

Minutes of the Meeting of Community Pharmacy Norfolk & Suffolk

Wednesday 23rd September 2026, Diss Business Hub, Hopper Way, Diss IP22 4GT



Lupin Healthcare sponsored the costs this meeting through the purchase of stand space and a promotional slot. Lupin had no influence on the venue, or involvement in the development of the agenda and were present in the meeting only for their session.

Committee Members			
Nick Smith (NS) Ind	P	Katie Steel (KS) CCA	P
Chris Ball (CB) Ind	A	Mel Peet (MP) Ind	A
Anil Sharma (AS) Ind	P	Greg McCarthy (GM) CCA	A
Guppy Kular (GK) Ind	A	Ashley Parker (AP) CCA	P
Junchao Jiang (JJ) IPA	A	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

Agenda Item		Action By Whom
	Welcome, Introductions & Apologies for Absence Greg, Jawn, Chris, Guppy & Mel have sent apologies. Sharon Gardner, Lucy Archer and Gregg Syder, ICB Community Pharmacy Commissioning team, joined us at Lunchtime. Declarations of Interest SI updated his DOI to reflect recent changes. ACTION add updated DOI document to website.	CFB
	Presentation from our sponsor Anna Twomey of Lupin Healthcare UK AT gave an update and presentation on Lupin products and operations.	

	Review of Action Log, Strategic Plan, and Budget Action log reviewed and discussed. Chris sent a budget update; all are within the expected range. Other financial discussions to be had in the next section. ACTION add strategic plan to the November agenda for review.	CPNS team
	Committee planning discussion The Committee held a confidential discussion regarding organisational arrangements and staffing requirements. The Committee noted the resignation of Tony Dean, Joint Chief Officer, who will leave CPNS in November 2026. Members thanked Tony for his significant contribution and many years of service to community pharmacy locally. During the meeting, the Chair announced his decision to step down as Chair and resign from the Committee. Members thanked Nick for his contribution to CPNS, during the merger of the organisations, and previously as a member of Suffolk LPC. In light of these changes, the need to consider future governance and organisational arrangements was recognised. It was suggested that an additional meeting be arranged in October to provide an opportunity for further discussion. Action – Arrange additional planning meeting for October A proposal for additional administrative capacity was shared and discussed. The committee unanimously approved recruitment of an Administration Officer in line with the agreed proposal. Action – Begin recruitment process for Administration Officer	LS/JNB LS
	Sub-Groups sessions / Break NSCR – Willows Downham Market Committee agreed that there is no objection to this application and a response should be sent to reflect this.	
	Contractor breakdown for elections and Number of places on new Committee for 2027 LS presented the contractor breakdown, ready for election planning next year. A vote was taken around the table, and all agreed we should have a 12-seat committee at the next election.	
	Local Services update - Suffolk NRT and POM re-procurement - Suffolk Smoking Cessation – Feel Good Suffolk	

	Norfolk PGD extension LS Eol for additional pharmacies in Suffolk to provide the smoking cessation service has gone to contractors. Upcoming changes to postal provision of NRT and POM medications are awaiting review; ACTION communicate changes with Suffolk contractors when information is available LS Norfolk PGDs expired for sexual health services. EHC PGD service has not been renewed. Chlamydia PGD is under review; there may be a gap in service if it is not ready. Referrals will stop if this happens during this time. Updates to follow when available. ACTION Update Norfolk contractors when PGDs are renewed and available. TD Local neighbourhoods are developing; CPE should be looking at developing a group of NES documents to support local discussions. ACTION take back to CPE and ask about a set of NES documents to support local discussions.	CPNS team CPNS team AS
	Engagement, Events and Feedback - Freshers fair feedback MB and CFB gave feedback on recent Freshers' events and support, great team working with ICB and other partners, lots of pharmacy discussions around services and over 170 vaccinations delivered over both events. - Member visit days November CFB gave out packs and details for the November visit days, feedback survey has been updated and will be shared again nearer the time. ACTION share feedback survey via email and WhatsApp first week in November ACTION contact missing members to arrange pack drop off and updates. - Video clips on being a Committee member Discussion had on building a video to support with member elections next year. ACTION Send some questions to committee to get videos to use for use to promote with elections. ACTION members to send videos back to team for editing. TD news to come, just awaiting sign off of a 7 & 28 days prescribing policy in Norfolk and Suffolk from ICB.	CFB/ MB CFB CPNS team Committee
	CPE Update & LPC Conference 2026 AS gave an update and presentation on current CPE works and update from the committee meeting. ACTION Share CPE slides with committee. LS CPE conference Thursday, November 26th, 2026; 4 member spaces are available on the day. Great day to communicate directly with CPE and other LPC colleagues.	CPNS team

