, is above the 50% of planned expenditure (pro rata) recommended to be held in reserve.

The new Community Pharmacy Arden CPA (C&W LPC) has proposed the following:

- A revised combined budget of £235,000 (£105,000 Coventry + £130,000 Warwickshire) for 22-23.
- **Community Pharmacy Arden has just reviewed its financial position and will be giving 3 months Levy Holiday across Coventry & Warwickshire from October to December 2022.** The situation will then be reviewed.
- Note we have appointed a Services and Engagement Officer who started in September 2022 to support the enormous workload at a system level with changes and services.
- £27,500 from Coventry proportion of the budget (approx. 25% of proposed expenditure) was 'set aside' last year to support the LPC undertake any required transformation over the next two years to meet any next steps of the Wright Review Transformation of Community Pharmacy representation. This Transformation Plan is still in development although the merger has gone ahead. It will be retained to support and additional changes. We anticipate that over the next two years the PSNC Levy will increase by at least 50%. This would mean we could fund this from reserves for the first two years. Any not called into use will be returned to Coventry and Warwickshire Contractors by way of a levy holiday at the end of the period.
- Points of note on the accounts:
- The Chief Officer (also serving Warwickshire) moved from contracted to employed status during late 2018 – and is now employed by the new CPA on the combined hours / salary of the Coventry + Warwickshire roles.
- The shared support and office function has now annualised.
- There are some accruals and pre-payments on the 'books' – which will have transferred to the new merged Committee.

Treasurers Report - Coventry Accounts

Look back over 2021/22

FOR THE YEAR ENDED 31ST MARCH 2022

| | | 2022 | 2021 |
|-------------------------------------------------------------------|-------|----------------|----------------|
| | | £ | £ |
| INCOME | Notes | | |
| PPA Levies | | 66,667 | 83,333 |
| Bank Interest | | 2 | 12 |
| Other Income – CHS loan repayment & HMRC rebate | | 604 | 3,000 |
| | | ----- | ----- |
| Total income | | 67,273 | 86,344 |
| | | ----- | ----- |
| EXPENDITURE | | | |
| PSNC Levies | | 22,323 | 22,072 |
| PSNC Courses | | - | - |
| Members Expenses | 1 | 2,218 | 7,376 |
| Chairman's Honorarium | | 1,000 | 1,000 |
| Chief Officer | | 19,339 | 19,033 |
| Treasurer's Honorarium | | 500 | 500 |
| Tax Paid | | 2 | 13 |
| Venue Cost | | 790 | - |
| Accountancy | | 612 | 482 |
| Office Charges | | 2,653 | 2,533 |
| Bank Charges | | 2 | - |
| Training Costs | | 800 | 1,105 |
| Website | | - | 24 |
| CPWM (Costs) | | - | 465 |
| Miscellaneous Expenses | 2 | 760 | 4,979 |
| Administration Expenses | | 14,658 | 14,343 |
| PAYE | | 6,426 | 7,246 |
| Nest Pension | | 1,514 | 1,398 |
| | | ----- | ----- |
| Total expenditure | | 73,597 | 82,569 |
| | | ----- | ----- |
| Prior year adjustment – other loans | | - | - |
| | | ----- | ----- |
| NET PROFIT/(LOSS) FOR THE YEAR | | (6,324) | 3,775 |
| | | ----- | ----- |
| Balances brought forward at 1 st April 2021 | | 118,079 | 114,304 |
| | | ----- | ----- |
| BALANCES CARRIED FORWARD AT 31ST MARCH 2022 | | 111,755 | 118,079 |
| | | ===== | ===== |

Treasurers Report - Coventry

Look back over 2021/22

COVENTRY LOCAL PHARMACEUTICAL COMMITTEE

BALANCE SHEET

AS AT 31ST MARCH 2022

| | | 2022 | | 2021 | |
|----------------------------------------------|-------|--------|---------|---------|---------|
| | Notes | £ | £ | £ | £ |
| CURRENT ASSETS | | | | | |
| Cash at bank | 3 | 90,101 | | 117,811 | |
| Other loans | | - | | 7,125 | |
| Other debtors – Warks LPC | | 25,000 | | - | |
| | | ----- | | ----- | |
| | | | 115,101 | | 124,936 |
| CREDITORS: | | | | | |
| Other creditors | | 3,346 | | 6,857 | |
| | | ----- | (3,346) | ----- | (6,857) |
| NET CURRENT ASSETS | | | | | |
| | | | 111,755 | | 118,079 |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | | | |
| | | | 111,755 | | 118,079 |
| | | | ===== | | ===== |
| RESERVES | | | | | |
| General funds | | | 111,755 | | 118,079 |
| | | | ----- | | ----- |
| | | | 111,755 | | 118,079 |
| | | | ===== | | ===== |

These financial statements have been prepared in accordance with the provisions of the governing document of the Committee.

