

## Minutes of the Meeting of Community Pharmacy Norfolk & Suffolk

Wednesday 23<sup>rd</sup> July 2025, Diss Business Hub, Hopper Way, Diss IP22 4GT

*This meeting was sponsored by Cipla. They have had no involvement in the development of the agenda and will only be present for their session between 10:10-10:20*



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

| Agenda Item   |    |  | Action By Whom |
|---------------|----|--|----------------|
| 10.00–10.10am | 1. | <b>Welcome, Introductions &amp; Apologies for Absence</b><br>Guppy is on leave. Anil and Gregg will both be arriving later during the meeting.<br>We were joined after Lunch by Helen Palmer (N&W ICB)<br><br><b>Declarations of Interest</b><br>Completed declarations have been published on the LPC website.<br>Please could Members review declarations and highlight any changes.<br>No new declarations were made. |                |

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| 10.10–<br>10.20am |    | <p><b>Presentation from our sponsor, Tina Brady, Key Account Manager for Cipla.</b></p> <p>A promotional product and information presentation was given to the Committee.</p>  |                   |
| 10.20–<br>10.30am | 2. | <p><b>Review of Action Log, Strategic Plan and Budget</b></p> <p>Focus on Plan on a page summary, which will be published on our website.</p> <p>Action plan reviewed and discussed.</p> <p>LS all reviewed the plan on a page and discussions were had around the Committee.</p> <p><b><u>The Committee agreed to publish the plan on a page.</u></b></p> <p><b>ACTION</b> add a publish and review date to the plan on a page document, then publish on website and in the newsletter.</p> <p><b>CB</b> last year's budgets are ready to sign off. To note this document contains the joining of Norfolk and Suffolk previous accounts. Have added a line to include project monies, and raised with CPE to have this recognized.</p> <p><b><u>The Committee unanimously agreed on these accounts for the AGM.</u></b></p> | LS                |
| 10:30–<br>11.10am | 3  | <p><b>Confirm AGM plans, Contractor survey, and Contractor engagement.</b></p> <p><b>AGM Plans:</b></p> <p><b><u>The Committee unanimously agreed that the AGM will be at 3 pm during the September Committee meeting.</u></b></p> <p><b>ACTION</b> plan and prepare to communicate plans for this years AGM.</p> <p><b>Contractor Survey:</b></p> <p>Committee discussed current questions and gave feedback on changes for this year's survey.</p> <p><b>ACTION</b> CPNS team to make changes and share with Committee for final feedback ready for September meeting.</p> <p><b><u>The committee agreed on 4 x £50 vouchers and a four-week window for responses.</u></b></p> <p><b>Revisit face-to-face contact/visits by the committee:</b></p> <p>Discussions around the Committee on contractor engagement.</p>       | LS/ TD<br><br>CFB |

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|                 |    | <p>ACTION handout to be produced with QR codes for website, socials and contractor survey.</p> <p>ACTION Committee members to visit pharmacies during September to promote CPNS, and then review responses after the survey deadline to engage non-respondents.</p> <p>ACTION set up a WhatsApp broadcast list for all contractors and promote in the news, with the Committee then review engagement at the September meeting.</p> <p>ACTION Add Contractor event to September agenda for review and planning.</p> <p>TD ICB feedback that customer vision visits proved that no materials on display to promote Pharmacy First. Do we need to look at this messaging?</p> <p>ACTION CPNS to promote resources available to support Pharmacy First.</p>  | <p>CFB</p> <p>Committee and CPNS team</p> <p>CPNS team</p> <p>LS/ TD</p> <p>CFB/ MB</p> |
| 11.10am–11.30am | 4. | <p><b>Sub-Groups sessions:</b></p> <ul style="list-style-type: none"> <li> <b>Governance Sub-Committee</b><br/> Members: Gregg, Simon, Jainaba (3)<br/> <a href="#">Proposals for change to the LPC Constitution</a><br/> CPNS has made representation to CPE that proposals for changes to CPL national constitution are only progressed after deliberations on the CPE constitution itself have been resolved, such that an agreed consensus national CPL constitution proposal can be put to our Contractors.<br/> No further information is available yet. </li> <li> <b>Finance Sub-Committee</b><br/> Members: Chris, Nick, Ashley (3)<br/> <a href="#">Annual Accounts</a><br/> <a href="#">Investment accounts update</a> </li> </ul> <p><b>CB informed that</b> CPE does not give a National steer on money to keep in reserves now.<br/> Discussions around what reserves and savings monies to invest.</p> <p><b><u>The Committee unanimously agreed that 50% should be retained in reserves for CB to reinvest in savings accounts as per the previous year.</u></b></p> <p>LS discussed the insurance policy review from CPE</p> |   |

