

North Staffs & Stoke

PHARMACY COMMITTEE



Annual Report 2014-2015



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REPORT FROM THE CHAIR – NITA ALLEN | ONE

Welcome to your copy of the North Staffs & Stoke Pharmacy Committee Annual Report. I hope you will manage to take time to read about the developments and achievements the committee has made over the last year.

This is the first year of the current committee and following the elections we have had some new faces join us. I would like to thank all of the members for their input. Special thanks to Elissa Pateman for her contribution to the committee and contractors in Stoke-on-Trent and North Staffordshire. Elissa has done an amazing job producing the monthly LPC newsletter which I hope contractors read and find informative and useful.

We have now had time for the upheaval of the NHS to settle. Therefore, commissioning responsibilities have become a lot clearer. Commissioners such as the CCG, NHSE, and the local authority are now understanding their responsibilities. The LPC has continued to engage with key personnel in all these organisations and continue to develop relationships. This engagement will be the focus for the committee and will continue to represent community pharmacy in Stoke-on-Trent and North Staffordshire.

Throughout the year we have continued to gain healthy living pharmacy accreditation throughout our area with some small services coming on board for these pharmacies. We also had the new service of flu vaccination from community pharmacies which was a fantastic opportunity to prove what community pharmacies can deliver.

For the forthcoming year the LPC, across Stoke-on-Trent and North Staffordshire, will continue to improve services in pharmacies and seek new opportunities to new develop services.

REPORT FROM CHIEF OFFICER – TANIA CORK | TWO

The PSNC develop a self-evaluation tool which provides LPC's a focus for development for a work plan for the year. Building on the work already achieved in previous years, the committee has reviewed their performance in line with the self-evaluation tool. We are pleased to report that the self-evaluation of the committee is on track and in some cases outstanding. The results from this self-evaluation tool can be found on the LPC's website.

During this year we have changed committee meetings from half a day each month to a full day bimonthly. During the morning session committee members undertake work that is necessary for the committee to function correctly and to deliver improvements to our local contractors and the pharmacy profession in general. Changing the meetings to bimonthly has been very successful, and we have seen a big difference in the way the committee operates allowing the committee members to be more engaged with the workings of the LPC, the attendance rate of committee members and hence more collaborative work has been achieved.

Careful consideration was given to the likely expenditure of these full day meetings. Therefore the LPC sought a venue for the meetings free of charge. We would like to thank the Co-op (Well Pharmacy) for providing the venue for LPC meetings.

The LPC has devised an ambitious work plan within our given budget. This work plan can be found on the LPC website. This work plan is on target. The expenditure and budget as had careful monitoring by our treasurer and we can report a small surplus at the end of 2015 financial year. This surplus will be used in the next financial year to increase our media work for contractors and the pharmacy profession.

In line with previous years we have published individual member's expenses and attendance to the committee meetings. Please see the treasurers statement within this annual report.

LPC MEETINGS

The Committee consists of thirteen pharmacists, 5 Independent Contractors and 8 Company Chemist Contractors. Pharmacies are, elected or appointed by contractors in accordance with the LPC Constitution.

All existing and new LPC members and Officers have signed a copy of our Code of Conduct and Accountability agreement with Declarations of Interests. Members adhere to the corporate governance principles adopted by the committee. Declarations of interests are checked at the beginning of each LPC meeting. These declaration of interests can now be found on the LPC website.

The committee met on 6 occasions during the year. The morning sessions start at 10am, afternoon LPC business meeting starting at 1.30pm. The committee does not meet during August and December. All contractors are welcome to attend any LPC meetings and if they wish to do so please contact Tania Cork.

LPC BUSINESS PLAN

Building on the work achieved in previous years, the committee has a 5 year business plan in which current and future performance can be reviewed. The business plan is our tool used to evaluate the committee's development and to focus on our commitment to our contractors. The business plan focuses on five main themes:

- Promote
- Improve
- Protect
- Educate
- Governance

This five-year business plan can be found on the LPC's website.

LPC RECOGNITION | THREE

From April 2013 recognition to be as a local pharmaceutical committee was granted by NHS England. The area in which North Staffs and Stoke LPC operates remains the same. We have two health and well-being boards within this area (Staffordshire and Stoke-on-Trent HWBs). These two health and well-being boards now formally recognise the North Staffs and Stoke LPC. This was part of the constitutional change in December 2014. Within the constitution there were a few other changes;

- collaborative working with other LPC's
- preparation of an annual budget
- support for contracting vehicle for local commissioning
- replacement of the 8% rule for determining certain places on the LPC with proportionality
- information sharing with NHS England
- improvements to election process
- name change for branding purposes to be known as 'North Staffs and Stoke LPC' (previously North Staffordshire LPC)

LOCAL PROFESSIONAL NETWORK | FOUR

We continue to build relations with the Local Professional Network (LPN) for pharmacy. This network is chaired by Dr Mani Hussain, who is Head of Medicines Management for Stoke and North Staffordshire. The LPN continues to involve pharmaceutical expertise from all settings. The LPN has worked tirelessly to develop services alongside the LPC such as the common ailments scheme and the flu vaccination service. LPN for pharmacy will be a key part of the NHS England Area Team's by engaging clinical involvement and strategic commissioning.

