

Minutes of the Meeting of Community Pharmacy Norfolk & Suffolk

Wednesday 17th September 2025, Diss Business Hub, Hopper Way, Diss IP22 4GT

The meeting was sponsored by Scope. They had no involvement in the development of the agenda and were only present for their session.

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	A	Greg McCarthy (GM) CCA	P
Guppy Kular (GK) Ind	P	Ashley Parker (AP) CCA	A
Junchao Jiang (JJ) IPA	P	Jainaba Njie (JN) CCA	P
Simon Ingham (SI) Ind	A		
Officers			
Tony Dean (TD)	P	Lauren Seamons (LS)	P
Charlotte Bowles (CFB)	P	Myra Battle (MB)	A
Kristina Boulton (KB)	A		

Agenda item		Action by whom
1.	Welcome, Introductions & Apologies for Absence Guests for the day–Morning presentation from Nicki Joy, Regional CPPE Tutor, and afternoon discussions with Sharon Gardner from N&W ICB. Apologies have been received from Ashley and Simon Declarations of Interest No new declarations made. Members were reminded that if any changes to the current published DOI are needed, they should speak with the employee team.	
2	Presentation from our sponsor, Scope. A presentation was given by Nisha on the products available from Scope.	

3	<p>Review of Action Log, Strategic Plan and Budget Action log was reviewed, progress discussed and updates on ongoing works were provided. LS Strategic plan has been updated. The NHS 10-year plan discussion is on hold. Will move to a future agenda when more information/time is available. Action – Budget to be added to the website.</p>	<p>CFB</p>
4	<p>Confirm AGM plans, Contractor survey, and Contractor engagement. Video from Janet Morrison, presentation, Questions, and voting to start at 3 pm. Contractor Survey now live, all to please encourage engagement amongst pharmacy staff, share the link. Revisit face-to-face contact/visits by the Committee & supporting paper. No visits had currently taken place at the time of the meeting. ACTION Produce a list of pharmacies that have not been visited in last 12 months and share with Committee members.</p>	<p>CPNS team</p>
5	<p>Sub-Groups sessions:</p> <ul style="list-style-type: none"> Governance Sub-Committee Members: Gregg, Simon, Jainaba (3) LS TOR need to be updated, end date for the document to run until the end of the Committee term. ACTION update TOR documents and publish to the website. LS, there is a need to address membership of sub-committees, as the Finance sub-group will need another member. The Committee discussed and agreed that Anil is to be transferred across to the Finance sub-group. ACTION inform Anil of the changes and move across to Finance subcommittee, update the website and documents accordingly. Finance Sub-Committee Members: Chris, Nick, Ashley (3) Update. Revised Finance Guide v4 Sept 2025 The Committee agreed to check statements and review payments at each LPC meeting. LS added to the risk register. Confirm Virtual Outcomes decision. The Committee's decision was not to renew the license for this and to utilise the funds for other training. The Committee decided that the current rates for locum cover and attendance in our expenses policies should remain the same. 	<p>CPNS team</p> <p>LS</p> <p>CPNS Team</p>

	<p>ACTION: Ensure that budgets and accounts are included with all Committee papers.</p> <ul style="list-style-type: none"> • Market Entry Sub-Committee <p>Members: Mel, Guppy, Mike, Junchao, Anil (5) No decisions required.</p>	
6	<p>CPPE Update</p> <p>NJ gave an update on the current training and learning packages available through CPPE to the Committee.</p> <p>ACTION Promote online workshops available to all contractors</p>	CFB/ MB
7	<p>Community Pharmacy England Update & Support Planning</p> <ul style="list-style-type: none"> • Pressures/Funding Survey Support- discussion <p>Anil was unavailable no further discussions were had.</p>	
8	<p>Integration Project Update</p> <p>Proposal for support for October Pharmacy First Campaign-posters/social media boost.</p> <p>The Committee agreed on budgets for boosting campaigns and mailing letters/posters to all contractors. Present data at the November meeting on the effectiveness of boosting.</p> <p>ACTION Schedule posts on National campaigns, send mail shot to all pharmacies, and link in with Juan for support with Social Media.</p>	CFB
9.	<p>ICB/Commissioning Matters</p> <ul style="list-style-type: none"> • ICB Restructuring Update <p>SG no further updates. Executive directors have been determined, but not yet announced. Will be Norfolk and Suffolk ICB from 1st April 2026.</p> <p>TD CPNS will continue to work closely with the current ICB teams, looking at opportunities and support for Community Pharmacy.</p> <ul style="list-style-type: none"> • Bank Holiday Rota <p>SG N&W proposal in progress going into winter, including an increase in rates. Request for all bank holidays proposed for 2026/27; Approval needs to be obtained (PCCC); further updates when available. SNEE improved rates are approved, and EOIs have gone out to pharmacies.</p> <ul style="list-style-type: none"> • N&W Cancer Service <p>CFB The service is currently on hold due to RDS decommissioning. Discussions are ongoing with ICB to set up alternative pathways direct into secondary care. Will update as soon as available.</p> <ul style="list-style-type: none"> • Flu (Adult and Children's) Service Update <p>SG Lower sign-up up than other areas, any feedback would be helpful. A possible list of providers to be shared with all</p>	

