



Association of Pharmacy Technicians UK

Minutes of the

Membership Business Meeting

Monday 3rd July 2017

held at

Hilton Hotel, Cardiff.

Minutes of the Membership Business Meeting of the Association of Pharmacy Technicians UK, held on Monday 3rd July 2017 at Hilton Hotel, Cardiff

Agenda:

1. President's opening remarks and welcome to the Forum
2. President's address
3. Apologies for absence
4. Minutes of the Annual Meeting 2016
5. Matters arising from the minutes of Annual Meeting 2016, not on agenda
6. Secretary's Annual Report
7. Treasurer's Annual Report
8. Administration/Communications/Education Annual Report
9. Recruitment of Directors and National Officers
10. Details of next Membership Business Meeting
11. Open Forum

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1. President's opening remarks

The President welcomed all to the Forum which includes the Annual Membership Business Meeting of the Association.

2. President's address

President's Address at Membership Business Meeting 2017

Members, Fellows, Honorary Members, National Officers and Guests

Reflecting on this past year and on all of my President's Pharmacy Technician Journal columns to members, I believe it's fair to say, and an understatement, that there is a constant in the overwhelming amount of change that we as a profession, and as UK citizens, are facing. Whilst our entire pharmacy profession is aligning to the healthcare demands of the future it is of upmost importance and in our role as the pharmacy technician leadership body, that APTUK keep abreast of current national healthcare developments, policy changes and regulatory requirements. It is our role to ensure that we respond constructively to any change before us whilst ensuring that the pharmacy technician profession is heard as we continue to evolve as key members of the pharmacy team.

To continue to address this we have responded to a plethora of consultations on behalf of our members and these have been major outputs for us this year. We have represented the views and opinions of pharmacy technicians in no less than ten consultations, some of which have been more significant than others. To ensure that we represent our members fully, and to develop our responses, we have held consultation engagement events, through webinars, providing resources for our Branches and face to face meetings. Whilst all of the consultations are important and impact on pharmacy technicians, we enhanced our focus on the General Pharmaceutical Council's (GPhC) initial education and training standards for pharmacy technicians and GPhC revalidation consultations. The amount of work and resources needed to gain our members' views cannot be underestimated, and I would like to thank the Education Workstream for running these events and collating the feedback.

Another significant output this year was the launch of the School of Pharmacy at the University of East Anglia's (UEA) research into 'Identifying the Roles of Pharmacy Technicians in the UK' that was conducted in collaboration with APTUK. Key pharmacy stakeholders and APTUK members were invited to a launch event 'Pharmacy in Healthcare – Pharmacy Technician Models of Practice Leading the Way'. The event, held in October 2016, was hosted by the Royal Pharmaceutical Society and informed on the research outcomes and recommendations. A series of presentations showcasing pharmacy technician emerging models of practice and their role in delivering person-centred care were also delivered. A number of the research final report recommendations linked with the continuing development of the pharmacy technician role and APTUK's professional leadership role; ensuring both pre and post registration training is fit for purpose, developing a pharmacy technician career framework and enhancing inter-professional working relationships between the two pharmacy professions utilising appropriate skill mix to optimise patient outcomes.

APTUK have started to work on the recommendations and some already link to our 2016/2017 strategic objectives. However, these will cross over to 2017/2018 and will be agreed at our strategy event on 21st /22nd July 2017.

Other research that APTUK are supporting by distributing survey links to our members is being conducted by Christian Thomas, of the Manchester Pharmacy School at The University of Manchester. This is looking at 'Exploring influences on how procedures are followed in community pharmacies' and we eagerly await the results of this interesting topic.

To continue to support our vision 'Leading pharmacy technicians to deliver professional excellence for patient centred care', once again, you will see by my list of meetings attended that I have engaged significantly with government from all of the four countries, the pharmacy regulator and other key stakeholders and organisations from all sectors to ensure that the Pharmacy Technician profession is fully utilised. I have continued to meet regularly with the GPhC, the Royal Pharmaceutical Society (RPS) and NHS England, as well as Education providers.

This year, I have been invited to speak on a variety of topics, mainly related to workforce development and skill mix, at a number of different events. These have given me the platform to explain the pharmacy technician role and the value we can bring improving patient care. Events that I have presented at include the Sigma Community Pharmacy Conference 'Raising the Bar'; the Welsh Pharmaceutical Committee; Northern Ireland Heads of Pharmacy and Medicines Management Meeting; NPA practice and policy committee; PCPA conference and the RPS Pharmacy Workforce Summit right place, right time, right number: positioning the workforce for patients. Presenting at the RPS led to our APTUK Engagement Officer speaking to Health Education England Thames Valley on 'the journey of patient care through pharmacy services: how can pharmacy support Sustainability and Transformation? This was also the first time that a pharmacy technician had been invited to speak at the Sigma Community Pharmacy Conference. All of these events provided many opportunities for networking, sharing and raising the pharmacy technician profile.

As in previous years, I have continued to represent the Association, and Pharmacy Technicians, on a number of strategic high level national pharmacy projects including, to name but a few, the GPhC Continuing Fitness to Practise Advisory Group, the Pharmacy Reference Group for Out of Hospital Urgent Care, Summary Care Records Stakeholder Group, CPPE Executive Operational Board, CQC External Advisory Group for Medicines Optimisation, Community Pharmacy Clinical Services Review Advisory Group, Pharmacy Public Health Forum, NHS Digital Forum, and last but not least, the Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board. As indicated last year this includes the ongoing important work around 'Supervision'.

In addition to this APTUK representatives are also part of the RPS Homecare Standards Handbook Advisory Steering Group (Diane Meech), the RPS professional standards for hospital pharmacy review (Andrea Ashton, Sue Jones, Pam Bahia), Pharmacy Integration Fund Care Homes Task & Finish Group (Helen Pinny), Pharmacy Apprenticeship Trailblazer Group (Dalgeet Puaar), NHS Pharmacy Education and Development Group (Dalgeet Puaar), SVQs in Pharmacy Services - Reference Group (Dalgeet Puaar) and Welsh Pharmacy Partnership Group & Welsh Pharmaceutical Committee (Sarah Wilcox).

Ever since the initial ministerial announcement on 17th December 2015 that informed of the intention to reduce the community pharmacy contractual funding, APTUK have been proactively, at every opportunity, safeguarding the current and future role of pharmacy technicians. Our response to the department in February 2016 considered the potential impact of funding cuts on the skill mix of the pharmacy team going forwards and the effects this may have on pharmacy services for patients and the public. With the final announcement on Community Pharmacy in 2016/17 and beyond, in October 2016, confirming that the contract was set with a number of efficiency savings due to be implemented in December 2016, APTUK have been listening for the effect this is having on staff and skill mix. This will also form part of our strategy discussions later in July. Alongside the October announcement was the information on the Pharmacy Integration Fund. The fund will support community pharmacy as it develops new clinical pharmacy services, working practices and digital platforms to meet the public's expectations for a modern NHS community pharmacy service. The announcement stated that from April 2017 funding would be ring-fenced for a programme of pharmacy technician clinical leadership development.

Next year I will strive to build upon the partnerships we already work within and seek to forge new partnerships as I believe that to deliver the scale of pharmacy services needed it is essential that we work together. As I said last year, it's extremely important that the pharmacy team utilises the skills, knowledge and expertise of its entire staff and continues to gain confidence in each other's abilities

as it evolves together. I believe that we have started this journey albeit at a slower pace than we would have hoped.

