

## Agenda for the Meeting of Community Pharmacy Norfolk & Suffolk

Wednesday 21st May 2025, 9.30am for 10am start , Diss Business Hub, Hopper Way,  
Diss IP22 4GT

*This meeting is being sponsored by Chiesi Ltd in provision of an exhibition stand and will be presenting a promotional product presentation between 10:10-10:20*

Committee Members			
Nick Smith (NS) Ind		Mike Hebron (MH) CCA	
Chris Ball (CB) Ind		Mel Peet (MP) Ind	
Anil Sharma (AS) Ind		Greg McCarthy (GM) CCA	
Guppy Kular (GK) Ind		Ashley Parker (AP) CCA	
Junchao Jiang (JJ) IPA		Jainaba Njie (JN) CCA	
Simon Ingham (SI) Ind			
Officers			
Tony Dean (TD)		Lauren Seamons (LS)	
Charlotte Bowles (CFB)		Myra Battle (MB)	
Kristina Boulton (KB)			

Agenda Item			Led By	
10– 10.10am	1.	<b>Welcome, Introductions &amp; Apologies for Absence</b> We will be joined this morning by Tom Nash, from Chiesi Ltd., and this afternoon by Lee Doherty and Lucy Archer (SNEE) and Sharon Gardner and Kirsty Hockley (Primary Care Commissioning Support Officer (N&W)).  <b>Declarations of Interest</b> Completed declarations have been published on the LPC website. Please could Members review declarations and highlight any changes.	Chair	
10.10– 10.20am		<b>Tom Nash, Chiesi Ltd:</b> <b>Promotional Product Presentation</b>		

10.20– 10.30am	2.	<p><b>Annual (Re)–Election of Chair, Treasurer and Vice–Chair</b></p> <p>As Members are aware, we will formally elect a <b>Chair, Treasurer, and Vice–Chair</b>. These positions are reviewed annually as required under constitution.</p> <p><b>Review of Membership proportionality</b> We will also discuss the Contractor mix and implications for membership, and options provided by our constitution.</p>	Chair	
10:30– 11.10am	3	<p><b>Review of Action Log, Strategic Plan and Budget</b></p> <p>The Committee will discuss together the budget, proposals for staff remuneration review, and potential for a planned levy holiday later this year. Staff will be asked to leave the room for discussions involving them.</p>		
11.10am– 11.25am	4.	<p><b>Sub–Groups sessions:</b></p> <ul style="list-style-type: none"> <li>• <b>Governance Sub–Committee</b> Members: Gregg, Simon, Jainaba (3) <b>Proposals for change to LPC Constitution</b></li> <li>• <b>Finance Sub–Committee</b> Members: Chris, Nick, Ashley (3) <b>Draft Annual Accounts (if available)</b> <b>Investment accounts update</b></li> <li>• <b>Market Entry Sub–Committee</b> Members: Mel, Guppy, Mike, Junchao, Anil (5) Please see notes to the meeting for other recent decisions/contractual changes. <b>No significant change relocation to 19 Paradise Road, Downham Market, PE38 9HS by Talat Khoshakhlaq &amp; Co Ltd</b></li> </ul> <p>Feedback to whole Committee</p>	ALL	
11.25am– 11.50am	5.	<p><b>CPL Self–Assessment Toolkit 2025–6</b></p> <p>Action plan and review from the March meeting</p> <p>We will also discuss the “LPC Skills Matrix” exercise and any gaps in knowledge or support.</p>	All	
11.50am– 12.00 noon	6.	<p><b>MP Engagement</b></p>	KB	

12.00– 12.30pm	7.	<b>Community Pharmacy England Update &amp; Support Planning</b>	Anil	
12.30 – 1.15pm – LUNCH				
1.15– 1.50pm	8.	<b>Services Data– update and informing workstreams and priorities</b>	LS	
1.50pm – 2.45pm	9.	<b>ICB Updates</b> <b>Integration Project:</b> <ul style="list-style-type: none"> <li>➤ Social media report</li> <li>➤ Bus stops in SNEE</li> </ul> <b>Common:</b> <ul style="list-style-type: none"> <li>• ICB Restructuring Scoping</li> <li>• Antiviral supply</li> <li>• Draft PNAs– consultation</li> <li>• Long Term Plan</li> </ul> <b>N&amp;W:</b> <ul style="list-style-type: none"> <li>• Emergency Supply Service (local)</li> <li>• Bank Holiday Remuneration</li> <li>• “Connect Now”– Kirsty Hockley</li> <li>• Essential Meds Service</li> <li>• Estates questionnaire</li> </ul> <b>SNEE:</b> <ul style="list-style-type: none"> <li>• SNEE Expo 4<sup>th</sup> July – Newmarket</li> <li>• Waste campaign 2025–6</li> <li>• Digital Upskilling</li> <li>• Repeat Dispensing Incentive</li> </ul>	KB       TD/LS       ICB colleagues	
2.45– 3.00pm	10.	<b>Cancer Service Update</b> Expansion update, feedback from the event on 20 <sup>th</sup> May, next steps, and plans.	CB	
3.00– 3.20pm	11.	<b>Public Health Updates</b> <b>Norfolk</b> – New Contracts, Varenicline <b>Suffolk</b> – Smoking Cessation		
3.20– 3.40pm	12.	<b>AGM Planning</b>		
3.40– 3.50pm	13.	<b>CCA Questions</b>	CCA members	
3.50pm– 4.00pm	14.	<b>A.O.B.</b> Contractor Questions		

		Pharmacy Show 2025 and other opportunities		
	<b>Date &amp; Venue of Next Meetings:</b> Wednesday 23 <sup>rd</sup> July 2025  Wednesday 17 <sup>th</sup> September 2025  Wednesday 26 <sup>th</sup> November 2025			