



# Annual Report and Financial Statements

2023 - 2024

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# 1. Officers

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**Chair:** Chris Bland (Executive Chair, non-member)

**Vice Chair:** Paul Mason (IPA member, CPSY)

**Treasurer:** Stephen Pollock (Independent member, CPSY)

**Chief Officer:** Vicki Roberts

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

## 2. Welcome & Overview

Chris Bland

Chair

Member/ Contractors

I am pleased to be able to write the first Chair report for Community Pharmacy South Yorkshire. As a new committee we have been in existence for nine months following the successful merger of Barnsley, Doncaster, Rotherham and Sheffield Local Pharmaceutical Committees. The last nine months has seen a lot of change, and many thanks are needed to be shared.

I would like to personally thank the previous committee members of the relevant place LPCs and especially those that helped form the shadow South Yorkshire Committee. Without their rational thinking and belief that this merger was not only in the best interest of South Yorkshire contractors we would not be in the position that we are now. Specific thanks go to Tom Bisset and Nick Hunter previous Chief Officers and Adam Clarke, David Russell and Lynne Murray previous Chairs.

This year has also seen the recruitment of our new Chief Officer, Vicki Roberts. Vicki has brought with her a wealth of experience of community pharmacy, an exceptionally strong understanding of issues affecting the sector and contractors whilst having a unique insight in the functioning of NHS England. Supporting Vicki we have developed a support team, which will allow more time and energy in building relationships and developing the committee.

Along with the merger of the LPCs in South Yorkshire we have seen the merger of CCG's and NHSE into the South Yorkshire Integrated Care Board. Our newly aligned LPC matches that of the ICB and this matched footprint should allow us to work more closely with each other and be able to work on singular South Yorkshire initiatives rather than four separate ones, allowing stability and uniformity along the way.

With the formation of the new LPC, we have had to revisit all the governance and financial aspects of the committee, this has taken several months, but now we are in a good position to move forward, allowing transparency to all in how we operate.

The upcoming year will allow us to continue to develop relationships with our ICB colleagues, Public Health and other key stakeholders, to understand how the individual places operate but also how to work as one South Yorkshire voice. We also want to work more closely with you our contractors, understand your issues and how we can voice them both at place, regional and national levels.

The ongoing financial pressures, a lack of a new contract with NHSE/DHSC and workforce issues are all painful realities of the sector now, as an LPC we will champion community pharmacy, engage with people and bodies that can make a difference and drive the voice of community pharmacy in primary care for South Yorkshire.

My final thanks go to that of the current committee, I am lucky to have such a great body of people to draw knowledge from, they have vast experience at all levels of community pharmacy, experience from all sectors of community pharmacy and everyone engages and helps make us stronger. Being part of this team is truly humbling and I am honoured to work with them all.

The 2023/24 year was full of change and re-setting, 2024/25 will be a period of growth....

Chris

Chair – Community Pharmacy South Yorkshire

# 3. Report on our Activities

## Vicki Roberts

### Chief Executive Officer

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#### Hello Everyone

Welcome to the first annual report for Community Pharmacy South Yorkshire (CPSY) which formed on 1<sup>st</sup> July 2023 following the contractor vote to merge the previous LPCs of Barnsley, Doncaster, Rotherham and Sheffield to align with the Integrated Care Board (ICB) boundaries.

Since the merger, CPSY has been focused on building an effective team and committee. Throughout the transition we have sought to ensure that all pharmacy contractors are represented and supported in accordance with the duties set out in our constitution. It has been a period of establishment and consolidation that began with the formation of a new 10-member committee, appointment of an executive Chair and the recruitment of a new Chief Executive Officer for the new organisation. I was recruited into the Chief Executive Officer post from the end of October 2023. May I take this opportunity to thank the previous Chief Officers and/or Secretaries and members of the previous LPCs for their hard work and efforts to ensure that the merger was as seamless as possible.

The CPSY committee has a clear purpose: to represent and support our pharmacy contractors, providing effective leadership when engaging with stakeholders and partners. Our vision is to:

- Represent equitably and effectively every contractor either individually or as a collective, championing the services pharmacies provide to our populations across South Yorkshire
- Support every contractor to reach their potential operational and service delivery performance through regular communication, events and dedicated support.
- Provide effective leadership so that community pharmacy across South Yorkshire is fit for the future of the Community Pharmacy Contractual Framework with a strong clinical service focus and is respected as a key member of the primary care team.

Following an initial period of consolidation and seeking to understand the priorities from the previous LPCs, we spent some time towards the end of the financial year agreeing our strategic priorities for 2024-25 which can be found [here](#).

Since the formation of CPSY, we have sought to establish strong financial and governance foundations and also established sub-committees to focus on governance and finance. We have developed robust policies and procedures to support our internal ways of working whilst at the same time striving to

enhance the support we provide to contractors through our newsletters and events such as the facilitation of the CPPE ENT workshop and drop in Pharmacy First sessions.

We continue to develop the CPSY team and infrastructure to best meet the needs of our pharmacy contractors whilst being mindful of our budgeted spend (more information on this is available in the LPC finance section). We appointed Laura Richardson, who had previously worked with Community Pharmacy Sheffield and Barnsley LPC as our Services and Engagement Lead and have recently recruited for a Business Support Officer to replace Alison Ellis who had previously supported Rotherham and Doncaster LPCs in this role.