This year we have renewed our partnership with Centre Postgraduate Pharmacy Education and look forward to continuing to work with them, particularly to provide support for our ever increasing numbers of Branches. It's appropriate at this point to thank the Branch officers for their commitment and support for delivering the Associations' aims. The Branches play such an important role in engaging with our subscription members, providing benefits and continuing development at a local level. We really do appreciate all the hard work and effort it takes, again on a voluntary basis. We really do offer our gratitude and thanks. We aim in the coming year to enhance the support that we offer you and to work more closely together so that we can promote a unified presence.

Currently I am also in discussions with Wales Centre for Pharmacy Professional Education, Pharmacy Technician Scotland National Group and Pharmacy Management. During the last year I have also worked in partnership with the Primary Care Pharmacists Association on developing a guide for GPs employing pharmacy technicians in primary care. In May, we announced that we have entered into preliminary discussions, with the aim of working together, with UK Clinical Pharmacy Association (UKCPA) to promote and support inter-professional learning within the pharmacy profession. This is work in progress and we hope to see outputs of this early next year as plans mature for delivering a joint education event on the therapeutic area of pain.

This month we have also seen the launch of the on-line CPD module on 'Quality, Safety and Sourcing in Unlicensed Medicines' that has been developed in partnership with ULMedicines. Early indications suggest that ninety pharmacy technicians have already registered for the course.

In November 2016, the joint work of the 'Professional Standards for the Reporting, Learning, Sharing, Taking Action and Review of Incidents' undertaken by the Royal Pharmaceutical Society, Pharmacy Forum NI, and APTUK, were launched. Work is ongoing to support the implementation of these standards in practise, as this is integral to the impending change in legalisation on 'Dispensing Errors in Community Pharmacy'.

From my address so far, I am sure you can see that the workload of the professional leadership body has significantly increased and I am in no doubt will continue to do so.

This work has been ongoing throughout the year and at this point I would like to take the opportunity to sincerely thank the APTUK Directors and Professional Committee of National Officers for their time they freely give to support our Pharmacy Technician profession. Without their tireless efforts on behalf of our members and the profession, our strategic objectives would not be realised. Their continued commitment, dedication and hard work ensure we are a modern legal organisation that is fit for purpose. As I said last year but it is truer than ever, it has been an exceptionally busy year and I am sure that you will see from the Director and Workstream reports how much we have engaged and achieved successful outcomes. I encourage you all to read the Workstream reports to understand the range, depth and volume of the work and the initiatives we are engaged with.

It is an honour and a responsibility to offer, voluntarily, services as a National Officer and without such dedication the Association would not exist. Neither would it be recognised, as it is, as the Pharmacy Technician Leadership Body, by government, the regulator and other key stakeholders.

At this time of year traditionally some National Officers step down from their posts.

So once again this brings me to, personally and publically, thank the out-going officers. I would like to thank Leanne Beverley, Karen Haynes, Kate Postle, Claire Mills and Becki Major for their hard work and dedication in their Workstream roles. During the year, a number of National Officers also stood down mid-term, so I would also like to thank Kieran Casey-McEvoy, Diane Blunden and Rebecca Chamberlain.

Also stepping down is our Director and Secretary Joanne Taylor and I would particularly like to thank Joanne for her personal dedication and support to me as a new incoming President back in 2014.

Joanne took up her post at the same time and was instrumental in ensuring that APTUK was compliant as a new legally registered Limited by Guarantee not for profit organisation. For this mine and APTUKs heartfelt thanks are given. I would like to give APTUKs sincere good wishes to all the out-going officers for their future careers andventures.

Our current membership coordinator, Lynn Ali, took over the post in May last year and has made a tremendous difference to our membership data. So I would like to also give Lynn our thanks for all of her hard work and her attention to detail. We are truly thankful and fortunate to have her on board.

As we say goodbye to our outgoing officers, I would also like to personally welcome, our new National Officers joining the Professional Committee.

Before I do this however, it would be appropriate to make reference to our APTUK internal organisational restructure. As recorded in the 2015 meeting minutes, it was agreed that, under the Limited by Guarantee Memorandum and Articles, APTUK would alter the Association's governance as required to ensure we are an efficient, productive and modern organisation. This work has been ongoing since then and has resulted in streamlining and smarter ways of working. This year, for a number of reasons and linked to increased workload and workplace pressure both inside and outside of individuals 'day jobs', we have lost a number of APTUK National officers, both mid and full term. As already indicated the opportunities for pharmacy technicians are increasing with the current changes occurring in pharmacy and healthcare. Hence it is vital that APTUK provides professional representation on behalf of our growing diverse membership. Continuing the modernisation theme that I pledged at the start of my Presidency and as part of the Director's and Boards responsibilities, this needed to be recognised and addressed to ensure business continuity, succession planning and sustainability for the future of the professional leadership body. Thus the organisational structure was reviewed to ensure it was fit for purpose and changes were made. A full internal consultation was carried out and evaluation of this was supportive of the change. Current National Officers were offered the opportunity to move into posts within the new structure. To also ensure that Directors and National Officers have the skills and attributes it was necessary to move to a recruitment process to fill vacant posts. Members were informed of this change electronically by email and were asked to provide feedback as appropriate. The responses received were positive and supported the change. However, a minority of member's required further information and APTUK published a newsletter which was placed in the members' area of the website. Members were informed of this and emailed the newsletter link.

The vacant posts were advertised and a good response was received. Two applicants have been successfully recruited to the following posts:

Media Officer: Lee Cogger
Business Development Officer: Oliver Jones

We believe this approach increases productively whilst, at the same time, is mindful and supportive of the health and wellbeing and work life balance of our volunteers. It is important that the Association continues to evolve and embrace the different perspectives that new officers can bring, so we extend a warm welcome to the team.

Some posts remain vacant; the Education Foundation Practice and Branch Liaison Officer have been advertised with a closing date of the 11th July2017.

The Director Secretary role remains vacant and will be advertised along with the Finance Officer post shortly after conference.

Whilst we continue to operate in the constant of change, one object for APTUK is the same as last year, namely, the continuing support from our members. As I continually voice in my journal column, you are why we exist, you are our purpose. The number of members continues to rise and as of April 2017, again we have increased our membership by about 10%. This is pleasing and has met a key performance indicator for 2016/17; however increasing our membership is an ongoing key

priority. I would like to take this opportunity to welcome our new members and look forward to any feedback from all members to enable us to go from strength to strength.

Yet again as APTUK develops the coming year's business plan, our strategic themes will continue to focus on making the best use of the pharmacy technician as responsible and accountable professionals within the pharmacy team, wherever we work. I will repeat from last year that we will continue to influence and promote utilising the pharmacy technicians' skills, knowledge and expertise to help pharmacy better deliver patient/person centred care. We will continue to do this through our role as key and valued stakeholders. We will continue to uphold professionalism and excellence in all that pharmacy technicians do.

I am hugely encouraged that the Association is in an excellent place going forward. I do, however, urge you all to be advocates for your profession and spread the leadership messages encouraging your colleagues to join as members.

Although there are challenges ahead, there is also the promise that the immediate future has many opportunities and I am passionate about seizing these to continue to develop pharmacy technicians and the profession.

During the coming year, I will continue to drive working collaborative working with many of our professional pharmacy colleagues by taking forward discussions already in progress.