	ACTION Send an email to all committee members for attendance at the National Conference	LS
	CCA Dashboard, CPE Dashboard and ICB data sharing LS presented the current data platforms available and the new CCA dashboard. Committee agreed unanimously to the purchase cost of £450-£500 for access to the dashboard. ACTION purchase CCA dashboard for use amongst LPC employed team.	LS/ CB
	ICB updates: Independent prescriber onboarding & Toolkit SG Greg is now the lead on IP, with two streams: PF expansion and a local prescriber development program. Two fellow applications are currently live: one for a Pharmacist and one for a Pharmacy Technician. GS National discussions and information to follow; local IP toolkit is being produced. Will use data from IP project to gain feedback on tools and support. LPC have been asked to sit on the governance board. SG prescriber codes and costing codes will also be worked on alongside the meds op team. LS OPIP programme for Norfolk, model is still undergoing discussions, but pharmacy will be part of this. Levemir discontinuation SG communications have gone to all. Pharmacies to remind patients to contact consultants if need help with this process. Vaccination updates LA thanks to Myra and Charlotte for supporting the UOS and UEA events in the recent weeks, very productive and engaging sessions. MenB vaccinations: just under 10,500 first doses supplied and just over 3,500 second doses administered. Vaccination numbers are starting to rise, and will increase when the full service begins. EPS nomination standards – new resources and ICB data LS gave background on updates on nominations and data now available locally. If there are patient concerns around nominations, ICB can now investigate nomination changes. Tools are now available on the CPE website for the new process. SG reminded all that the nomination belongs to the patient not the pharmacy. TD feedback would be good on AI telepathy (Emma/ Andy) and as they can't get through, patients are then going to pharmacy. ACTION ensure to communicate consent to nomination changes in January Meds Op: Medicines Shortages group	CPNS team

	SG Meds shortage group to be set up; LPC will be invited along. LS Would appreciate Committee support in updating with on the ground info and issues. A note of thanks to all that continue to support with this when details are asked for. Early detection of cancer CFB Service to now extend until March 2027 at which point it will cease pending evaluation outcomes. CPNS have put in bid to produce full evaluation. To then take forward for future commissioning. Community pharmacy being involved in strategy discussions and considerations for future services. Palliative/Essential Medicines review SG review is being completed in both legacy areas of Norfolk and Suffolk. NS could generic prescribing be considered as part of this review. TD is this being looked at as part of anticipatory prescribing. SG yes this is a full review of all services that may lead into this. A new service would have clear indications of what it should be used for. Neighbourhood updates LS West Norfolk involved in discussions, Great Yarmouth and Waveney event attended at JPUH and conversations with some surgeries in Yarmouth about Pharmacy First referrals, Ipswich and East discussions ongoing. SG some discussions are beginning, and connections are being made with the neighbourhood teams. GS Benedict's Law work with meds op teams and schools; have requested links in with community pharmacy for communications and learnings.	
	CCA & Contractor Questions No questions to complete as they are quarterly and were completed last meeting.	
AGM	Annual General Meeting - Annual Report Overview NS welcomed everyone to the AGM and gave overview of the annual report. NS acknowledged the ICB merger and changing landscape, team changes and challenges, and continued work on services and pharmacy in general within the area. - Accounts Overview NS All accounts have been fully audited and signed off by accountants; levy holiday acknowledged for contractors; surplus monies invested in a long-term savings account to benefit from the surplus. No questions were received on the accounts.	

	• CEO Janet Morrison AGM video (6.5 minutes) Video was played, and questions and feedback were welcomed, but none were received. • Chair Jenny Harries AGM video (5.5 minutes) Unable to access because the link was not working. ACTION: send video when link is working again. • Vote to adopt annual accounts 2025-6 Votes were taken in the room, and the postal votes were added. A total of 76 votes were in favor of accepting the accounts and annual statement, with 1 abstention. Vote to accept. ACTION publish paperwork to CPNS website.	  CPNS team CPNS team
SGM	Special General Meeting to adopt new national model LPC constitution • Brief overview LS gave an overview of the constitution and the changes underway. Main changes and adjustments discussed. Vote to adopt new model constitution Votes were taken in the room, and the postal votes were added. A total of 77 votes were in favor of adopting the new model LPC constitution. Vote to accept. ACTION publish paperwork to the CPNS website.	CPNS team
	A.O.B Nothing raised.	
Date & Venue of Next Meeting: Wed 4th Nov 2026 – Diss Business Hub Wed 20th January 2027 – Diss Business Hub Wed 10th March 2027 – Diss Business Hub Wed 19th May 2027 – Diss Business Hub		