We have built good relationships with South Yorkshire ICB (SY ICB) and the Community Pharmacy Forum, representatives of these organisations regularly attend our LPC meetings. Wherever possible we work collaboratively with the ICB to promote community pharmacy and the key role our pharmacy teams play in primary care across South Yorkshire. Within the ICB, the four Places (Barnsley, Doncaster, Rotherham and Sheffield) are still very strong, often working autonomously rather as a single entity. As CPSY we are keen to develop more of a consistent approach to services across the whole of South Yorkshire and are working hard with our ICB and Place colleagues to bring about change but this is taking some time. This often means that we have to attend meetings about the same topic in each of the four places and sometimes at ICB-level too to ensure the voice of community pharmacy is heard. Whilst the ICB and Places are on their transformation journey it is in our best interests to work in this way despite this being quite repetitive and inefficient.

We recognise that 2023/24 has been another challenging year for pharmacy contractors. Our CPSY committee is comprised of contractors and individuals employed by contractors so we are acutely aware of the issues being faced by you and your teams. We are working hard with our ICB colleagues and regional LPC and national Community Pharmacy England colleagues to raise awareness and increase understanding to find ways to improve the current untenable conditions that the community pharmacy sector faces.

The introduction of the Pharmacy First service, as part of the Primary Care Access Recovery Plan, at the end of January 2024 was seen as largely positive by the sector because this brought new money to community pharmacy, even though the demands on pharmacists and their teams to be service-ready for 31<sup>st</sup> January were significant.

However, this new money aside, this did not address the lack of funding and investment for the core Community Pharmacy Contractual Framework. We understand that many contractors are struggling to deliver the additional services alongside the core functions due to financial and workforce pressures. The importance of a viable new contractual framework is key, and Community Pharmacy England (CPE) have already sought support from Contractors with a Pharmacy Pressures Survey and have recently collected evidence around advice given in pharmacies with an audit (June 24). CPE also have requested case studies for financial concerns.

The CPSY team and I will continue to support and provide guidance whenever possible to ensure our pharmacy contractors and teams can make the most of the local and national opportunities ahead. As always, we are open to hear how we can better support you either through improvements to our communications or the way we operate.

I would like to end by expressing my thanks to those who have supported me personally and the wider CPSY team during the first year of Community Pharmacy South Yorkshire and publicly share a very special thank you to Tom Bisset, previous secretary of Barnsley LPC, who not only provided immense support during the merger process but who also has guided and mentored me in my early days as Chief Executive Officer. Tom leaves very big boots to fill but I'm reassured knowing that we will continue to work closely with him in his role as Chair of the Community Pharmacy Forum.

We very much look forward to forging stakeholder relationships further in 2024/25 to deliver better outcomes for our contractors and their teams, our patients and the SY system.

Best wishes

Vicki



# 4. Pharmacy Support

## 4.1 Pharmacy General Support

As part of our communications we provide a weekly newsletter that contains updates on local services, training events and relevant national and local information to support pharmacy. We are mindful that some communications will relate to only parts of South Yorkshire so when this is the case we will send a separate newsletter that clearly states which geography the message relates to.

All our support resources are hosted online including the locally commissioned services information, and our website contains a wealth of information for pharmacy teams and others about local matters. Please refer to our [website](#) in the first instance if you need any information or support.

The LPC organised a number of events to help inform, train and support pharmacy teams on important topics throughout 2023-24, predominantly focused on the launch of the Pharmacy First service, this provided a great opportunity to meet and listen with contractors and their teams, upskill and network virtually and face to face and build relationships across the network.

In January 2024, CPSY purchased access to the VirtualOutcomes training platform for all contractors across South Yorkshire to provide additional pharmacy team support for national services, especially Pharmacy First. For anyone wishing to get started with VirtualOutcomes we suggest you read the [VirtualOutcomes Log In Easy Guide](#) then access the site using [www.virtualoutcomes.co.uk/pharmacy-training/](http://www.virtualoutcomes.co.uk/pharmacy-training/).

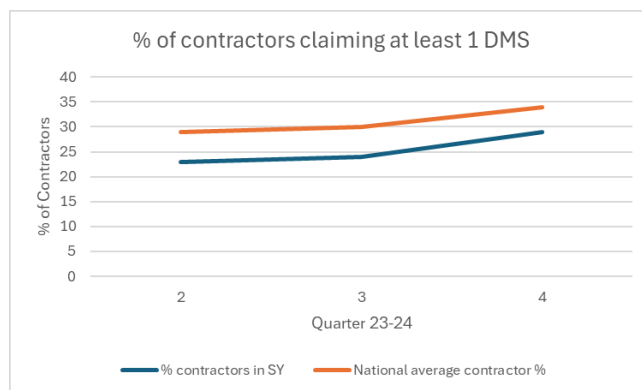
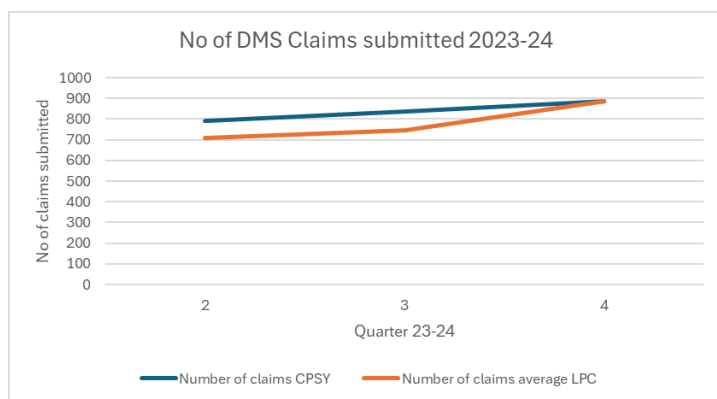
## 4.2 Support For Commissioned Services

### a. Discharge Medicine Service – DMS – Essential Service

We are working with ICB colleagues to seek to encourage more NHS Hospital Trusts to implement the DMS service to support patient safety and reduce the number of patients requiring readmittance due to a medicine-related incident. Our experience tells us that some Hospital Trusts struggle to identify the funding to enable the digital developments required for electronic referrals to be made.