COLLABORATIVE WORKING - SOUTH STAFFS | FIVE

Building on from last year we have continued to work closely with South Staffs LPC by working on developing services for the County

of Staffordshire rather than for the two separate areas (North Staffs and South Staffs).

a) HLP framework and funding across Staffordshire

The LPC has worked with the Public Health to enforce the framework for HLP and agreed a way forward. Stoke Public health are also on board with this project. Public health campaigns are also developed with South Staffordshire LPC to ensure continuity across the region

b) Emergency Hormonal Contraception

This enhanced service has been developed together with across Staffordshire so South Staffs can deliver the service for women of all ages. Also Pharmacies across Staffordshire can now offer to supply ellaOne and sexual health screening via a PGD. Stoke-on-Trent area have also increased their sexual health services. The LPC has worked tirelessly to join up services across the cluster.

PROMOTION | SIX

The LPC was keen to continue to promote community pharmacy to the people of North Staffordshire and Stoke, key stakeholders and other influencers. Continued stakeholder engagement has been key for us this year. We will continue this promotion of pharmacy for the next year with an ambitious media plan.

MEMBERS OF PARLIAMENT

we continue to communicate with local MPs. Although this year we have not had an MP visit one of our community pharmacies, the next financial year will see more media work to include these key stakeholders.

LOCAL COUNCILLORS/LOCAL AUTHORITY

The LPC is keen to Engage with local councillors across the county and city area. Given the new responsibilities for public health

services by local authorities engagement is crucial. We have made significant progress building relationships with commissioners in the two local authority.

HEALTH AND WELLBEING BOARD

Health and Wellbeing Boards (HWB) have a wide remit across the new health and care system, providing strategic oversight and bringing together all the local commissioners. The development and publication of the Pharmaceutical Needs Assessment (PNA) is now the responsibility of the Staffordshire HWB and Stoke HWB. The Joint Strategic Needs Assessment (JSNA), the Joint health and Wellbeing Strategy (JHWS) will inform the preparation of the PNA which will be used by NHS England to determine some applications for pharmacy market entry. The LPC was actively involved with the development of the PNA via the PNA steering group hosted by the local authority.

The current regulations involve a market entry test based on pharmaceutical needs assessments, and remove the current exemption for new applications for pharmacies undertaking to provide pharmaceutical services for at least 100 hours per week, pharmacies in one-stop primary care centres, and pharmacies in large retail developments. As included in the consultation on the draft regulations, the exemption for distance selling pharmacies continues, however with strengthened conditions.

During the year the LPC has attended a number of Health and Wellbeing Board engagement events.

COMMISSIONERS

NHS England (NHSE) are responsible for the national aspects of the community pharmacy contractual framework, with the Department of Health retaining responsibility for reimbursement and the Drug Tariff. NHS have a series of area teams across the country. NHSE are responsible for maintaining the pharmaceutical list and commissioning of any nationally negotiated services, such as the advanced tier of services. Other functions and



responsibilities of the NHSE will include contract monitoring, market entry decisions and contracts for disposal of pharmaceutical waste.

The LPC across North Staffordshire and Stoke-on-Trent continue to work very closely with the NHSE area team, and we have continued to feedback contractor issues and discuss areas of common interest which affect our contractors. We will be maintaining the communication plan with NHSE during 2015/16.

Clinical Commissioning Groups (CCGs) are involved with local commissioning of hospital care and community and mental health services for their local population. All GP practices are required to be members of a CCG, and every CCG board will include at least one hospital doctor, nurse and member of the public.

Both North Staffordshire and Stoke-on-Trent areas have operating CCGs and the LPC have continued to work to develop relationships with the two organisations. The LPC has continued to sit on the governing board of North Staffs CCG and for Stoke-on-Trent CCG the LPC is part of the planning committee which meets once a month. We are also pleased that both CCG's have attended LPC meetings this year. This year we have seen the CCG being clearly committed to support a strategy around 'pharmacy first'.

