

In the Chair: Rob Severn (RS)
Chief Officer: Nick Hunter (NH)
Secretary: Alison Ellis (AE)
Treasurer: Gordon Heeley (GH)
Services officer: Mike Jones (MJ)

Members:

Rebecca Butterworth (RB) (pm only), Linda Ferguson (LF), Dave Fernley (DF), Nishant Patel (NP), Vijay Pujara (VP), Dhiren Raval (DR),

Attended

- Rebecca Dickenson, Community Pharmacy Clinical Lead, Nottingham & Nottinghamshire ICB
- Joseph Liardet, Thriving Nottingham
- James Barsby, Senior Commissioning Manager, East Mids Primary Care team
- Matthew Moore, Commissioning Manager, East Mids Primary Care Team

Apologies received

- David Evans, LPC member
- James Sutcliffe, LPC member
- Raj Morjaria, LPC member
- Soumar Kaziz, LPC member
- Lindsey Fairbrother, CPE Regional Representative (via Teams)
- Kirsten Atkinson, Priest & Co

Welcome and introductions

- New member – Nishant Patel, Vantage Pharmacy – welcomed and introductions given

Soumar Kaziz was covering the maternity leave for Emma Marsden – Emma is now back at work and the CCA are going through the process of reviewing membership as well as the replacement for James Sutcliffe.

1 - GOVERNANCE

- Acceptance of the minutes from 18th September 2024 - Attachment 1A
All members present agreed that the minutes from 18th September 2024 were a true and accurate of the meeting.
 - Action points from 18th September 2024 (Action tracker) – Attachment 1B
 - 21 – risk register review – agenda item below
 - 24 – KA is working with the IT company, next CP Nottinghamshire contractor event in March 2025 will launch the PF website.
 - 25 – PF material - updating the website along with resources from KA and highlighting to contractors in November newsletter
 - 26/27 – linking focus on different conditions / services and locum training with March event
 - 28 – looking at pharmacies with low consultations on all services - sending out letters to pharmacies re PCS at the moment and will monitor responses and any increase in activity.
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- 29 – Palliative care – included in the October newsletter re checking payments being received / claimed
- 30 – ABL – not heard anything – try again – new licensed product available instead of Champix so ask for an update.
- 31 - RS has started to write guidance on issues raised with mental health etc for the CPN team to use
- 32 - website page with all the support information that can refer to including the NHS helpline (NH has info) – this is linked to the guidance so ongoing
- 33 - Staff members to look at completing Mental Health first aid course – linked to the guidance document and so ongoing

- [Declarations 2024 – review and complete by RM](#)
RM not at meeting – AE will ask to complete before the January 2025 meeting when back from annual leave.

Action: AE to contact RM regarding declaration completion by January 2025 meeting

- [Governance sub-committee update – need to review membership as JS resigned](#)
Ask if any members wish to be involved in the committee – currently DE and DR.
Email to all members and ask before the January 2025 meeting.

Action: AE to email all members and ask if they wish to be part of the governance committee due to changes in membership

- [Draft merged Risk register 2024 – Attachment 1C](#)

Reviewed all lines on the risk register and discussed /agreed the risk and then mitigated risk levels. Agreed to review 6 monthly at full committee meeting.

- [Market entry](#)

- **New contract applications -routine**
- **New contract applications - excepted**
Application for a no significant change relocation
By: F P Watson Limited T/A Canning Pharmacy
From: 2 Beastmarket Hill, Old Market Square, Nottingham, NG 1
To: 7 Victoria Street, Nottingham, NG1 2EW
Closing date: 25th November 2024

Declarations: LF (Peak)

Meets regulatory test so should support the application - also premises and access will be improved for patients including will have 3 consultation rooms.

Response: Meets regulations and LPC support application

- **Contract applications received from other areas**
- **Litigation**
Nothing received
- All contract decisions and amendments are in separate document - [Attachment 1D](#)

Have some concerns around the information that is being sent out from East Midlands Primary Care Team – not receiving market entry to new email addresses and so may miss some of the changes – raise with James Barsby.

Bank Holiday rota is also causing problems as asking pharmacies to open when it is not physically possible or that have closed / changed ownership and sent through to the wrong nhsmail account.