In Q2-Q4 2023-24 (July 23 – March 24) we have seen some progress in increased number of DMS being completed and contractors claiming.

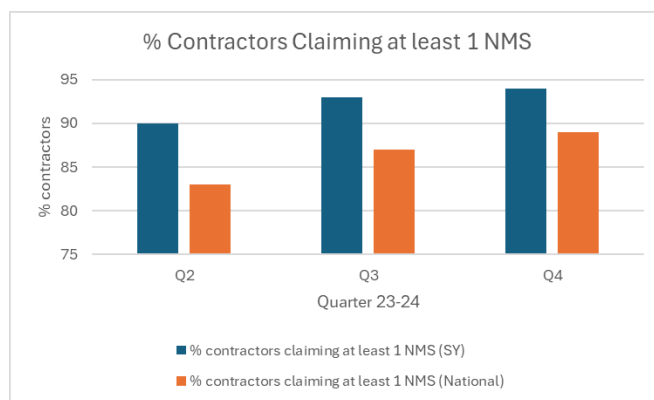
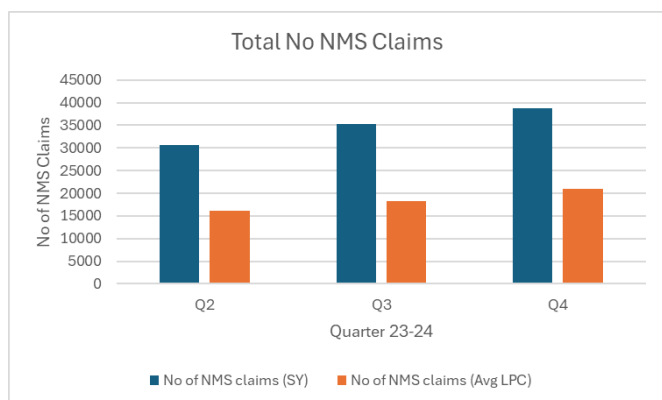
The graphs below provide an illustration of DMS performance across pharmacies in SY.



We will continue to work with ICB colleague in 2024/25 to champion the benefits for patients of the DMS service.

### b. New Medicine Service – NMS – Advanced Service

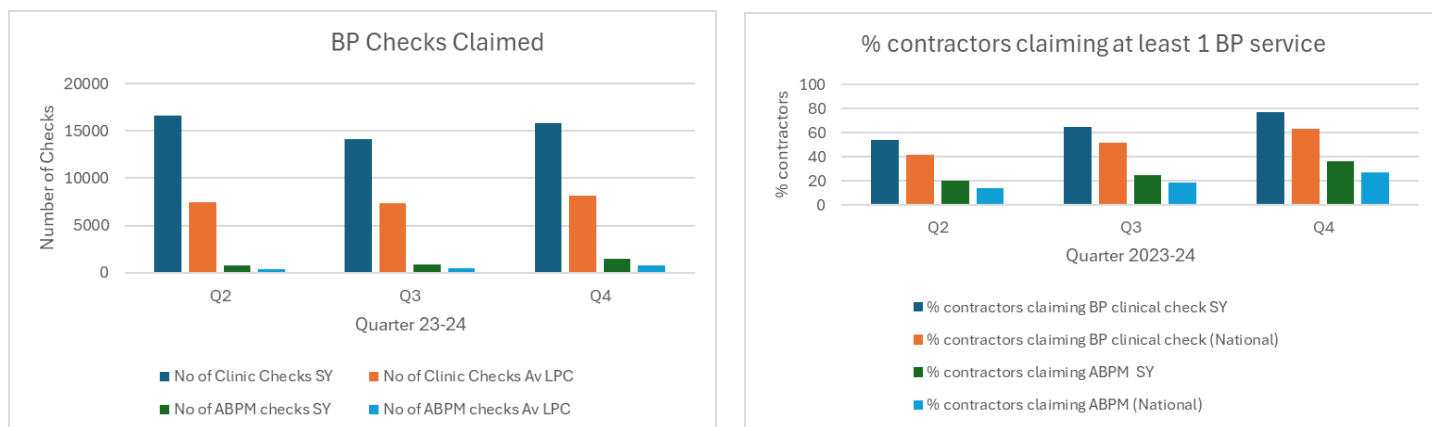
The new medicine service continues to be extremely well delivered by our pharmacies across South Yorkshire as the graphs below illustrate and we continue to see an upward trend in activity each quarter. Don't forget you can do these when a new medicine is started in hospital – particularly useful to add into DMS stage 1.



### c. BP Check / Hypertension Case Finding – Advanced Service

The BP check / hypertension case finding service is well delivered by pharmacies across South Yorkshire with over 75% of pharmacies claiming for at least one clinic check in the last quarter of the year, compared to just over 60% of pharmacies nationally. We continue to encourage pharmacy teams to provide the ABPM element of the service when appropriate to do so as this is a key element of the service for the NHS and our patients. Between Q2 and Q4, the number of ABPMs being carried out by pharmacies in South Yorkshire more than doubled from 742 to 1512. This trajectory has continued and in July 2024 our conversion rate to ABPM is 7%, compared to the regional rate of 5.95%.