Treasurers Report - Coventry

Look back over 2021/22

COVENTRY LOCAL PHARMACEUTICAL COMMITTEE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

1. Members Expenses

| | 2022 | 2021 |
|-----------------|---------|-------|
| | £ | £ |
| A Hindocha | 480 | 1,040 |
| P Duggal | 1,013 | 811 |
| A Ghulam | - | - |
| J Heer | 988 | 2,213 |
| Boots Pharmacy | (3,944) | 175 |
| Lloyds Pharmacy | 2,050 | 1,563 |
| Asda Stores | - | - |
| V Roberts | 56 | - |
| D Joshi | 1,425 | 1,175 |
| J Jeers | 150 | 400 |
| | ----- | ----- |
| | 2,218 | 7,377 |
| | ===== | ===== |

2. Miscellaneous

| | | |
|---------------------------|-------|-------|
| Warwickshire LPC printing | 121 | - |
| Clyde & Co | - | 300 |
| Virtual Business | 614 | 504 |
| PCN – Kiran Shur | - | - |
| PCN – Bhavin Joshi | 25 | 263 |
| PCN – Arrandeep Konkon | - | - |
| PCN – Manisha Sharma | - | 3,912 |
| | ----- | ----- |
| | 760 | 4,979 |
| | ===== | ===== |

3. Cash at bank

| | | |
|---------------------------------|--------|---------|
| Bank account 1 (Lloyds TSB a/c) | 69,016 | 97,330 |
| Bank account 2 (Lloyds TSB a/c) | 21,085 | 20,481 |
| | ----- | ----- |
| | 90,101 | 117,811 |
| | ===== | ===== |

4. Boots Pharmacy

This is a negative expense due to the old creditor balance of £4,260 being written off in the year.

Treasurers Report - Warwickshire – Theresa Fryer

Look back over 2021/22

The LPC closing account balance at end of year 21-22 was £105,898 with an expenditure of £148,696 against a planned budget of £140,000.

In year we reduced our levy income by having 6 months levy holiday as well as reducing the monthly amount. Overall, we spent £57,043 more than we received as income as we worked to reduce our reserves ahead of merging with Coventry LPC in April 2022.

As we moved to merged Committee in April 2022, we had to align our reserves etc with Coventry LPC before moving remaining funds into a joint account. Community Pharmacy Arden was formed in April 2022.

We acknowledge that the end of year balance, transferred to the new Committee, is above the 50% of planned expenditure (pro rata) recommended to be held in reserve.

The new Community Pharmacy Arden CPA (C&W LPC) has proposed the following:

- A revised combined budget of £235,000 (£105,000 Coventry + £130,000 Warwickshire) for 22-23.
- Community Pharmacy Arden has just reviewed its financial position and will be giving 3 months Levy Holiday across Coventry & Warwickshire from October to December 2022. The situation will then be reviewed.
- Note we have appointed a Services and Engagement Officer who started in September 2022 to support the enormous workload at a system level with changes and services.
- £38,000 from the Warwickshire portion of budget (approx. 25% of proposed expenditure) was 'set aside' last year to support the LPC undertake any required transformation over the next two years to meet any next steps of the Wright Review Transformation of Community Pharmacy representation. This Transformation Plan is still in development although the merger has gone ahead. It will be retained to support and additional changes. We anticipate that over the next two years the PSNC Levy will increase by at least 50%. This would mean we could fund this from reserves for the first two years. Any not called into use will be returned to Coventry and Warwickshire Contractors by way of a levy holiday at the end of the period.
- Points of note on the accounts:
- The Chief Officer (also serving Coventry) moved from contracted to employed status during late 2018 – and is now employed by the new CPA on the combined hours / salary of the Coventry + Warwickshire roles.
- The shared support and office function has now annualised.