Lastly, I thank you all sincerely, for your support, and as said within my report, you are the Association of Pharmacy Technicians UK. I am inspired by all of the excellent work of pharmacy technicians and how this improves patient's wellbeing. I am thrilled, in my last year in this term of office, to be taking us into 2017/2018.

Tess Fenn MPharmT
President
Association of Pharmacy Technicians UK

June 2017

Questions arising:

There were no questions arising from the address by the President.

Non members were asked to leave at this point in the proceedings.

3. Apologies for absence

There were no apologies received from the floor.

Apologies were received by email or post from: LesleyMorgan

4. Minutes of the AGM 2016 (Proposed and Seconded)

There were no amendments to the Minutes of the AGM 2016 so the President recorded these as a true and proper record and signed and dated these accordingly.

Proposed by: Samantha Quaye

Seconded by: Kieran Casey-McEvoy

5. Matters arising from the minutes of AGM 2016, not on agenda

There were no matters arising from the minutes of the AGM 2016 received by the deadline of December 31st 2016. No further matters were brought forward from the members following this date, either directly to the Secretary or from the floor at AGM2016.

6. Secretary's Annual Report (Proposed and Seconded)

President, Directors, National Officers, Members, Fellows

Again this has been a busy year for APTUK and the Secretary has maintained the Companies House official documentation. This includes 'Directors Declaration of Interest' forms and 'Director Statements'. Also 'Declarations of interest' and 'Statement of National Officer' document forms for all National Officer, covering responsibilities and obligations are required by the Association. These documents together with every copy of the minutes of each Director and PC meeting all constitute the statutory register. These are held in an additional registered premise with Companies House, and any changes to any part of the register have to be completed within a stated time scale as a legal requirement.

The preparation of all these, together with the legal forms required including the Annual return, is an ongoing task for the Secretary and must be constantly updated following any changes to the Board.

The returns for Companies House were updated following the resignation of one of the Directors mid-term.

Since AGM last year, the Association has had a number of National Officer Co-options. These were for the posts of Events Officer, Business Development Officer and Media (following the vacancy of the post mid-term). Once again, the Secretary has liaised with colleagues on the Professional Committee, to ensure that all information regarding co-option is relayed to our members as promptly as possible.

As already mentioned by the President, the selection of National Officers, this year, following the organisational restructure has moved to an interview process. Posts were advertised on the website and through personal emails to members. To ensure that members were included in the decision making, interview panels consisted of Directors, Fellows and Subscription Members.

As the selection of the new National Officers has been recent, all due processes will be followed to ensure correct documentation is in place.

We have received a positive response to the request for members to come forward for a National Officer role and it's both reassuring and encouraging that members do want to become more involved with the organisation at this level. We do, however, still have some vacancies and these will be advertised in due course.

Board of Directors and Professional Committee meetings have been held throughout the year. These have been held either via Skype for Business or face-to-face.

For both the Professional Committee meetings and Directors meetings, the Secretary has continued to plan, alongside the President, the content for each meeting and produced the agenda for each and then in turn completed the minutes for each one, following the event. This is all within a set deadline, ensuring feedback and comments from other National Officers or Directors are included within these. The full list of meetings attended by all Directors and National Officers on behalf of the Association are presented, alongside the workstream reports, on the APTUK stand.

On behalf of the Secretary, the Fellow and Honorary membership process was coordinated by the Vice President. This year saw an increase in the number of nominations for both awards which is testament to the value of pharmacy technician's commitment and their supportive colleagues. The judging of the awards was against a specific criteria and it is pleasing to confirm that two fellowships were awarded along with a highly commendable honorary membership.

The Secretary would also like to thank fellow Directors and National Officers for all their help and support throughout the year.

Report compiled by Tess Fenn, President & Julie Mathieson Vice President on behalf of Joanne M. Taylor - APTUK Secretary - June 2017.

Questions arising:

There were no questions arising from the report by the Secretary.

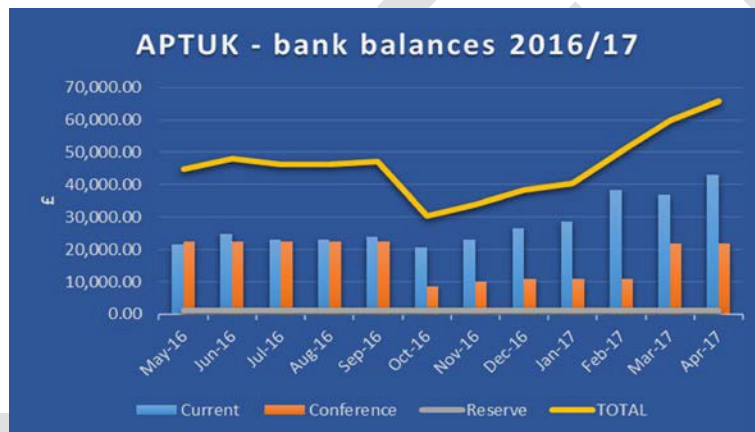
7. Treasurer's Annual Report (Proposed and Seconded)

Treasurer's Annual Report 2016/2017

President, Members, Fellows

This year I have a far more positive report regarding finances and membership numbers.

Last year I reported a gross deficit of just over £1000. I am pleased to announce that I expect a gross surplus of over £15,000, but await confirmation from the accountant.

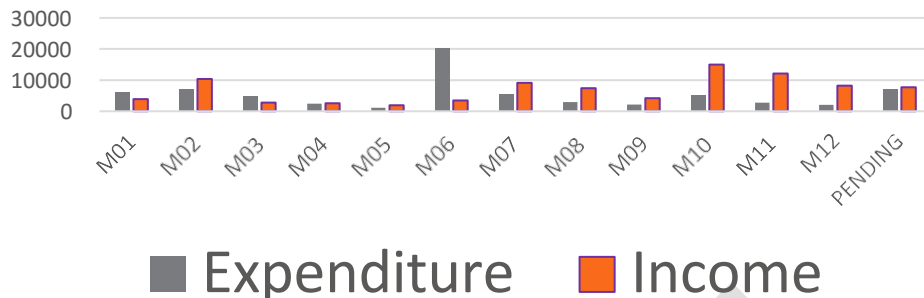


APTUK holds 3 bank accounts, a current, conference and reserve account. At the beginning of the year our bank accounts totaled just under 45K, but by year end our accounts closed at nearly 66K. As mentioned in my report last year, it is essential that we reserve funds to ensure conference costs can be covered.

To be able to offer early bird and affordable delegate fees we need over £15K in sponsorship. Many companies will now only pay sponsorship monies, once the event has taken place, hence the need for APTUK to hold reserves.

We also need to invest in the business, a key priority being the website.