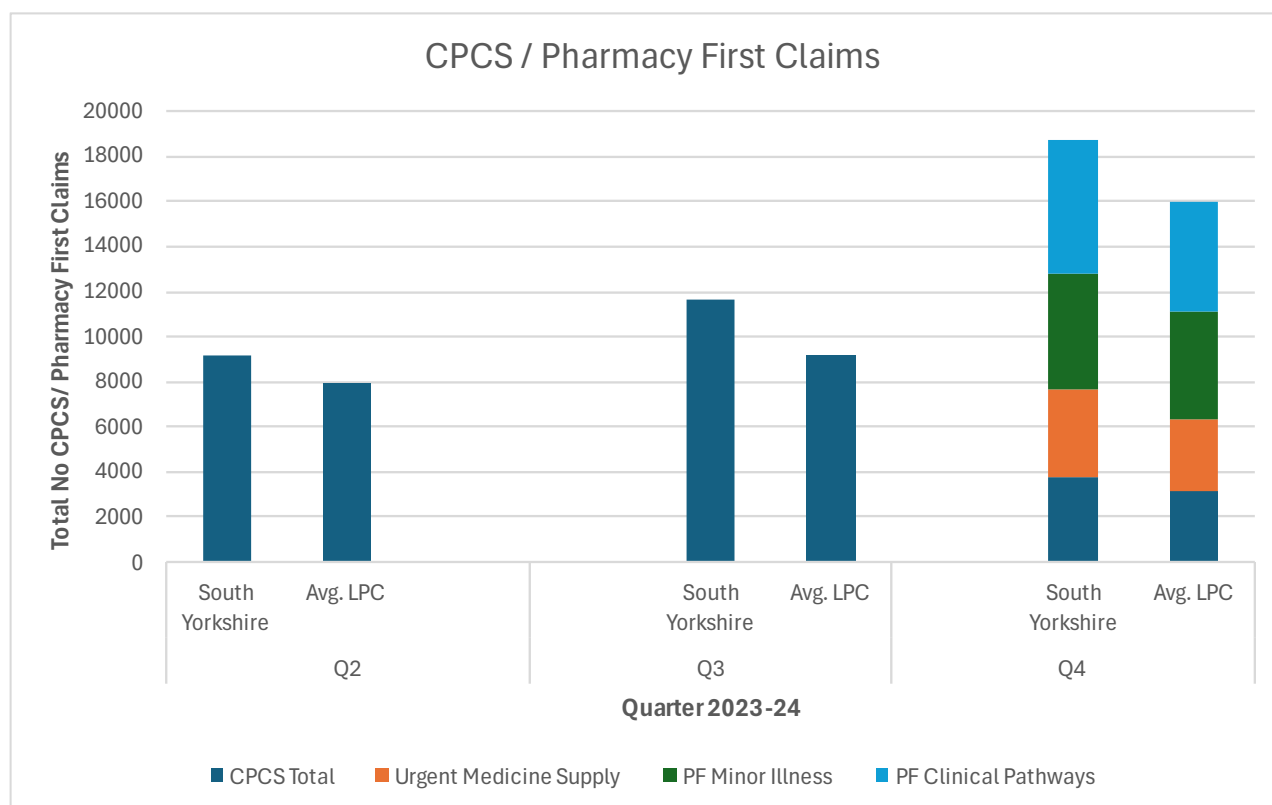
The graphs below provide an illustration of BP check performance across pharmacies in SY.



#### d. Community Pharmacist Consultation Service / Pharmacy First – Advanced Service

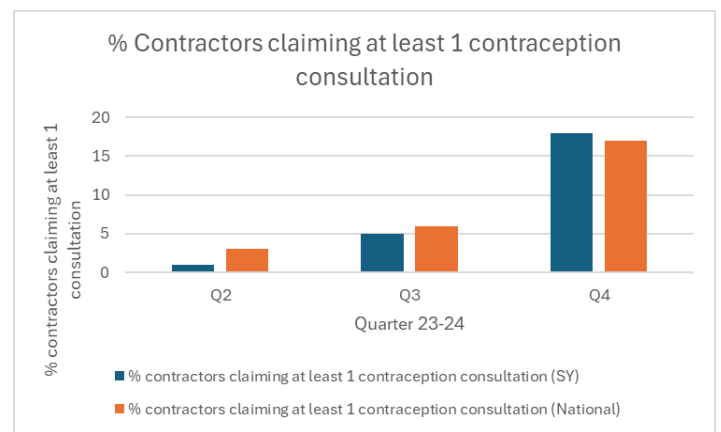
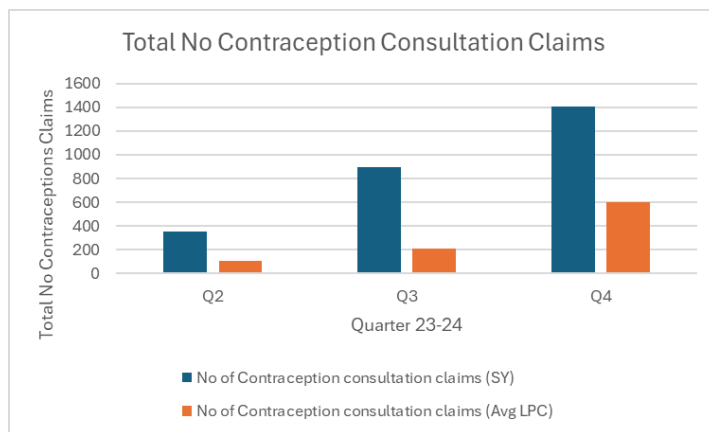
Claims for the Community Pharmacist Consultation Service (minor illness and urgent supply) increased over quarters 2 and 3 and the launch of the Pharmacy First service at the end of January resulted in a continued increase in both minor illness and urgent supply consultations. However, the launch of this service resulted in an additional 5935 consultations via the new clinical pathway element of this service as shown on the graph below.