Treasurers Report - Warwickshire Accounts

Look back over 2021/22

Year ended 31 March 2022

| | Notes | 2022 £ | 2021 £ |
|----------------------------------------------|-------|-----------------|-----------------|
| Income | | | |
| LPC Statutory Levies | | 58,790 | 99,000 |
| Reimbursed Expenses | | (1,280) | (263) |
| Interest Received Gross | | 70 | - |
| Sales - services | 2 | 34,073 | 37,395 |
| Government Covid Grant | | - | 4,000 |
| | | | - |
| <i>Total Income</i> | | 91,653 | 140,132 |
| Expenditure | | | |
| PSNC | | 16,619 | 37,709 |
| PCN Expenses Claim | | - | 2,713 |
| Employee Travel Expenses | | 264 | 310 |
| Employee Mileage Claim | | - | 116 |
| PR & Marketing | | - | 3,492 |
| Chief Officer Salary | | 25,250 | 21,560 |
| Employee Wages | 3 | 38,838 | 44,565 |
| PAYE & NI | | 13,935 | 6,459 |
| Pension | | 4,035 | 2,884 |
| Office Software | | 372 | 441 |
| Office Insurance | | 257 | 233 |
| Office Equipment | | 443 | 11 |
| Office Rent | | 7,676 | 6,740 |
| Depreciation | | 295 | 294 |
| Contractor Events | | 250 | 240 |
| Members Expenses | | 1,180 | 809 |
| Postage and Carriage | | - | 45 |
| Professional Fees | | 1,377 | 5,315 |
| Accountancy Fees | | 3,240 | 1,000 |
| Payroll Costs | | 973 | 1,152 |
| Member Locum Cost | | 14,163 | 13,218 |
| Meeting Rental | | 1,960 | - |
| General Expenses | | 17,569 | 14,919 |
| <i>Total Expenditure</i> | | 148,696 | 164,225 |
| Surplus/(Deficit) Arising In The Year | | (57,043) | (24,093) |

Treasurers Report - Warwickshire Accounts

Look back over 2021/22

Warwickshire LPC

Year ended 31 March 2022

| | Notes | 2022 | 2021 |
|-------------------------------------------|-------|-----------------------|-----------------------|
| | | £ | £ |
| Non-Current Assets | | | |
| Fixtures and Fittings | | 1,071 | 1,260 |
| Computer Equipment | | 1,299 | 647 |
| | | <u>2,370</u> | <u>1,907</u> |
| Current Assets | | | |
| Bank Account | | 124,987 | 113,596 |
| Deposit Account | | 176 | 25,106 |
| Petty Cash | | 816 | 816 |
| Trade Debtors | | - | 12,078 |
| Provider Arm Loan (Repayable in < 1 year) | | - | 8,325 |
| PAYE | | - | 597 |
| Pension | | - | 955 |
| Net Wages | | - | 857 |
| | | <u>125,979</u> | <u>162,330</u> |
| Current Liabilities | | | |
| Accruals | | 2,280 | 1,200 |
| Trade Creditors | | 9,829 | 96 |
| Other Creditors | | 10,060 | - |
| Pension | | 282 | - |
| | | <u>22,451</u> | <u>1,296</u> |
| Net Assets | | <u>105,898</u> | <u>162,941</u> |
| General Fund | | | |
| Balance at 1 st April 2021 | | 162,941 | 187,034 |
| Surplus/(Deficit) Arising In The Year | | (57,043) | (24,093) |
| | | <u>105,898</u> | <u>162,941</u> |
| Balance at 31 st March 2022 | | <u>105,898</u> | <u>162,941</u> |

These financial statements were approved by the Warwickshire LPC on 27th September 2022 and signed on its behalf by:

Treasurers Report - Warwickshire Accounts

Look back over 2021/22

Notes to the Financial Statements

Year ended 31 March 2022

2 Sales – Services

Sales – services income derived from cross charges to other LPC. These are charges to cover wage costs, office rent and other office costs.

3 Employees

| | 2022 | 2021 |
|----------------------------|---------------|---------------|
| | £ | £ |
| Employee wages consist of: | | |
| Admin Net Wages | 29,328 | 27,629 |
| Engagement officer | - | 7,451 |
| Admin Digital Assistant | 9,510 | 9,485 |
| | <u>38,838</u> | <u>44,565</u> |

4 Debtors

| | 2022 | 2021 |
|-------------------|----------------|----------------|
| | £ | £ |
| Provider Arm Loan | - | 8,325 |
| Trade Debtors | - | 12,078 |
| Current Account | 124,987 | 113,596 |
| Deposit Account | 176 | 25,106 |
| Petty Cash | 816 | 816 |
| PAYE | - | 597 |
| Pension | - | 955 |
| Net Wages | - | 857 |
| | <u>125,979</u> | <u>162,330</u> |