INCOME & EXPENDITURE 2016-2017



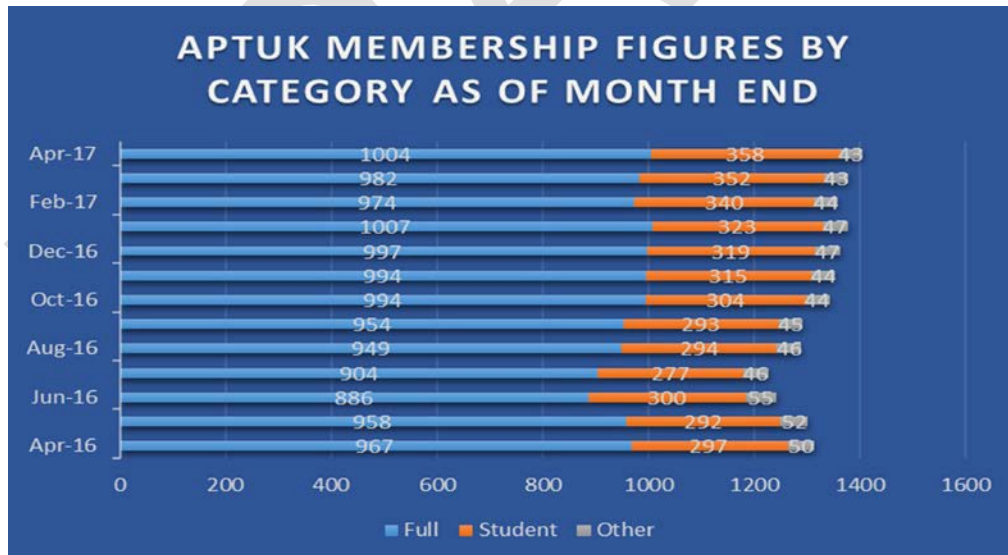
■ Expenditure ■ Income

The increased income (see the grey bars) has been achieved by raising the membership fees, plus an increase in member numbers, which I will come to in a minute.

My thanks go to Lynn Ali, our Membership Coordinator, who has been persistent in contacting those members who underpaid due to not changing their standing order, when fees were increased in September 2016.

I must also thank Leanne Beverly, our Business Engagement Officer, who has worked hard to achieve an increase in sponsorship as well as securing over £4000 of advertising sales.

The graph demonstrates large fluctuations in both income and expenditure throughout the year. The majority of our income is still received between February and April. The peak in expenditure, in October, is due to payment of conference costs.



Moving onto membership, you can see our numbers have significantly increased with full members totalling 1004 and students to 358.

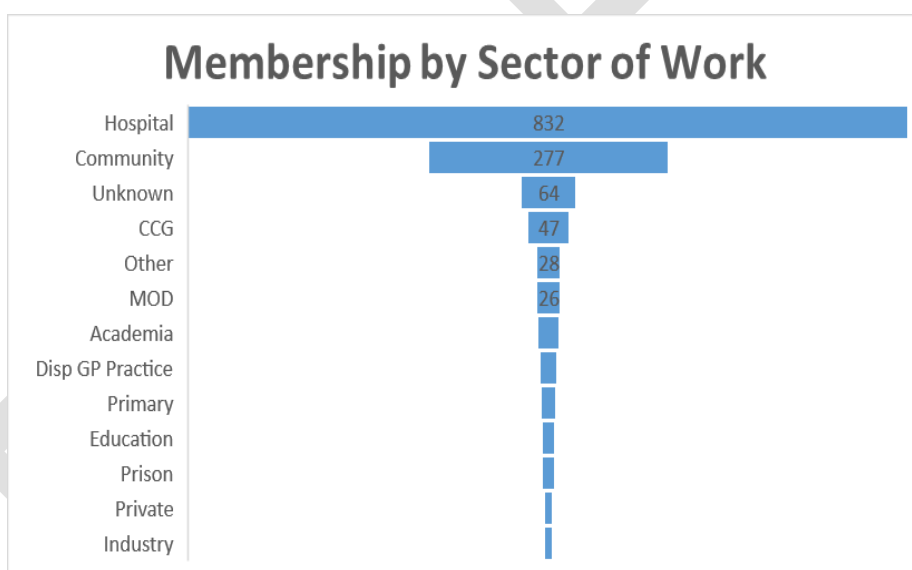
At the year-end – our membership totalled 1405 and this trend has continued over the last two months.

At the end of June our membership had increased to 1454. This is a superb response due to the efforts of the officers manning the APTUK stand at the recent clinical pharmacy congress event in London.

Lynn has diligently attempted to contact all members to ensure the database holds correct information. Sadly there are still a small number of members who have not responded to telephone calls, emails or a letter. These people have been removed from the database.



At last year's forum I was asked for more information about the spread of members over the UK. At our year end there were 23,326 registrants with the GPhC, of which 5% are APTUK members. However in Scotland this falls to 2%. Wales is slightly higher at 5.4%. Ireland is in the lead at 25%.

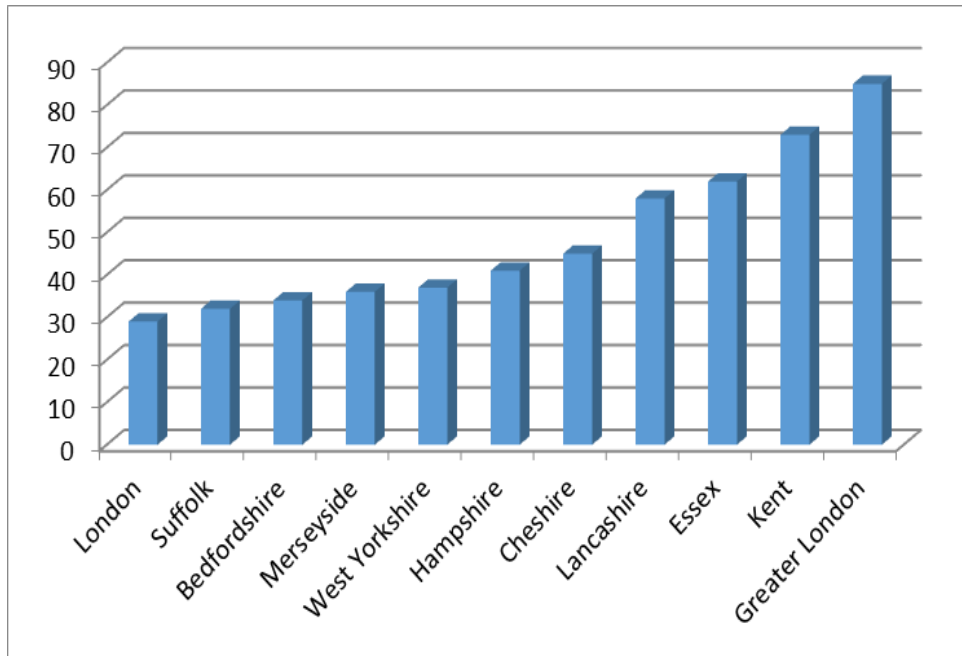


Our membership continues to be dominated by the hospital sector, but the variety of new and one off roles is increasing.

There are still a small number of members for which we have not been able to categorise but I know Lynn will succeed in tracking everyone down over the next few months.

I would encourage existing members to aim to recruit at least one pharmacy technician from the community sector - face to face conversations are the most effective method. Next time you are visiting a community pharmacy, talk to them about their professional leadership body and the benefits of being a member.

Membership by county



Finally I hope you have had time to review the large poster and the number of members living near you. It is quite interesting to see where our members cluster and where there are opportunities to start up new branches. Please make use of the data, see if you can start a branch in your area. Invites can be sent on behalf of those wanting to start up a branch via our communications team. As you can see on the graph there are 4 counties with over 50 members.

I hope next year, to see more counties reaching this number.

Diane Meech
APTUK Treasurer

July 2017

(See Appendix 1 for the un-audited accounts of the Association).

Questions arising:

The following question was raised from the floor following the Treasurer's report:

Based on the costs associated with running an annual conference, a member asked whether a tender process had been implemented to find the most cost effective conference organizer.

The Treasurer replied that this had been discussed by the Board of Directors and is a consideration for the future.