The available data for the Pharmacy First Service is currently limited and there is pressure from all LPCs to Community Pharmacy England and via regional NHS England teams to make more data available so that we can target our efforts and support more effectively.



## e. Pharmacy Contraception Service – Advanced Service

We acknowledge that for many of our contractors, the implementation of the oral contraception service will not have been a priority in 2023/24 and that the Pharmacy First service with its challenging targets will continue to be the advanced service receiving the highest focus. However, towards the end of 2024 we did start to see some positive growth in the number of contractors claiming for this service (see below). From 31<sup>st</sup> March 2025, (at the latest), all pharmacy owners providing Pharmacy First will also have to provide the Pharmacy Contraception Service and Hypertension Case-Finding Service to continue to receive the monthly fixed payment of £1000 (paid to pharmacies who meet the minimum activity threshold for Pharmacy First). If you are yet to sign up and deliver the contraception service you are at risk of missing out on the opportunity to achieve the monthly activity threshold Pharmacy First payments of £1000 from April 2025 onwards and may want to consider taking steps to address this.



## Support for Locally Commissioned Services

There are a wide range of locally commissioned services across South Yorkshire, full details of which can be found on the [CPSY website](#). Whilst a number of services are commissioned by the ICB (and formerly the four CCGs) a number of public health services are commissioned at local authority level by third party organisations. Whilst work in this area was limited during 2023/24, we are now proactively working with these organisations to seek fee increases to the services being commissioned, reflecting that many of these services have not had their fees reviewed for many years.

We are engaged with the Pharmacy Forum and the ICB in a review of the enhanced services they commission from community pharmacies with one of the primary objectives being to align the services as much as possible across the four places. The review started with the specialist drugs / palliative care service. Progress has been slower than all stakeholders would have hoped; we are currently waiting for feedback on the final details of the service specification and the fee and reimbursement model.

### 4.3 Relationships

Since my appointment as CEO a key priority has been to establish and build relationships with key stakeholders across South Yorkshire that will in time bring benefits for our community pharmacy contractors.

These stakeholders include our Local HealthWatch organisations who are particularly useful in relaying the views of patients locally. Doncaster and Sheffield HealthWatch participated in the development of recent report '[Pharmacy: what people want](#)' which explores the current state of pharmacy services and offers actions for healthcare leaders and the wider sector. The report dives into people's experiences of and attitudes towards pharmacy services at the outset of Pharmacy First.

Relationships with the ICB is covered in other parts of this report. Needless to say, colleagues within the ICB continue to be a focus for our relationships and stakeholder management since the delegation of community pharmacy commissioning was passed to ICBs from NHS England in April 2023.

We seek opportunities to work closely with our GP colleagues to support the implementation of new services such as Pharmacy First and work with Local Medical Committees (LMCs) and Primary Care Networks (PCNs) to raise awareness of new services that provide mutual benefit and deliver positive outcomes for our patients. We are working closely with Doncaster LMC and SY ICB to launch a series of Pharmacy First collaborative sessions for both community pharmacy and GP practice colleagues to build more effective relationships and agree systems and processes to support the Pharmacy First service.

### 4.4 Representation

CPSY strive to ensure that we effectively represent all contractors across South Yorkshire at every opportunity. We liaise with a very broad range of stakeholders from within and beyond the ICB and have spent a significant amount of time educating individuals about the very challenging environment that the community pharmacy sector finds itself in. These individuals often have little awareness of the funding, workforce and medicine shortage challenges that are crippling our sector and time is spent explaining these challenges which often underpin some of the very difficult decisions that have to be made by both CPSY and our contractors.

We are involved in the ICB's Pharmacy Workforce Strategy and associated task and finish groups. We made strong representations about the initial strategy and how the community pharmacy sector is very different to NHS organisations. We continue to work with the task and finish groups to identify workforce opportunities for our contractors.

## 4.5 The Future

There's no doubt that the future for community pharmacy remains challenging whilst we await a new community pharmacy contractual framework and associated funding package. In the meantime, Pharmacy First gives us an opportunity to really demonstrate the value that community pharmacy brings to primary care. One thing is for sure, GP practices will not want the care for thousands of patients with minor illnesses back in their caseloads!

CPSY will continue to champion the work of our community pharmacies both locally and nationally, shouting about our successes but also the very stark challenges being faced by our contractors. We are keen to continue to work with you, represent you and support you over the years to come.



# 5. Governance, Structure & Management

July 2023 – March 2024

## Responsibilities of Committee Members

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### Members of the Committee from July 2023 – March 2024

Paul Mason (IPA, formerly known as AIMp)

Christopher Alcock (IPA formerly known as AIMp)

Stella Shaw (IPA formerly known as AIMp)

Richard Dunne (CCA)

Daniel Swift (CCA)

Joseph Bratley (CCA)

Steve Taylor (CCA) – resigned March 2024

Stephen Pollock (Independent)

Rizwan Ali (Independent)

Raj Morjaria (Independent)

### CPSY Non-member Executives

Chris Bland, Chair

Tom Bisset, Special Advisor

## 5.2 Committee Meetings in 2023-24

Date	Meeting Type	Agenda	Minutes
Tuesday 19th March 2024	Face to face – Mercure Hotel	View <a href="#">Agenda</a>	View <a href="#">Minutes</a>
Tuesday 16 <sup>th</sup> January 2024	Face to face – Mercure Hotel	View <a href="#">Agenda</a>	View <a href="#">Minutes</a>
Tuesday 14th November 2023	Face to face – Mercure Hotel	View <a href="#">Agenda</a>	View <a href="#">Minutes</a>
Tuesday 12th September 2023	Face to face – Mercure Hotel	View <a href="#">Agenda</a>	View <a href="#">Minutes</a>
Tuesday 4th July 2023	Face to face – Mercure Hotel	View <a href="#">Agenda</a>	View <a href="#">Minutes</a>

