Agenda of the Meeting of Community Pharmacy Norfolk & Suffolk

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

The meeting is sponsored by Exeltis Uk. Exeltis Uk are sponsoring this meeting but have had no input to the Development of the agenda or meeting content and were only present for their session.

Committee Members			
Chris Ball (CB) Ind		Mel Peet (MP) Ind	
Anil Sharma (AS) Ind	A	Greg McCarthy (GM) CCA	
Guppy Kular (GK) Ind		Ashley Parker (AP) CCA	
Junchao Jiang (JJ) IPA		Jainaba Njie-Bright (JN) CCA	
Simon Ingham (SI) Ind		Katie Steel (KS) CCA	A
Officers			
Tony Dean (TD)		Lauren Seamons (LS)	
Charlotte Bowles (CFB)		Myra Battle (MB)	

	Agenda Item	Presented By
1. 10am	**Welcome, Introductions & Apologies for Absence** Anil and Katie have sent apologies. **Declarations of Interest** We will be joined at lunchtime by Nicki Joy, Regional CPPE Tutor, Sharon Gardner and Lucy Archer from N&S ICB	Vice Chair
2. 10.10am – 10.20am	**Presentation from our sponsor** Daniel Torrens *Exeltis Uk* Key Account Manager - East Anglia	
3. 10.20am	**Discussion and appointment of new Chair**	Vice Chair
4.	**Review of Action Log** • Member visit days (check confirmed dates)	CFB
5.	**Committee Staffing Discussion:** Recruitment of Administration Officer update Review and reflection on the staff structure proposal; the employed team will be asked to leave at this point.	LS Chair/Treasurer
6.	**Committee Sub-group updates (coffee)** Review of membership	

	Finance: Review of Budgets & planning for 2027/28 **Governance:** Upcoming changes to employment contract and staff handbook templates from CPE. **Market Entry:** No new applications or changes to report	
7.	**Workplan update & Strategic Plan discussion**	
8.	**Election process and plans**	LS and CB
9.	**Training survey & CPD Plan**	MB
10.	**IP service update and discussion**	
12.30 to 1.15pm	**LUNCH**	
11. 1:15 -1:45pm	**CPPE Update,** Nicki Joy	
12.	**ICB Update,** (Sharon & Lucy) IP assurance update Vaccinations performance Training closure governance	
13.	**Primary Care Collaborative Discussions and Potential models**	
14.	**CCA & Contractor Questions**	
	A.O.B • CPE Conference attendance • UEA Prize Fund (University of Suffolk?)	

CLOSE

Date & Venue of Next Meetings:

Wed 20th January 2027 - Diss Business Hub

Wed 10th March 2027 - Diss Business Hub

Wed 19th May 2027 - Diss Business Hub