The member asked for further clarity concerning the £15k reserve required for conference.

The Treasurer replied that, as indicated, in the report a reserve is required to ensure there are sufficient funds for conference payments whilst sponsorship money transactions are being processed

A member asked whether members are included in the annual APTUK strategy event.

The President replied that this is the intention going forwards, as well as utilising the APTUK advisory board and fellows more to ensure that APTUK's strategy is grounded in practice as well as national healthcare policy. The Board of Directors supported by the Professional Committee we be discussing member engagement.

8. Administration/Communications/Education workstream Annual Reports

A. Administration workstream Annual Report

Activities

As a team we continue the day to day work of managing the company.

With regret I have to report that Joanne Taylor is stepping down as Director and Secretary. Joanne came into this post in 2014 and took on the huge task of ensuring that APTUK was compliant as a limited by Guarantee not for profit organisation, as well as the day to day managing of the secretariat. I would like to thank Joanne for all her commitment, dedication and hard work that she gave while in post. The high standard of work demonstrated in all she did will be a 'hard act to follow'

Finance, Business and Membership activity 2016/17

Membership

Lynn Ali APTUK membership coordinator completed her induction into post in May 2016 and is line managed by Diane Meech.

Tasks to date have involved:

Processing new student memberships, checking if existing students are still studying or have qualified, removal of those that haven't moved to full membership

Coordinating fee increase with Rapidata, ensuring existing members informed of fee increase. Identified members that need to move categories and arranged for correct fee to be collected.

Co-ordinating correspondence and mail from Regus and the membership.

There was also an increase in membership following our attendance at the Pharmacy Show in October.

At the end of 2016 a high number of GPhC renewals were checked and updated on the membership database. January to March seeing a peak month for APTUK renewals. 1/3 of the membership renew in February.

Email reminders were sent to those paying by standing order. Over 100 members did not amend their payment. Work started to contact and identify those that had retired or left

Association of Pharmacy Technicians UK pharmacy, a number of under payers were subsequently removed from the database and others changed to Associate category.

March/April is the peak time for NPA indemnity insurance renewals of which there are now 162.

In April and May refunds were made to those that had made duplicate payments (had Standing order and DD).

A small number of members requested a refund in cases of hardship or had retired but forgotten to cancel their standing order. A few direct debits could not be collected due to insufficient funds and some cancelled 2018 direct debit shortly after paying 2017 renewal.

50 new members signed up in May for direct debit to be collected in June.

Work was also completed on the preparation of a welcome pack.

The Database is now up to date and missing data collected where possible. It is important to remember to keep the Membership Coordinator informed of any changes to contact details, especially email address to ensure we keep you informed.

Lynn's expertise and knowledge has modernised the membership database, enabling the production of up to date and accurate statistics to support the work of National Officers both locally and nationally. It is with much gratitude that I thank Lynn for all her hard work throughout this year.

Registration has introduced new factors to be considered in relation to fitness to practice and processes required in consideration of membership of APTUK

Finance and Business

Development of monthly KPI's has identified a number of objectives including, improving retention of students, the need for the development of welcome pack to highlight membership benefits, promoting advertising space and sponsorship opportunities.

An increase in face to face meetings and trusts now charging for meeting rooms has increased time spent sourcing venues.

Existing agreements have been reviewed and new ones formulated to accommodate the increasing number of organisations that want to work with APTUK.

Financial processes have been reviewed and tightened leading to the drafting of standing financial instructions.

Diane continues to work on financial policies and procedures and is working towards updating and creating new ones. This keeps us in line as a company with financial best practice.

Diane also produces the Treasurer report prior to meetings and also attends meetings with external stakeholders.

I would like to thank Diane for her excellent management of the company finances and development of financial best practice.

I have assisted the Secretary and President this year - by co-ordinating the Honorary and Fellowship Awards for conference.

Taking the minutes of meeting from January 2017.

As part of our objectives policies, SOP's and Company documentation will continue to be reviewed, updated and developed.

Going forward we will be reviewing our performance metrics and carrying over the on-going work and setting new objectives for the coming year.

Members of the admin team also attend stakeholder committee meeting externally to the organisation.

Again thank you team for all your hard work in what has been a very challenging year.

Julie Mathieson - Vice President

On behalf of:

Admin Workstream Lead - Julie Mathieson

Joanne Taylor – Secretary

Diane Meech – Treasurer

Lynn Ali – Professional Membership Co-ordinator

June 2017

B. Communications workstream Annual Report

Activities

Following conference 2016, the Communications Workstream started its 'new year' with a significant number of new officers. We said farewell and thank you to Mike Howes, Julie Postle, Penny Hopkins and Ellen Williams as their term of office came to an end. We welcomed Andrea Ashton and Diane Taylor as Events Officers, Leanne Beverley as Business Development Officer, Josh Taylor as Editor and Daniel Dicker as Engagement Officer. Mary Carter remained in post as CPD Officer and leadership continued under Kieran Casey-McEvoy.

Promoting APTUK, increasing membership and retaining the current membership were identified as key objectives for the team for 16/17

Internally, Kieran contributed a huge amount of work to successfully migrate APTUK onto Office 365 to aid communication, retention and sharing of documentation and to enable more streamlined ways of working thus reducing the pressure on National Officers.

Unfortunately, Kieran had to step down from his dual role as workstream lead and media officer in November 2016. His outstanding efforts to update the website, review IT systems and raise the profile of APTUK on social media were very much appreciated and acknowledged. The President

supported the workstream in the interim. The CPD officer role transferred to the Education Workstream as it was deemed that this was better placed within this team. Following a successful recruitment campaign Beci Major, Sam Murray and Claire Mills took up post as Media Officers in October 2017 with responsibility for IT, Website and Social Media respectively. Rachael Lemon took over a workstream Lead alongside her role as Vice President until May 2017 when Andrea Ashton took over in a temporary role.

I would like to recognise the contributions, in terms of time and talents, that our volunteer National Officers make and to thank the officers for all of their efforts during this challenging year. Despite the changes and being a novice team the Communications Workstream have been actively working to deliver the key objectives on behalf of our members:

Media Officer(s) – have continued to promote APTUK throughout social media and having a more significant social media presence. This has resulted in more views and followers – 1764 on Twitter and 1287 on Facebook. Alongside this our Social Media Policy and communications strategy have been developed. Specific email accounts have been created for all branches to aid communication. A new website is currently under development. The current website has been regularly updated with news for technicians and members and emails have been sent out to members about opportunities such as consultations, free course places, conference and job opportunities.

Editor - Over the past year we have continued to produce quarterly editions of the Pharmacy Technician Journal (PTJ) and this is now published as two hard copies and at least two electronic versions over the year. All versions of the PTJ continue to be made available to members, in PDF format, in the member's only area of the website. The PTJ continues to be well received and we would like to take this opportunity to thank all of our regular and guest contributors and sponsors. This year we have had many features including those about our branch days, conference, GPhC consultations, technicians working in GP surgeries, safe and secure storage of medicines, unlicensed medicines, the impact of community pharmacy funding cuts, our research with University of East Anglia (UEA) and Summary Care Records, as well as the regular updates and address from our President, Tess Fenn. We would welcome more articles from our members. This year we are looking to update PTJ with a new look to coincide with our new website and are updating our SOP's to ensure effective production of the PTJ. Our sponsors continue to support with advertisements.