## 5.3 CPSY Meeting Attendance

		2023-2024 Meeting Dates				
First Name	Surname	4th July 23	12th Sept 23	14th Nov 23	16th Jan 24	19th Mar 24
Christopher	Alcock	Y	Apologies	Y	Y	Y
Rizwan	Ali	Y	Y	Y	Y	Y
Joesph	Bratley	Y	Y	Y	Y	Y
Richard	Dunne	Y	Apologies	Y	Y	Y
Paul	Mason	Y	Y	Y	Y	Y
Raj	Morjaria	Y	Apologies	Y	Y	Y
Stephen	Pollock	Y	Y	Y	Y	Apologies
Stella	Shaw	Apologies	Y	Y	Y	Y
Daniel	Swift	Y	Y	Y	Y	Y
Steve	Taylor	Y	Y	Y	Y	Y



## 5.4 Governance Documentation and Market Entry

### a. Governance

One of the recommendations from the Wright Review into Pharmacy Representation was to unify and improve governance of LPCs. This year Community Pharmacy England have produced a Draft Governance Framework and Code of Conduct, for LPCs to review and adopt. This brings together existing Good Governance Practices from across the LPC network and ensures a consistent approach for all LPCs and ensuring the local representation is effective for Contractors across England.

You can find full details of the Governance Framework and Code of Conduct adopted by the Community Pharmacy South Yorkshire committee below:

[CPSY Code of Conduct 2024](#)

[CPSY Governance Framework 2024](#)

### b. Market Entry

Between 1st July 2023 and 31st March 2024 market entry activity was particularly active within South Yorkshire, with significant numbers of change of ownership applications and applications to change pharmacy opening hours.

The table below summarises the market entry applications received from PCSE by Community Pharmacy South Yorkshire.

<b>Application Type</b>	<b>Number of applications received 14/7/23 – 31/3/24</b>
No significant change relocation	7
Distance selling pharmacy	4
Consolidation	1
Closure	3
Change of ownership	17
Change of opening hours	14

South Yorkshire LPC

# 6. FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2024





# South Yorkshire LPC Financial Statements

## 6.1 Explanatory Note



Due to the merger of Barnsley, Doncaster, Rotherham and Sheffield LPCs with effect from 1<sup>st</sup> July 2024 each contractor will be asked to vote on:

- a) The accounts for their respective LPC for the period April to June 2023 (Barnsley LPC, Doncaster LPC, Rotherham LPC or Sheffield LPC); and
- b) The accounts for CPSY for the period July 2023 to March 2024.

**NB this will be as a single vote per contractor ODS code – there will not be separate votes for the two sets of accounts you will be asked to vote on.**

In the interests of keeping the annual report as succinct as possible we have only included the CPSY accounts.

You will be sent the CPSY accounts and links to the accounts for your respective LPC together with a voting form in due course for completion and return to CPSY if you are unable to attend the AGM. Details of the AGM will be forwarded to you as part of this communication.

# 6.2 Treasurer's Report

Year Ending 31<sup>st</sup> March 2024

Stephen Pollock, Treasurer from 1<sup>st</sup> April 2024

Note this is a part year of merged accounts for South Yorkshire LPC and April – June 2023 accounts will be shared for the individual LPCs prior to merger separately.

## Opening Comments

I would like to start by thanking Greg Campbell, previous treasurer for Barnsley, Rotherham and Sheffield LPCs and Marie Boardman, previous treasurer for Doncaster LPC for their work during the first quarter of the financial year and Greg for his work as treasurer for CPSY following the LPC merger on 1<sup>st</sup> July 2023 until I took over the role on 1<sup>st</sup> April 2024.

## Quarter 1 Accounts – Individual LPCs

CPSY executives and committee members have reviewed these accounts in so far as they can but many of the executives and committee members from these previous LPCs are no longer involved in CPSY. Current executives and committee members have therefore taken a pragmatic approach to the review process and whilst they have signed off these sets of accounts they are not accountable for them.

These will be shared with contractors separately.

Once the LPC merger plans had some certainty associated with them, the LPCs agreed to actively work to reduce excessive reserves that were being held by some LPCs so that when LPC monies transferred to CPSY the amount of contractor levy being held in reserves was closer to the amount recommended by Community Pharmacy England. Much of this work happened in 2022-23 but some in Q1 2023-24 with the LPCs utilising the levy holiday facility to enable this reduction.

On transfer to CPSY the opening balance was £136,662, with the following amounts being transferred from each of the LPCs:

Sheffield	£61,018
Barnsley	£22,372
Rotherham	£24,505
Doncaster	£28,767

## Quarter 2-4 Accounts – CPSY

When the budget for CPSY was being drafted, we had some certainty over our expected income because we had adopted the fixed levy methodology with the NHSBSA and we also had some certainty around our CPE levy but many of our other expenditure lines were based on assumptions. It is worthy of note that CPE's levy has increased over the last two years as a result of the contractor vote to reform PSNC and LPCs:

### **CPE Levy - South Yorkshire**

2022-23	£103,296 (4 x SY LPCs)
2023-24	£113,863
2024-25	£125,815

Our assumptions included the requirement to attend a significant number of stakeholder meetings still being held at place level rather than ICB level adding duplicity to our work and resource required.

We also acknowledged that our reserves continued to be too high and therefore the committee agreed that a lower contractor levy should be collected to reduce the reserves to an acceptable amount, recognising that at some point the levy would need to be adjusted to sustain an acceptable level of reserves rather than continue to decrease this.

