

Minutes of the Meeting of Community Pharmacy Norfolk & Suffolk

Wednesday 18th March 2026, Diss Business Hub, Hopper Way, Diss IP22 4GT

The meeting was sponsored by Chiesi. 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	A
Chris Ball (CB) Ind	P	Mel Peet (MP) Ind	P
Anil Sharma (AS) Ind	P	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	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
<p>Welcome, Introductions & Apologies for Absence Welcome back to Mel Peet, from maternity leave. Apologies received from Ashley Parker and Mike Hebron.</p> <p>Declarations of Interest The committee was reminded that if there were any changes to the current DoI, they should speak to the employed staff team; the folder was available.</p>	
<p>Presentation from our sponsor, Chiesi, Sarah Hallett and Charlotte Oldham gave a presentation to the Committee on products. Placebos and information is available for contractors if they would like anything to support in pharmacies click here.</p>	
<p>Review of Action Log, Strategic Plan, and Budget Action log reviewed along with the budget.</p>	

<p>Strategic plan: Chief Officers have made a start on the 2026/27 draft of the Strategic Workplan, using the CPE template, and will discuss further with the Exec team. This will be a substantive item at the next meeting.</p> <p>ACTION add the strategic plan to the agenda for the May meeting.</p> <p>NS gave feedback from the recent Chairs meeting. The strategic plan is to be used as a formal resource to support and show the core functions and workings of CPNS.</p>	<p>LS/TD</p>
<p>Sub-Groups sessions then Whole Committee:</p> <p>Finance Sub-Group Finance checklist See comments below.</p> <p>Governance Sub-Group Re-authorisation of core Governance documents</p> <p>ACTION Governance framework and code of conduct to be updated on the website.</p> <p>All agreed to review the constitution and other governance documents, ready for elections at September meeting.</p> <p>ACTION agenda item for the September meeting.</p> <p>TD the contractor breakdown has been checked and is still proportionate to representation at present. This will also be reviewed again before the snapshot in October.</p> <p>ACTION add discussion on contractor breakdown for elections to September agenda.</p> <p>Market Entry Sub-Group List of changes shared with the agenda, no actions to be completed at present, all for information.</p>	<p>CFB</p> <p>CPNS team</p> <p>CPNS team</p>
<p>Budget Setting 2026-7</p> <p>Finance checklist discussion</p> <p>Overview TD attended a CPE finance meeting and gave an update. The committee reviewed the new Finance checklist and discussed actions.</p> <p>ACTION discuss a process to cross-check and review oversight of online accounts.</p> <p>TD £20,000 to come from ICB for workforce to provide CPD to pharmacies.</p> <p>Accounts and budget setting</p> <p>CB Levy to stay at the current rate as a proportion of contractor income, Levy holidays to be given as appropriate in order to demonstrate value. Accounts for this year discussed through the compared to last year and approved.</p> <p>TD CPNS currently sits around the National average for LPC rates.</p> <p>ACTION add review of staff, locum, and honorarium rates at the May meeting.</p> <p>Anil gave an overview of the spring conference event that Cambridgeshire and Peterborough are holding in March. The committee said the engagement feedback from that event would be helpful in planning a CPNS contractor event.</p>	<p>TD/NS/CB</p> <p>LS/TD</p>

<p>ACTION: update on the Cambridgeshire and Peterborough event in March at the May meeting.</p>	<p>AS</p>
<p>LPC Self-Assessment 2026 The committee reviewed and discussed the LPC self-assessment for CPNS. ACTION members to complete appraisal feedback for staff team ACTION Ensure Contracts meet new statutory requirement and any updates to terms and conditions are provided in writing The committee noted that engagement with communication methods and social media has continued to increase, despite reduced capacity. LS consideration of whether we need to start engaging with local councils. ACTION review and publish Self-assessment document.</p>	<p>Committee members Exec team</p> <p>LS</p>
<p>Sexual Health reinvestment proposal – Suffolk/Provide Proposal discussed with the committee SI queried whether PharmOutcomes was still the best system to use or if other IT providers were being looked at. ACTION: investigate which other IT providers are available to Councils. JN need to look at costing of the MPOX vaccine service in Suffolk. ACTION look into costings of other MPOX vaccine services. The committee agreed with the proposals, taking into consideration the comments made above.</p>	<p>LS</p> <p>LS</p>
<p>Committee member visit day planning – June Discussion on date for June for Committee members to visit pharmacies, what materials are needed, and planning. 17th June agreed. AS gave an overview of how Cambridgeshire and Peterborough engage with contractors on members day. Typically, they would visit 4/5 pharmacies in a day and feedback actions for the support team. ACTION prepare form to collect geographical data from members to plan visits. ACTION share all supporting documents with the Committee for 17th June ACTION communicate with contractors about the visits.</p>	<p>CFB CPNS team CFB/ MB</p>
<p>CPE Update Negotiations are ongoing. ACTION CPE presentation to be shared.</p>	<p>AS</p>
<p>Branded Generics Discussion TD gave background information and update on this in Norfolk and Suffolk. Need feedback from Committee on current costings and supporting information to present to ICB. ACTION members to look into current issues and costings and report back to TD.</p>	<p>GK, SI, MP</p>
<p>ICB Update Structure & Roles Updates given on current understandings of new structures and how CPNS will be involved to support Pharmacy role and functions going forward. ACTION approach the new pharmacy commissioning team to seek an update to the N&W toolkit for Pharmacy First referrals and a plan of resharing.</p>	<p>CPNS team</p>

<p>NMSS (N&W) The decommissioning support package has been shared with contractors. ACTION highlight MSS communication to contractors and key dates, along with webinars. CPNS does not support the provision of MDS as a reasonable adjustment. INTs – Resource: Neighbourhood health & Integrated Neighbourhood Teams – CPE West Suffolk INT – Pharmacy first, contraceptive service and hypertensive case finding service digital screens to be shared across partners for promotion of pharmacy service. No further updates in other areas. ACTION ask CPE to review possibility of changes to hypertension case finding service to record readings on BP monitor instead of ABPM being fitted.</p>	<p>CFB/ MB</p> <p>AS</p>
<p>Primary Care Collaborative Discussions and Potential LS Discussions around GPs and other providers to share posters and information to patients on pharmacy services available to free up GP time and signpost to pharmacies.</p>	
<p>RSG/TAPR Questionnaire The Committee discussed and completed during the meeting.</p>	
<p>CCA & Contractor Questions Short dated stock from Wholesalers Discussion; no other issues reported around the table. Some issues with barcodes to scan to systems to check these details. Switching to digital repeats No other issues reported and further information has been requested from pharmacy reporting. Some pharmacies around the room said it would be a positive if this was enabled. Supportive messages and digital exclusion exemptions need to be put in place to support this shift. ACTION speak to LMC about patient and pharmacy communications around repeat ordering. Gregg was submitting the questions on behalf of the CCA members and discussions were had to ensure all information was captured and recorded.</p>	<p>CPNS team</p>
<p>A.O.B Feedback from UEA event – Juan JJ gave an overview of his day at the UEA and the engagement he had from the year 4 business case day, he said it went really well and looks forward to seeing the final cases when produced. Norfolk SmokeFree CB Issues around new Smokefree app and digital offer ACTION look into app and speak with Norfolk public health and feedback</p>	<p>LS</p>
<p>CLOSE Dates of Next Meetings: Wednesday 20th May 2026, Wednesday 22nd July 2026, Wednesday 23rd September 2026, Wednesday 11th November 2026</p>	