The LPC also represented Community Pharmacies on the following committees and groups:

- Area prescribing committee
- Joint Medicines Management optimisation committee
- EPS steering group
- LIN (local intelligence network)
- Pharmacy LPN representatives committee
- CRI substance misuse group
- Patient forums
- Patient congress
- Health watch
- North Staffs CCG board
- Stoke CCG planning committee
- long-term conditions committee which includes diabetes, respiratory, cardiovascular.

HEALTHY LIVING PHARMACIES | SEVEN

The LPC is committed to providing the opportunity to North Staffordshire and Stoke pharmacies to become HLPs. The programme has worked closely with South Staffordshire to share knowledge, skills and resources. The LPC would like to thank both the city and county public health departments for their continued work and support in the project. We now have 42 accredited pharmacies and 19 working towards their accreditation. There is over 116 trained Health Trainer Companions which is an impressive outcome for the programme. For the two LPCs we now have a 12 month plan of health campaigns that HLPs take part in and report the data back to the LPC. This will form a large database of outcomes to present to commissioners in the future when bidding for services.

The LPCs still jointly employ a HLP facilitator, Elissa Pateman, that helps to drive this HLP programme in pharmacies and with Public health. The LPC would like to thank Elissa for her continued hard work.

PHARMAOUTCOMES | EIGHT

The LPC has supported contractors and commissioners with the continued maximisation of the platform locally. PharmaOutcomes is now being used for recording and reporting most of the locally commission services. We would like to thank South Staffordshire LPC for their support in developing the PharmaOutcomes platform.

TOPICAL ISSUES | NINE

Over the year we continued constructive discussions with commissioners and GP leaders around waste medicines, pharmacy repeat ordering management systems, seven day prescriptions for MDS packs, and minor ailment schemes.

The LPC was keen to support pharmacies with the implementation of the New Medicines Service and targeted Medicines Use Reviews. LPC representatives have held discussions with local



GPs and representatives from UHNS (now Royal Stoke) about the service. We have also discussed minor ailment schemes and how this can contribute toward reducing A&E admissions and GP capacity problems.

Given the financial challenges facing the NHS, we were particularly pleased not to have any services decommissioned during this financial year.

CONTRACT APPLICATIONS SUMMARY | TEN

The LPC continues to review all contract applications to the pharmaceutical list and responded where appropriate during the year. At the end of March 2014 a total of 116 pharmacies were on the pharmaceutical list in North Staffs and Stoke-on-Trent.

EPS | ELEVEN

In release 2 the service supports the use of advanced electronic signatures, e-repeats, patient nomination of their selected pharmacy, the cancellation of e-prescriptions and the submission of prescriptions electronically to the NHS prescription service.

Most pharmacy PMR systems are now accredited for release two and pharmacies that have released two systems can start to collect patient nominations. During this year NHS England have authorised deployment of more surgeries to go live with release two and we expect the deployment rate to accelerate over the coming year. For pharmacy contractors, the LPC website contains all the information about the current or future local deployment plans.

The LPC has had an active presence in ensuring that EPS is introduced in a careful managed way that ensures no contractor across North Staffordshire or Stoke-on-Trent is disadvantaged. The LPC is also provided local support to meet the needs of the pharmacy business. We continue to be highly involved as the work and rollout progresses. This involvement is to support pharmacies,

CSU eps project managers and the NHSE area team.

LOOKING AHEAD | TWELVE

With continued financial pressures and drives for greater efficiency, production and generation of outcomes facing the NHS and the commissioning organisations, the work ahead for the LPC is likely to be challenging. However, we are confident the LPC has the skills and strategy to make the most of any new opportunities.

A copy of the LPC's work plan is available on our website along with other committee policy and governance documents.

The LPC is committed to helping North Staffordshire and Stoke-on-Trent from contractors to provide an NHS pharmacy service to the highest quality by offering support and advice to pharmacy contractors and local pharmacists.

For the future year, 2015/16, the LPC will be concentrating on extending our media work. This will be in conjunction with South Staffordshire LPC. We intend to extend our website, start a Twitter account for contractors and patients and increase the use of our Facebook site.

I feel the committee has made significant progress during this year, I'm proud of our achievements which brings some real opportunities and benefits to our local pharmacies. I would like to thank the committee for their hard work during this year. I would also like to thank our commissioning colleagues as we are fortunate to have a constructive and collaborative relationship which has worked well for commissioners, pharmacies and outpatients.

FINANCE REPORT | THIRTEEN

The accounts cover North Staffs and Stoke Pharmacy Committee during the period 1st April 2014 to 31st March 2015. The financial statements are listed in Appendix 1.

The levy was collected monthly from all Pharmacy Contractors providing services within the two local areas (North Staffordshire and Stoke-on-Trent) and was remitted to the LPC by the Prescription Pricing Division of the NHS Business Services Authority.