Events Officer(s) – The events team have co-ordinated and represented APTUK at the Pharmacy Show 2016 and the Clinical Pharmacy Congress 2017. Both of these events were successful, many new members were signed up, lots of questions and queries responded to as well as valuable networks formed. Events have led on the organisation of the APTUK Annual Professional Conference and Exhibition 2017. Conference 2017 has seen a move to Wales as APTUK are keen to hold the events across the four countries of the UK and enable access for the membership we represent. This year we have moved away from a themed approach to allow a more flexible and responsive programme. We are pleased to have two new awards at conference Pre-Registration Trainee Pharmacy Technician of the Year sponsored by AAH and Digital Innovation award sponsored by NHS Digital. We have received 28 poster submissions and have funded 6 bursary places this year. The events officers have worked alongside the Branch liaison officers to secure the venues for two successful Branch Days events in Birmingham in November 16 and March 17.

Business Development Officer - This role is key in developing relationships with sponsors to bring in revenue to supplement the membership fees that fund APTUK activities. Both the Pharmacy Show and CPC have provided great opportunities to network and engage with potential and existing sponsors. Leanne has secured a number of corporate sponsors, who will not only exhibit at the annual professional conference and exhibition but will also work with us over the next year to provide CPD events. We have enabled advertising for CQC and NHS Creative via our website. Money raised from some of these packages allows APTUK to provide the Bursary places for our members to attend conference. Our advertising, sponsorship and corporate sponsorship packages have been reviewed and updated, and a flexible pricing structure has been developed to accommodate needs of APTUK and organisations.

Engagement Officer – This was a new post for 16/17, developed to focus on and support the realisation of our key objectives. Dan has led an Antibiotic awareness week (EAAD/WAAW) 2016 event and has attended a number of meetings to personally meet our members including APTUK Branch (November 2016), APTUK/GPHC Revalidation consultation (June 2017) and the UEA report release. Specifically, after updating our promotional information, Dan has given presentations to several organisations about the benefits of being an APTUK member. These include Care UK, APTUK North Mersey, Thames Valley Workforce event and to the Pharmacy department at Barts. These events help us to gain valuable feedback from technicians which inform our plans and strengthen our relationship with members. Dan has followed up with technicians who gave their emails and expressions of interest of becoming member of APTUK at the Pharmacy Show and CPC17. A focus for this year has been with PTPT's who about to qualify in order to encourage student memberships to be converted to full membership. This has shown some success but is an area for us to explore further in 17/18 linking up with colleges. Other plans include updating our welcome email and presenting to technicians working for the Ministry of Defence.

Andrea Ashton

Events Officer and acting Workstream Lead for Communications – June 2017

On behalf of:

Communications Lead/Media Officer/ – Kieran Casey-McEvoy

Communications Lead/Vice President - Rachael Lemon

CPD Officer - Mary Carter

Events Officer (Job Share) – Diane Taylor

Events Officer (Job Share) – Andrea Ashton

Business Development Officer – Leanne Beverley

Engagement Officer – Daniel Dicker

Editor – Josh Taylor

Media Officer (Job Share) IT – Beci Major

Media Officer (Job Share) Website – Sam Murray

Media Officer (Job Share) Social Media – Claire Mills

C. Education Workstream Annual Report

Activities

Following conference 2016, leadership continued under Dalgeet Puaar. Rebecca Chamberlain, Diane Blunden and Dalgeet Puaar continued their job share in the in the Education Strategic Officer role. Karen Haynes and Pam Bahia also continued their job share in the Education Development Officer role. Emma Walker joined APTUK as the job share with Kate Postle as the Branch Liaison Officer. Mary Carter, the CPD Officer joined the education workstream in November as it was agreed that her work complimented that of the education workstream better.

Rebecca had to step down in January 2017 following the birth of her little girl and returning to work at the end of her maternity leave.

Unfortunately, Diane, Rebecca's job share also stepped down in January 2017 leaving the Education (Post-registration) position vacant.

It's been a challenging year but all the national officers have given up their time and worked together delivering key objectives and supporting the development of APTUK as an organisation.

I would personally like to thank the national officers for their contributions and dedication over the year. The education workstream have worked together and delivery on several key objectives on behalf of our members:

ACPT Professional Standards

Rebecca formed a working group and facilitated virtual meetings. The working group drew up the first draft of the ACPT professional standards. Unfortunately, Rebecca was unable to complete this work before she stood down but it will be completed in the coming year with Mary taking lead.

Pharmacy Technician Journal (PTJ)

All the national officers have worked hard at encouraging individuals to write articles for the PTJ as well as writing a regular article sharing their work.

Revalidation

Mary started a closed FaceBook group that promotes CPD opportunities. This group now has 98 members. Promotion of the page has been undertaken by social media and an article in the PTJ. Mary is active member of the GPhC's Continuing Fitness to Practice Advisory group and has attended two meetings. She has used twitter and Facebook as a means of disseminating the message to our members as well as publishing an article on the APTUK's website.

As well taking part in the GPhC revalidation pilot Mary has supported members that have also been part of the pilot. Mary has been working closely with the GPhC and participated in a video talking about her experiences in completing the pilot.

To support our members in responding to the Revalidation Consultation Mary has encouraged branches to invite the GPhC to their meetings and respond to the consultation. Both the London Branch and Gloucestershire Branch have held very successful events. Mary also organised and ran an APTUK national officers and members event to discuss the revalidation consultation. Mary will be using the feedback from the event and branch responses to formulate an APTUK response.

Clinical Pharmacy Congress

Mary and I all attended the Clinical Pharmacy Congress and helped man the APTUK stand where we enrolled new members. This was also a great opportunity to promote APTUK and find more sponsors. Mary presented at the Clinical Pharmacy Congress as the APTUK representative. The session was on 'Development of clinical prioritisation skills for pharmacy technicians in patient facing roles' and the feedback was extremely positive.

Article for School Leavers

I was interviewed by the Times who published an article for School Leavers about careers that didn't require going to university. This was a great opportunity for APTUK to encourage new members to join the profession.

Queries

The education workstream all contribute to responding to member queries, this year we have responded to 33 queries, some via email and other via telephone.

Branches

Kate and Emma have facilitated two Branch Days, were we provide the branches with an update on APTUK business and provide developmental opportunities for them so they can support the branches better. The Branch Handbook has been updated to ensure better governance. All the Branches now have a local CPPE tutor who is able to deliver educational support. We currently have 11 active branches.

GPhC Initial Education and Training (IET) Standards for Pharmacy Technicians

To support members responding to the GPhC's IET Standards Consultation I wrote a presentation and facilitator notes for branches to deliver locally. With the support of Emma, Pam and Rachael, I also facilitated 3 Skype meetings for members. A face to face event was held for national officers to feedback into the APTUK's response. Then using all the feedback I formulated and submitted an APTUK response.

SVQ in Pharmacy Services

I am an active member of the SVQ working group. This group continues to work on the Scottish Vocational Qualification for Pre-registration Trainee Pharmacy Technicians.

Pharmacy in Healthcare – Pharmacy Technician Models of Practice Leading the Way’ event

I organised ‘Pharmacy in Healthcare – Pharmacy Technician Models of Practice Leading the Way’ event where the School of Pharmacy at the University of East Anglia’s (UEA) and APTUK research into ‘Identifying the Roles of Pharmacy Technicians in the UK’ was launched. Key pharmacy stakeholders and APTUK members were invited to the event. The event included a series of presentations showcasing pharmacy technician emerging models of practice and their role in delivering person-centred care were also delivered.