In terms of our LPC running costs, when the four LPCs operated as separate entities, the aggregated annual running costs (excluding CPE levy) were £278,000. The total running costs for CPSY (annualised, based on actual costs for July 23 – March 24, excluding CPE levy) were £180,642, representing a 35% saving in running costs.

The CPSY accounts balance at the end of March 2024 was £107,783. The year end accounts show a deficit of £28,878 (income vs expenditure) as the reserves continued to be reduced. Our actual expenditure of £220,870 was against a budgeted spend of £200,742. The CPSY committee have noted the 10% overspend and noted the challenge in setting the budget for the year of the merger with there being many unknown cost lines requiring actual spend information to inform these. The committee are confident that the budget they have agreed for 2024-25 reflects more accurately the likely spend of CPSY.

In the income and expenditure account there are no comparator figures for 2023 because CPSY did not exist in that financial year. However, above we have provided some comparison information for the total LPC running costs compared to the four previous LPCs which we hope proves useful in demonstrating the efficiency of working as a combined rather than four separate LPCs.

Looking at the areas of greatest spend on the income and expenditure account:

- a) **CPSY staff costs** – these comprise of support staff contracted until the end of March 2024 and the Chief Officer's salary and employment costs from November 23 to March 24. These costs also include Chair, Vice Chair, Treasurer and Office Manager honoraria.

**b) Meeting costs** – in other areas of this report we have explained that due to our four Places still continuing to work autonomously across many workstreams there is often duplicity of meetings that need to be attended. Now that the Chief Officer is fully effective and our support team is in place we expect to see meeting costs reduce in 2024/25 as there will be less reliance on the Chair and LPC members to attend meetings.

**c) Levies and Licences** – includes the CPE levy of £85,397 (July 23 – March 24), Mailchimp licence and VirtualOutcomes.

### Adjustment to levy – July 2024

Whilst not specifically related to the accounts for 2023-24, to note is the adjustment to levy that was put in place from July 2024 to stabilise the LPC reserves being held. From August 2023-June 2024 CPSY collected a monthly contractor levy of £24,000 to continue to reduce the reserves. In July 2024 the contractor levy was adjusted to £29,000 per month, £4,500 less than the individual LPCs were collecting previously.

Year	LPC Status	Total Levy	Levy rate
2022/23	4 separate LPCs	£402,000 annual £33,500 per month	£1.45 per £1,000 of income
2023/24	Merger on 1/7/23	£192,000 (part year from 1/8/23) £24,000 per month	98p per £1,000 of income
2024/25	CPSY	£333,000 £24,000 per month (3m) + £29,000 per month (9m)	£1.14 per £1,000 of income

When the increase in CPE levy of more than £22,500 is factored in the real terms overall effect of the merger of the South Yorkshire LPCs is a reduction to contractors of over £90,000 in levy costs.

### NHS Funds

CPSY hold NHS project funds on behalf of the ICB (and what were previously the CCGs). This NHS project funding is held under a number of Memorandum of Understanding (MOU) agreements between the ICB and CPSY and is allocated to specific projects. Of note is the funding allocated to GPCPCS which is being spent on resource to support the implementation and optimisation of Pharmacy First in three key areas: Contractor / Pharmacy Team support; GP practice engagement and patient and public awareness.

## 6.3 Financial Statements

**COMMUNITY PHARMACY SOUTH YORKSHIRE**

**Financial Statements**

**for the period ended 31 March 2024**

**COMMUNITY PHARMACY SOUTH YORKSHIRE**

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**Period ended 31 March 2024**

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**Accountants**

Cairns Accountants  
Chartered Management Accountants  
Westbrook House  
Wreakes Lane,  
Dronfield  
S18 1LY



## **COMMUNITY PHARMACY SOUTH YORKSHIRE**

### **Report of the Committee Members**

**Period ended 31 March 2024**

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#### **Principal Activities**

COMMUNITY PHARMACY SOUTH YORKSHIRE is a Local Pharmaceutical Committee ("LPC") acting in the role of a local NHS representative organisation.

Our goal is to represent, support and lead 300+ community pharmacies across South Yorkshire.

#### **The Committee**

South Yorkshire LPC, also known as COMMUNITY PHARMACY SOUTH YORKSHIRE is an association whose functions and procedures are set out in our constitution and rules.

During the period ended 31 March 2024 COMMUNITY PHARMACY SOUTH YORKSHIRE had 10 members on its main committee as follows:

4 members from the Company Chemists Association (CCA).

3 members from the Association of Independent Multiples (AIMp) now known as the Independent Pharmacy Association (IPA).

3 members are independent contractors.

An executive chair.

Full details of these members can be found on COMMUNITY PHARMACY SOUTH YORKSHIRE website

<https://southyorkshire.communitypharmacy.org.uk>

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

#### **Overview**

During the year we have established an effective support team and robust internal governance whilst working hard with ICB colleagues and other commissioners to support contractors in the current pressurised environment.