Individual members' expenses have been recorded for the past year. A copy is shown in Appendix 2. The amount for each member is that which each member has been reimbursed by the LPC. This is the cost of training courses attended, locum cover whilst attending courses, travel expenses incurred and locum costs to cover attendance at LPC meetings. All expense claim forms, invoices and supporting documents are available for examination at LPC meetings. These documents can be viewed by contractors and if you wish to do so please feel free to contact the LPC office.

The LPC ends the year with a surplus which is below PSNC recommendations.

We are happy to answer any financial queries from Contractors relating to these accounts.

APPENDIX ONE

STATEMENT OF ACCOUNTS FOR THE PERIOD 01 APRIL 2014 · 31 MARCH 2015

EXPENSES

1 PSNC Levy	£33,495.00
2 Salary & Wages	£35,523.46
3 PAYE	£17,428.18
4 Course/Conference attendance and Training	£1,035.00
5 Travel & Expenses	£8,669.57
6 Telephone & Broadband	£896.11
7 Print/ Post & Stationary	£1,655.20
8 Insurance	£392.27
9 Room Hire	£2,190.26
10 Accountancy Charges/ Bond Payroll	£650.00
11 VAT	£1,041.07
12 Meeting Attendance Expenses	£14,862.50
13 Health Literacy	£4,711.63
14 Continence Project	£0.00
15 Partnership Up-Skilling	£0.00
16 FLO	£200.00
17 Call to Action	£0.00
18 Unclassified	£5.00
Total Expenses	£221,160.48
Balance at Treasurers Account	£4,678.71
Balance at Business Reserve Account	£93,726.52
Total	<u>£98,405.23</u>

INCOME

Opening Balance at Treasurers Account 1 April 2014	£23,539.45
Opening Balance at Business Reserve Account 1 April 2014	£26,701.48
Contractor Levies	£119,999.91
Bank Interest	£25.13

Wages Split S Staffs	£3,539.52
Invoices Raised	£2,534.99
Health Literacy	£15,000
Continence	£3,000
Partnership Up-Skilling	£5,500
FLO	£2,000.00
Call to Action	£19,320.00
Total	<u>£221,160.48</u>

£170,919.55

APPENDIX TWO

Nita Allen (Boots)	£3,198.10
Matt Amiry (Co-op)	£225.00
Mike Connolly (Boots)	£1,400.00
Tania Cork	£5,658.68
Sue Adams (Trent Health)	£1575.00
Ernie Amouko (Milton's)	£450.00
Simon Hall (Miltons Chemists)	£450.00
David Eaves	£900.00
Greg Hyde (Co-op)	£675.00
Rajesh Morjaria (Secret Potions Ltd)	£1,575.00
Paul Insley (Co-op)	£675.00
Elissa Pateman	£264.37
Hema Morjaria	£1,350.00
Clare Stott (Tesco)	£2,550.00

Chris Ward (Boots)	£225.00
Rebecca Norton (Lloyds)	£1,125.00
Margaret Youd (W S Low Pharmacy)	£1,289.03
Margaret Youd (Treasurer exp.)	£2,321.96
Sue Pitt (Boots)	£900.00
Simon Hay (Co-op)	£0.00

APPENDIX THREE

Member	April	May	July	Sept	Nov	Jan	Mar
Sue Adams	✓	✓	✓	✓	✓	✓	✓
Nita Allen (Boots)	✓	✓	✓	✓	✓	✓	✓
Matt Amiry (Co-op)	✓	A	A	A	A	A	A
Ernie Amouko (Miltons)	A	A	A	A	A	✓	✓
Mike Connolly (Boots)	✓	✓	A	✓	✓	✓	✓
David Eaves (Boots)	A	A	A	✓	✓	✓	✓
Simon Hall (Miltons Chemist)	✓	✓	A	A	A	A	A
Simon Hay (Co-op)	A	A	A	A	A	A	A
Greg Hyde (Co-op)	A	A	A	A	✓	✓	✓
Paul Insley (Co-op)	A	A	A	A	✓	✓	✓

Hema Morjaria (Medicines For Life Ltd)	✓	✓	✓	✓	A	✓	✓
Rajesh Morjaria (Secret Potions Ltd)	✓	✓	✓	✓	✓	✓	✓
Rebecca Norton (Lloyds)	A	A	✓	✓	✓	✓	✓
Sue Pitt (Boots)	A	A	A	✓	✓	✓	✓
Clare Stott (Tesco)	✓	✓	A	✓	✓	✓	✓
Chris Ward (Boots)	✓	A	A	A	A	A	A
Margaret Youd	✓	Part	Part	Part	A	Part	✓
Tania Cork	✓	✓	✓	✓	✓	✓	✓
Elissa Pateman	A	A	A	A	A	✓	✓