Pharmacy Apprenticeship Trailblazer Group

We have actively participated in the Pharmacy Apprenticeship Trailblazer Group, this is group is working on a Pharmacy Services Assistant trailblazer and Pre-registration Trainee Pharmacy Technician trailblazer. APTUK have been key to ensuring that the trailblazer includes all sectors, is fit for purpose and develops the profession.

APTUK Annual Professional Conference & Exhibition

Pam and I worked together on the programme for the 2017 APTUK Annual Professional Conference & Exhibition. We have reviewed the procedures for the awards, facilitated the process and along with other national officers judged some of the awards. We would like to thank the external judges who have supported us.

Key stakeholders

The education workstream have continued to develop relationships with key stake holders; NHS Pharmacy Education and Development Committee, CPPE, WCPPE, NHS Digital, Health Education England to mention a few.

Dalgeet Puaar

Professional Practice Development Officer – June 2017

On behalf of:

Education Lead – Dalgeet Puaar

Education (Post-registration) – Rebecca Chamberlain & Diane Blunden (Job share)

Education (Pre-registration) – Karen Haynes & Pam Bahia (Jobshare)

CPD Officer - Mary Carter

Branch Liaison Officer - Kate Postle & Emma Walker (Job share)

Questions arising:

There were no questions arising from the reports by the workstreams. However the President specified that should any questions become apparent following the forum these can be emailed to the President.

9. Recruitment of Directors and National Officers

Recruitment 2017: Applications received by 5th June 2017

Following the APTUK organizational restructure, there were seven posts up for recruitment this year, due to either cooption into post last year or the current officer being at the end of their term and not wishing to restand. All posts vacant were advertised on 22nd May 2017 to members both via the website and directly via email. The deadline was 5th June 2017 and the interviews took place between 8th and 12th June 2017. The following posts were recruited to and commence 1st July 2017.

Post	Name
Media National Officer	Lee Cogger
Business Development Officer	Oliver Jones

As the National Officer posts, Pharmacy Technicians (Foundation Practice) and Branch Liaison were not recruited to both posts were re- advertised on the 26th June 2017 with a closing date of 11th July 2017. Interviews are due to take place on 16th July 2017.

Other posts that received no applications will go out to advertisement, along with the new Associate posts, following the APTUK Strategy Event on 21st/22nd July 2017.

There were six nominations for Fellowship award received this year and five nominations for Honorary membership

The Board of Directors of APTUK had unanimously agreed and supported the following nominations. Those present at conference received their Certificates of award at the Awards dinner. Congratulations were given by the President to all those successfully nominated.

Fellowships	
Liz Fidler	Nominated by Pam Bahia & Laura McEwan Smith
Ellen Williams	Nominated by Mary Carter
Honorary Membership	
Graham Stretch	Nominated by Helen Pinney

10. Details of next Membership Business Meeting

The dates of the next Membership Business Meeting will be advertised in the conference brochure 2018. However all present were notified that this would be communicated and detailed further on the website in due course.

The President thanked all present for their valuable contributions to the conference annual membership business meeting.

11. Open Forum

Items for discussion at the Open Forum were requested to be submitted to the Vice President at least 72 hours (28th June 17) prior to the meeting by email or posted into the Forum posting box by the end of the first day of conference (2nd July 17).

No discussions items were received however at the meeting it became known that topics for discussion were posted by Samantha Quaye. The topics were therefore discussed as:

1. There was a suggestion, from member Samantha Quaye, to utilise the experience of the APTUK fellows through a mentoring service.

This suggestion will be taken forwards along with other opportunities to engage the increasing number of fellows. The President and the Board informed that fellows are already supporting APTUK as interview panel members providing their expertise in recruiting new National Officers. The fellows in the audience were asked to stand up so that members could identify them in the future.

2. The title of “Pharmacy Technician of the Year” Awards was raised, by member Samantha Quaye, and thoughts that all being called ‘Pharmacy Technician of the Year’ was confusing. A suggestion of only having one ‘Pharmacy Technician of the Year’ with the others being titles APTUK Award for ... were tabled.

The President, the Board and the Professional Development Workstream lead contributed to the discussion by informing that the awards process (including fellowships), titles and judging was due to be reviewed based on feedback this year. This will be taken forwards and the Advisory Board and Fellows could be included in the review. This will part of the annual conference evaluation following feedback from all of the delegates.

3. The topic of CPPE workshops and local APTUK branches working together to deliver topics within the CPPE programme was raised by member Samantha Quaye.

The President and the Professional Development workstream lead informed that the 'Memorandum of Understanding' between CPPE and APTUK has just been renewed and this sets out ways of working together. One aspect of this is for the APTUK Branch Liaison Officer to link with the CPPE tutors in the specific geographical areas. This already works well for some branches and APTUK aim for this to be rolled out across all branches. This is work in progress and the Branch Liaison Officer role is key to implementing this. The post is currently out to advert.

4. A discussion topic on how APTUK can support pharmacy technician colleagues through discussion forums, e.g. Telegram was tabled was suggested by member Samantha Quaye.

The Board and the Professional Development Workstream lead informed that APTUK are exploring all communication routes that can support their members including the use of current technology. The website is currently being reviewed and APTUK are exploring functions that could support discussion forums. It was highlighted that any APTUK discussion forums would require resource to lead and monitor discussions. This could require considerable resource and will be discussed at our strategy event, by the Communications workstream, where key priorities and objectives will be set.

5. A member, Ellen Williams, from the floor, gave a huge 'thank you and well done' to the Association and voiced that all the work being undertaken and delivered would not be possible without the dedication from the Board and the Professional Committee of National Officers.

The President thanked Ellen for this and again thanked all the National Officers for their hard work often undertaken at the end of a busy day's work and at the weekend.

6. Referring to the APTUK strategic vision a member from the floor, Alison Hemsworth, enquired about the time length of strategic document.
7. The President informed that currently it is a 2 year strategy as this links with the President's term of office that is currently dictated by the Limited by Guarantee Memorandum and Articles. The objectives and key priorities are set annually at the APTUK strategy event attend by the Directors and the Professional Committee which translates into the business plan and accompanying performance metrics.

The President continued to explain that to continue the organisational modernisation agenda, the Articles are due to be reviewed as these developed for APTUKs registration as a Limited by Guarantee Company. The previous bye-laws were transferred across where appropriate and now that APTUK has moved forwards, these also need to be modernised. However, there is a significant costs associated with this, as the Memorandum and Articles are legal documents that require legal input to any changes.

Responding to further discussions the President indicated that APTUK are acutely aware that its strategy should be available to members and plans to publish an overarching document outlining its strategy for the coming year. This will be a public document for stakeholders and the pharmacy technician profession that will hopefully be useful to non-members and encourage membership.

The President also discussed the need for an annual report. This is work in progress as up to now the AGM minutes have provided members with annual feedback on APTUKs activity on their behalf. However, going forwards an annual report, in the public domain, is required.

In response to the discussion, a member from the floor, Ellen Williams, asked if the workstream activity posters displayed at conference will be published in the journal and on the website. The President indicated that these will be published and included in the annual report.

8. Honorary member, Karen Harrowing, from the floor also thanked APTUK for all of their hard work and asked how our honorary members can do more to help.

The President thanked Karen and indicated that a role on the Advisory Board would be a way of supporting the association. As already indicated the Advisory Board will be utilised more in the coming year, now that the organisational restructure is in place. New ways of working are part of the modernization agenda and will continue to be scoped.