	<p>contractors from ICB. LPC to issue clarification on Frontline healthcare workers, the definition is care homes, nursing homes staff only.</p> <ul style="list-style-type: none"> • NCC Smoking Cessation PGD Service <p>LS clarification to follow on new PGDs that have gone out to pharmacies today. LS to update all.</p> <ul style="list-style-type: none"> • Healthera/EConsult & PF Referrals <p>We could see an increase in PF referrals due to System One functionality being switched on and contract requirement changes for GPs from 1st October. Update from CPNS/ICB when available.</p> <p>LS Healthera update given.</p> <ul style="list-style-type: none"> • Pen cycle scheme <p>TD SNEE waste and green agenda, contractor decision if they wish to engage, no payments for the service.</p> <ul style="list-style-type: none"> • Innovate OPIP Funding Bids • Oliver McGowen training <p>SG gave an overview and background. Offer of training, feedback from the Committee appreciated. Aimed at Pharmacists and Technicians. Tier one training would be most suited to pharmacy teams.</p> <p>ACTION feedback to Sharon after viewing the slides to share with the Committee.</p> <p>ICB Campaign – Waste (mandatory)</p> <p>TD meeting in October should be a joint campaign across both ICBs; more info to follow.</p>	<p>CPNS Team and Committee</p>
10.	<p>Integrated Neighbourhood Teams, etc.</p> <p>What are they, where are we? SWOT/Risk–Benefit Implications for LPC/representation, and commissioning models, etc. Agree on some core Principles.</p> <p>LS 2 SNEE National bids accepted for pilot site.</p> <p>ACTION Move to the agenda for next time as a morning session.</p>	<p>TD/ LS</p>
11.	<p>CCA Questions</p> <p>MH completed the questions, discussion was held to ensure all items were covered.</p>	
11.	<p>A.O.B.</p> <p>Contractor Questions</p> <p>No questions were submitted.</p> <p>LPC Conference – 25th November, London</p> <p>Juan, Nick and Lauren are attending.</p>	

	<p>UEA prize fund & support ACTION go back and ask for a designated time slot to actually present to students. Juan is happy to support again.</p> <p>PQS suggestions National and Local LS INT funding, what should we look at engaging with. Relevant training for staff if available.</p>	<p>CFB/ TD</p>
	<p>Annual General Meeting of CPNS We were joined online by Esther from Remedium Pharmacy. LS welcomed everyone, including online guests, to the CPNS AGM. NS gave a brief introduction and reflection on the year before sharing a recorded message from Janet Morrison.</p> <p>Attendees were asked to review the annual report and Financial Statement and given the opportunity to ask any questions. There were no questions on these reports or updates.</p> <p>Votes were taken in the room and from online attendance, and the postal votes were added to these. A total of 116 votes were in favour to accept the accounts and annual statement, 0 votes against. Unanimous vote to accept. Close ACTION Publish paperwork to the CPNS website.</p>	<p>CPNS Team</p>
<p>Date & Venue of Next Meetings: Wednesday 26th November 2025, Diss Business Hub Wednesday, 21st January 2026, Diss Business Hub Wednesday, 18th March 2026, Diss Business Hub Wednesday, 20th May 2026, Diss Business Hub Wednesday, 22nd July 2026, Diss Business Hub</p>		