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|                    |    | <p><b><u>All Committee members agreed that they would like to take up Management Liability Insurance via CPE offer.</u></b></p> <p><b>ACTION</b> feedback to CPE Committee decision.</p> <ul style="list-style-type: none"> <li>• <b>Market Entry Sub-Committee</b></li> </ul> <p>Members: Mel, Guppy, Mike, Junchao, Anil (5)<br/>Please see notes to the meeting for other recent decisions/contractual changes.</p> <p>a) DSP Application, Newton, Sudbury, CO10 OQN by GM Graham Pharmacies- interest of Junchao recognised.</p> <p><b>TD Re/ DSP application</b> – standard DSP response will be made to PCSE on which should be the last DSP application following regulatory change.</p> | <p>TD</p>     |
| 11.30am-12.00 noon | 5. | <p><b>10 Year Plan</b></p> <ul style="list-style-type: none"> <li>• Key points</li> <li>• Risk-Benefit-Challenges <b>BREAKOUT</b></li> </ul> <p>What should we be engaging with as key points for pharmacies?<br/>Oppourtunities, threats, LPC focus.</p> <p><b>TD</b> strategic meetings are happening in Norfolk and planned for Suffolk. GP Feds are likely to become key players in local plans and development.</p> <p><b>ACTION</b> add to the agenda for the September meeting.</p>  | <p>LS/ TD</p> |
| 12.00-12.30pm      | 6. | <p><b>Community Pharmacy England Update &amp; Support Planning</b></p> <p>Anil provided a brief update on CPE matters, and we then carried out the funding distribution priorities exercise as per CPE roadshows recently.</p> <p><b>ACTION</b> funding and distribution feedback gathered and to be sent back to CPE.</p>  | <p>AS</p>     |
| 1.15pm – 1:45pm    | 7. | <p>Helen Palmer joined us after lunch and gave an update from N&amp;W ICB workforce team.</p> <p>EOE Teach &amp; Treat pilot underway, with reduced DPP hours supported by learnings at the UEA.</p> <p>No data is available regionally on how many pharmacies applied for the CPTAP programme. Successful pharmacies will be contacted directly by NHSE.</p> <p>Some funding is available locally for 10 Pharm Tech training programmes. Details tbc.</p>  |               |

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|               |     | <p><b>Integration Project Update</b></p> <p>LS gave an update on the project, current workings, and upcoming plans. Discussed wrap-up plans for the project and gathering feedback for the project report.</p> <p><b>ACTION</b> review remaining funding in budget and set a plan for these.</p> <p><b>ICB Common:</b></p> <ul style="list-style-type: none"> <li>• <b>ICB Restructuring Update</b></li> </ul> <p>No further updates yet.</p> <ul style="list-style-type: none"> <li>• <b>Antiviral supply</b></li> </ul> <p>SNEE specialist service was available but now decommissioned.</p> <p>Norfolk IC24 sends prescriptions to any pharmacy<br/>SNEE is only able to send prescriptions to those who were signed up originally. Could be seen as direction. Ongoing discussions with ICB and will update when available.</p> <ul style="list-style-type: none"> <li>• <b>Bank Holiday Rota</b></li> </ul> <p>Final stages of conversations on rates. Outcome will be communicated when an agreement is made.</p> <ul style="list-style-type: none"> <li>• <b>Draft PNAs- consultation- No update</b></li> </ul> <p>LS Norfolk PH may go out to Norfolk pharmacies with the unviable varenicline PGD offer against LPC advice and feedback. <b>Discussed</b></p> <p><b>ACTION</b> Committee mandate if needed to inform Contractors that this is a decision made against our judgement and we do not support the offer, with reasoning.</p> <p><b>ACTION</b> to go back and ask National stance on PGD in smoking and funding attached.</p> <p>Turning Point to communicate agreed uplift in service fees to be applied for Norfolk- will be backdated to April 2025.</p> | <p>LS/ TD and finance sub-group</p> <p>LS</p> <p>AS</p> |
| 1:45pm-2.30pm | 9.  | <p><b>Technician Support and Engagement –Breakout</b></p> <p>Committee completed the breakout sessions and fed back.</p> <p><u><b>The Committee agreed that this is a workstream that should be supported with Officer time.</b></u></p>  |   |
| 2.30-3pm      | 10. | <p><b>Integrated Neighbourhood Teams</b></p> <p>What are they, where are we? SWOT/Risk-Benefit</p> <p>Suggestion to invite ICB place/INT representatives in November?</p>   |   |

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|   |     | National webinar attended.<br><b>ACTION</b> add INT discussions to September meeting.  | LS/ TD      |
| 3pm–<br>3.15pm  | 11. | <b>CCA Questions</b><br>They were completed during the meeting.<br><br><b>ACTION</b> CCA members to inform of the clash with the members' event date and our November Committee meeting. Inform CPNS team on attendance.   | CCA Members |
| 3.15pm–<br>3.30pm   | 12. | <b>A.O.B.</b><br><b>Contractor Questions</b><br>No questions were submitted for this meeting.<br><b>LPC Conference – 25<sup>th</sup> November, London</b><br>Juan and Jai to attend. Possibly Nick.<br><br><b>ACTION</b> send invite to LPC conference and information to members. | LS/ TD      |
| <p><b>Date &amp; Venue of Next Meetings:</b><br/> Wednesday 17<sup>th</sup> September 2025, Diss Business Hub<br/> Wednesday 26<sup>th</sup> November 2025, Diss Business Hub</p> <p><b>Proposed dates for 2026 Meetings.</b></p> <p><b><u>The Committee agreed to continue with the Diss Business Hub as a venue and, if possible, to book the Casino room.</u></b></p> <p>Wednesday, 21<sup>st</sup> January 2026<br/> Wednesday, 18<sup>th</sup> March 2026<br/> Wednesday, 20<sup>th</sup> May 2026<br/> Wednesday, 22<sup>nd</sup> July 2026</p> <p><b>ACTION</b> check Casino Room availability at Diss Business Hub and confirm dates with the Committee, then contact sponsors – CFB / MB</p> |     |  |             |