9. A member, Trudi Ward, from the floor, informed that she and become a member at the Clinical Pharmacy Congress and was trying to encourage chief pharmacy technicians in her workplace to join. She expressed that this was proving difficult and non-members want to know what they get for their £48 per year. Trudi suggested that a short email would be useful to show the APTUK activity to non-members.

The President and the Professional Development Workstream lead suggested that the current communication provided by APTUK could be utilised to help recruit new members. These include the Pharmacy Technician Journal editions that include a Presidents column that gives quarterly feedback and information that can be accessed through the member's area of the website, such as newsletter. Also information in emails that are sent to members often 21 has updated information that could help inform on APTUKs activities.

In addition to this, the website is being reviewed and new functionality, going forwards, will help communicate our activities more effectively. APTUK recognise that communication can be enhanced and 2016/17 was an extremely busy year as illustrated on the Workstream reports. However we aim to increase communication in the coming year.

The President thanked all members for their contribution and participation in valuable discussions that help the Board of Directors and Professional Committee to prioritise their work. Members were encouraged to inform non-members of our extremely important work and to encourage membership.

The meeting closed at 14.10.

Report of the Directors and
Unaudited Financial Statements for the Year Ended 30 April
2017 for
Association of Pharmacy Technicians (UK)

Contents of the Financial Statements
for the Year Ended 30 April 2017

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Company Information
for the Year Ended 30 April 2017

DIRECTORS:

Ms T J Fenn
Mrs J Mathieson
Mrs D C Meech
Mrs D Puaar
Mrs A Ashton

SECRETARY:

REGISTERED OFFICE:

One
Victoria Square
Birmingham
West Midlands
B 1 1BD

REGISTERED NUMBER:

08506500 (England and Wales)

ACCOUNTANTS:

C J Roberts & Partners Limited
160 Elliott Street
Tyldesley
Lancashire
M29 8DS

Report of the Directors
for the Year Ended 30 April 2017

The directors present their report with the financial statements of the company for the year ended 30 April 2017.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the membership of the Association of Pharmacy Technicians.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 May 2016 to the date of this report.

Ms T J Fenn Mrs
J Mathieson Mrs
D C Meech Mrs
D Puaar

Other changes in directors holding office are as follows:

Ms J M Taylor - resigned 25 April 2017
K Casey-McEvoy - resigned 29 July 2016

Mrs A Ashton was appointed as a director after 30 April 2017 but prior to the date of this report.

Ms R B Lemon ceased to be a director after 30 April 2017 but prior to the date of this report.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



Mrs D C Meech - Director

Date: 06-12-17

Income Statement
for the Year Ended 30 April 2017

	Notes	30.4.17 £	30.4.16 £
TURNOVER		87,470	68,332
Administrative expenses		71,322	69,491
OPERATING SURPLUS/(DEFICIT)	4	16,148	(1,159)
Interest receivable and similar income		6	6
SURPLUS/(DEFICIT) BEFORE TAXATION		16,154	(1,153)
Tax on surplus/(deficit)		1,344	
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR		14,810	(1,153)

The notes form part of these financial statements

Balance Sheet
30 April 2017

	Notes	30.4.17 £	£	30.4.16 £	£
FIXED ASSETS					
Tangible assets	5		57		71
CURRENT ASSETS					
Stocks		1,000		1,000	
Cash at bank		64,830		45,908	
		65,830		46,908	
CREDITORS					
Amounts falling due within one year	6	61,165		57,078	
NET CURRENT ASSETS/(LIABILITIES)			<u>4,665</u>		(10,170)
TOTAL ASSETS LESS CURRENT LIABILITIES			4,722		(10,099)
PROVISIONS FOR LIABILITIES			<u>11</u>		
NET ASSETS/(LIABILITIES)			<u>4,711</u>		(10,099)
RESERVES					
Income and expenditure account			<u>4,711</u>		(10,099)
			<u>4,711</u>		(10,099)

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2017.


The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2017 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 11-11-17 and were signed on its behalf by:


6-12-17

Mrs D C Meech - Director

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 30 April
2017

1. STATUTORY INFORMATION

Association of Pharmacy Technicians (UK) is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Related party exemption

The company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

Turnover

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 33% on cost, 25% on reducing balance and 15% on reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

3. EMPLOYEES AND DIRECTORS

The average monthly number of employees during the year was 7.

Notes to the Financial Statements - continued
for the Year Ended 30 April 2017

4. OPERATING SURPLUS/(DEFICIT)

The operating surplus (2016 - operating deficit) is stated after charging:

	30.4.17	30.4.16
	£	£
Depreciation - owned assets	14	193
		—

5. TANGIBLE FIXED ASSETS

		Plant and machinery etc £
COST		
At 1 May 2016 and 30 April 2017		665
DEPRECIATION		
At 1 May 2016		594
Charge for year		14
At 30 April 2017		608
NET BOOK VALUE		
At 30 April 2017		57
At 30 April 2016		71

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.4.17	30.4.16
	£	£
Taxation and social security	1,363	
Other creditors	59,802	57,078
	<u>61,165</u>	<u>57,078</u>

7. RELATED PARTY DISCLOSURES

At the commencement surplus funds amounting to £48486 were transferred from the club known as Association of Pharmacy Technicians UK to the company this amount has been included in Other Creditors.

Chartered Certified Accountants' Report to the Board of Directors on the Unaudited Financial Statements of Association of Pharmacy Technicians (UK)

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Association of Pharmacy Technicians (UK) for the year ended 30 April 2017 which comprise the Income Statement, Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://www.accaglobal.com/rulebook>.

This report is made solely to the Board of Directors of Association of Pharmacy Technicians (UK), as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Association of Pharmacy Technicians (UK) and state those matters that we have agreed to state to the Board of Directors of Association of Pharmacy Technicians (UK), as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet163>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Association of Pharmacy Technicians (UK) has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Association of Pharmacy Technicians (UK). You consider that Association of Pharmacy Technicians (UK) is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Association of Pharmacy Technicians (UK). For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.



CJ Roberts & Partners Limited
160 Elliott Street
Tyldesley
Lancashire
M29 8DS

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Date:

Detailed Income and Expenditure Account
for the Year Ended 30 April 2017

	30.4.17		30.4.16	
	£	£	£	£
Turnover				
Membership Fees	49,620		31,944	
Grants received	32,329		33,092	
NPA	5,521		3,296	
	---	87,470		68,332
Cost of sales				
Opening stock	1,000		1,000	
Closing stock	(1,000)		(1,000)	
GROSS SURPLUS		87,470		68,332
Other income				
Deposit account interest		6		6
		87,476		68,338
Expenditure				
Rent	2,839		1,558	
Insurance	6,502		3,296	
Wages	5,910		4,138	
Executive fares & expenses	15,025		14,999	
Telephone			215	
Printing, post, stationery and promotional stock	10,356		15,322	
Prize fund winners	3,900		1,200	
Education and training	5,139			
Repairs and renewals			394	
Conference costs	16,254		23,972	
Subscriptions	3,966		2,410	
Sundry expenses	1		390	
Accountancy	1,416		1,404	
Depreciation of tangible fixed assets				
Plant and machinery	8		11	
Fixtures and fittings	6		7	
Computer equipment			175	
	---	71,322		69,491
NET SURPLUS/(DEFICIT)		16,154		(1,153)