5 Creditors: amounts falling due within one year

| | 2022 | 2021 |
|-----------------|---------------|--------------|
| | £ | £ |
| Accruals | 2,280 | 1,200 |
| Trade Creditors | 9,829 | 96 |
| Other Creditors | 10,060 | - |
| Pension | 282 | - |
| | <u>22,451</u> | <u>1,296</u> |

Community Pharmacy Arden – Budget 22-23

Looking forward to 2022/23 revised September 22

| | C&W separate LPCs combined 21- | Merged LPC 22-23 Draft Budget | Comments 22-23 (£225-235 budget) |
|----------------------------------------------|-------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Levies in 20-21 | £235,000 | n/a | |
| Levies 21-22 | 216,400 | n/a | Warks 12% reduction & Coventry 3% reduction |
| Levies 22-23 | n/a | £216,400 | This would be reviewed for 23-24 |
| Projected reserves end 20-21 | £236,000 | £217,653 | |
| Levy holidays | 4-6 months | 3 months planned | |
| No Contracts | 199 | 197 | Will be 195/6 by 23-24 |
| EXPENDITURE | | | |
| Support Team inc OPI and expenses | £34,300 | £43,000 | NB from Sept 22 additional service lead hours - additional Services & Engagement Support £24,000 pa - 25% funded NHS grant for year 1 - part year £9K salary year 22-23 |
| Office Costs | £7,200 | £8,200 | NB increase in 22-23 £10,000 includes IT, kit, rent, parking, insurance, database |
| CO & PAYE / OPI / expenses | £64,000 | £60,000 | |
| VirtualOutcomes | £1,720 | £1,720 | |
| Additional support adhoc or planned | £10,000 | £3,000 | largely funded non-levy monies for 22-23 |
| Payplus and HR Clyde & Co | £2,900 | £1,800 | C&C will be covered by PSNC from 22-23 and Payplus one payment not two |
| Members backfill | £24,300 | £15,000 | |
| Honoraria | £1,500 | 0 | Chair & Treasurer to bill hours |
| Members travel / expenses | £1,675 | £1,000 | |
| PSNC Levy estimated 10% increase | £59,899.40 | £59,899.40 | This is based on a 10% uplift on 20-21 levies - It will be approx 50% for 23-24 onwards £79,743 |
| Venue hire | £1,352 | £1,000 | |
| Events | £5,000 | £2,000 | Some funded non-levy / Pharma Support |
| CPWM | £4,000 | £1,000 | Expended Group reduced fees per LPC |
| Training / Contractor Support | £6,000 | £4,000 | Some funded non-levy / Pharma Support |
| LPC development | £2,000 | £2,000 | Team Build & training |
| Accountants, tax and software | £2,100 | £2,500 | |
| Stationery / printing | £1,500 | £2,000 | |
| Marketing / PR | £5,000 | £3,000 | |
| Subgroups | £4,000 | £2,000 | |
| Exec Meetings | £2,000 | £1,000 | |
| PCN Support | £6,000 | £2,000 | some non-levy funding for 22-23 |
| Contingency - changes due to NHS restructure | | £8,000 | May be able to use non-levy funds - and partly covered by increase in Services / Engagement Support |
| TOTAL | £244,526.40 | £223,619 | |
| Expenditure vs levies | £28,126.40 overspend | £7,219 overspend versus 100% levy | (likely 75% Levy will be taken) which would be £61,319 overspend and reduce reserves (approx 65% reserve). The aim is that by end of year 2 of merged LPC that expenditure is less than income |

Community Pharmacy Arden

Looking forward to 2022/23 and beyond

Executive Team

Chief Executive Officer – Fiona Lowe

Chair – Faye Owen (CCA Member)

Vice – Chair – Sam Griffiths (CCA Member)

Treasurer – Theresa Fryer (Ind Member)

Members:

Satyan Kothecha (Ind)

Caroline Harvey (Ind)

Baljit Chaggar (Ind)

Jas Heer (Ind) – PSNC Regional Representative

Bal Heer (CCA)

Adel Ghulam (CCA)

Mike O Donnell (AIMp)

Office Team:

Zoe Ascott – Administrator, Office Manager & Governance Lead

Susan Karole-Smith – Digital Administrative Assistant

From September 2022:

Eva Cardall – Engagement & Services Officer – CPA Lead

Claire Salter - Engagement & Services Officer – CPHW Lead