**COMMUNITY PHARMACY SOUTH YORKSHIRE**

**Report of the Committee Members**

**Period ended 31 March 2024**

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**Overview - Continued**

This report was approved by the COMMUNITY PHARMACY SOUTH YORKSHIRE on 24th July 2024  
and signed on its behalf by:

  
.....  
Chair of the Committee

## **COMMUNITY PHARMACY SOUTH YORKSHIRE**

### **Statement of Committee Members' Responsibilities**

#### **Period ended 31 March 2024**

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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 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 SOUTH YORKSHIRE**

**Income and Expenditure Account**

**Period ended 31 March 2024**

	Notes	2024		2023	
		£	£	£	£
<b>Income</b>					
Contractor Levies from NHS BSA		192,001			
Other income		-			
Total income			<u>192,001</u>		
<b>Expenditure</b>					
<b>Administration</b>					
Staff costs	2	62,953		-	
Establishment costs		-		-	
Meeting costs		62,398		-	
Printing postage stationery insurance telephone		630		-	
Levies and licenses		91,626			
Communications		820			
Finance costs		2,162		-	
Depreciation		290		=	
<b>Total Costs</b>			<u>220,879</u>		-
Deficit before Tax			28,878		-
Corporation tax			=	=	
Deficit after tax			<u>28,878</u>		=

**COMMUNITY PHARMACY SOUTH YORKSHIRE**

**Balance Sheet**

as at 31 March 2024

	Notes	2024		2023	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	3	-	-	-	-
Investments	4	870	-	-	-
<b>Current assets</b>					
Debtors	5	-	-	-	-
Cash at bank and in hand		244,127	-	-	-
		244,127	-	-	-
<b>Current liabilities</b>					
Creditors: Amounts falling due within one year	6	137,214	-	-	-
<b>Net current assets</b>		106,913	-	-	-
<b>Total assets less current liabilities</b>		107,783	-	-	-
Creditors: Amounts falling due after one year	7	-	-	-	-
<b>Provisions for liabilities and charges</b>					
Lease dilapidations		-	-	-	-
<b>Net assets</b>		107,783	-	-	-
<b>Represented by:</b>					
<b>General fund</b>					
Balances transferred in from LPC's		136,662	-	-	-
Deficit for the period		(28,879)	-	-	-
Balance at 31 March 2024		107,783	-	-	-

These financial statements were approved by the COMMUNITY PHARMACY SOUTH YORKSHIRE on .....2024 and signed on its behalf by:

C. Bland



Chair of the Committee

S. Pollock



Treasurer

*The notes on pages 6 to 10 form part of these financial statements*

## COMMUNITY PHARMACY SOUTH YORKSHIRE

### Notes to the Financial Statements

Period ended 31 March 2024

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#### 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 COMMUNITY PHARMACY SOUTH YORKSHIRE 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.

## COMMUNITY PHARMACY SOUTH YORKSHIRE

### Notes to the Financial Statements

Period ended 31 March 2024

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#### 1 Accounting Policies (continued)

##### 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	2023-
	£	£
Staff costs consist of:		
Wages and salaries	31,403	-
Social security costs	-	-
Pension costs	440	-
Training	1,429	-
Locum cover and other officer costs	29,681	-
	<hr/>	<hr/>
	62,953	-
	<hr/>	<hr/>

**COMMUNITY PHARMACY SOUTH YORKSHIRE**

**Notes to the Financial Statements**

**Period ended 31 March 2024**

**3 Tangible Assets**

	Long Leasehold Property £	Building Improvements £	Furniture and Fittings £	Computer and Office Equipment £	Motor Vehicles £	Total £
<b>Cost</b>						
At 1 July 2023	-	-	-	-	-	-
Additions	-	-	-	1,160	-	-
Disposals	-	-	-	-	-	-
At 31 March 2024	-	-	-	1,160	-	-
<b>Depreciation</b>						
At 1 July 2023	-	-	-	-	-	-
Provided for year	-	-	-	290	-	-
At 31 March 2024	-	-	-	290	-	-
<b>Net Book Value</b>						
At 31 March 2024	-	-	-	870	-	-
At 30 June 2023	-	-	-	-	-	-



**COMMUNITY PHARMACY SOUTH YORKSHIRE****Notes to the Financial Statements****Period ended 31 March 2024****4 Investments**

	<b>Listed investments</b>
<b>Cost</b>	<b>£</b>
At 1 July 2023	-
Additions	-
Increase in market value	-
<b>Net Book Value</b>	
At 31 March 2024	<u>-</u>

**5 Debtors**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Contractors levies	-	-
Other debtors	-	-
Prepayments and accrued income	-	-
	<u>-</u>	<u>-</u>

**6 Creditors: amounts falling due within one year**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
NHS Project Funds	133,726	-
Other creditors and accruals	3,488	-
Corporation tax	-	-
Other taxation and social security	-	-
	<u>137,214</u>	<u>-</u>

## COMMUNITY PHARMACY SOUTH YORKSHIRE

### Notes to the Financial Statements

Period ended 31 March 2024

#### 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:

	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:

	2024		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	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

#### 9 Pension Scheme Costs

The employer's contributions to the pension scheme are 3% (-), if employees contribute 5%. The employer will pay contributions to this maximum. The total pension charge for 2024 was £440.

#### 10 Related Party Transactions

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

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

## COMMUNITY PHARMACY SOUTH YORKSHIRE

### Independent Accountants' Review Report to the Committee Members of COMMUNITY PHARMACY SOUTH YORKSHIRE

Period ended 31 March 2024

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We have reviewed the committee's financial statements for the period ended 31 March 2024, 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.<sup>1</sup>

#### 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 the period end, and of its profit or loss for the period then ended;
- in accordance with United Kingdom Generally Accepted Accounting Practice; and

**COMMUNITY PHARMACY SOUTH YORKSHIRE**

**Independent Accountants' Review Report to the Committee  
Members of COMMUNITY PHARMACY SOUTH YORKSHIRE**

**Period ended 31 March 2024**

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**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. 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.

Cairns Accountants

Chartered Management Accountants



### LPC Contact Details

✉ [info@CPSY.org.uk](mailto:info@CPSY.org.uk)

CPSY, PO Box 7077,  
Nuneaton, CV11 9PP