- PCA Decisions Archive - NHS Resolution

For information

2 - FINANCES

- September / October 2024 accounts – Attachment 2A, 2B, 2C, 2D

Income

No levy as paid in August

Transfer from project fund to cover INW & PIF work completed - £3156.36

PharmOutcomes for East Midlands transferred payment amount from Project fund - £58,434.00

Received sponsorship from Cambrian Alliance for AGM - £250.00

Transferred across interest received - £145.58

Total income = £61,985.94

Expenditure

Usual costs for employees including salaries, NI, Tax and Pensions – £8,897.07

£725.00 is the total NI but then added back into the accounts.

Office costs are the same as usual -£918.71

PharmOutcomes invoice for East Midlands - £58,434.00

PSNC monthly levy - £8,228.00

Eventbrite tickets for AGM - £7

PR (Kirsten) - £650

Total expenditure = £79,688.15

Balance = £127,973.71

Project Fund balance - £120,037.39

- **October accounts**

Income

Levy payment - £19,299.99

Sponsorship from Sanofi for AGM - £250.00

Interest received - £99.71 (Interest rates have dropped to 1% from 2.5%)

Transfer from project fund for work completed, salary etc - £3,006.08

Total = £22,655.78

Expenditure

Usual costs for employees including salaries, NI, Tax and Pensions - £10,102.11

Office costs - £916.60

PSNC monthly levy - £8,228.00

PR - £650

Total expenditure = £20,132.09

Balance = £130,497.40

Project Fund balance - £117,031.31

All members present were in agreement with the accounts.

- [Budget 2024/25 – spreadsheet shared by GH at meeting](#)

Charges for Lloyds bank now restarting - £60 per month budgeted.

Pharmacy integration – budgeted £2500 for event in March 2025 using figures from last event.

Integrated neighbourhood working – hoping to start in Feb/March - £4000 budget.

Meetings - Budgeted £14,000 and only predicted to spend £9,000.

Lease for the office is now over 6-year term but not heard anything from Rushcliffe Council regarding any renewal or increase in rent.

Salary – on track for budgeted amount.

Employment NI allowance – saving £5000 this year.

Have some backdated from 4 years - £22,000 – not sure how this will be paid back to the committee – probably be held on account and so will not pay any NI until this has been used.

Finance Committee proposed a levy reduction down to £18,000, seconded by LF and all members present agreed.

This will be reduced from January 2025- GH will send through request to NHSBSA asap.

Reviewed the prescription dispensing figures and graphs that GH produces re levy payments.

Number of Pharmacies - highest was 246 in 2017 and now 218 – this means that there has been an increase in items and less pharmacies to dispense.

£8.88 per item – 2007 was over £11 per item at its peak.

Levy cost per contractor = £88.13, it was £79.64 at beginning of the year – proposed reduction means it will be around £82.

Not received the CPE levy payment invoice for 2025/26 yet.

- [Prescriptions dispensed data for July and August 2024 – Attachment 2E and 2F](#)

For information and included in the graphs presented

3 - [COMMUNICATIONS](#)

- [Celebrating CP Success Awards 2024 and AGM review](#)

Good structure to the event – just disappointing re numbers attended.

Recognition from senior NHS people on the work that IP had completed over the year.

Agreed should plan for another event in September 2025 along with AGM.

- [Communications plan – Attachment 3A](#)

For information – no changes from September meeting.

- [Pharmacy First 1 year on event – March 2025](#)

- How to continue to improve and implications of services being bundled from April 2025.
- Joint with Derbyshire to make more efficient and keep costs down.
- Provisional date - Sunday 2nd March 2024 10am - 3pm
- Use holiday inn, Junction 25 M1
- Sessions including
 - consultations with children – CPPE?
 - Dealing with difficult patients – aggression – across the whole pharmacy
 - Otoscope training – especially with toddlers
 - Initiation and continuation of contraception

Focusing on giving pharmacists more confidence of consultations with children. Real opportunity to fill the gap between GP's and A&E.

- Could have 2 sessions like CPPE – morning and afternoon – rather than an all-day event but not sure will fit everything in.
- Or could run two separate workgroups and then swap groups in the afternoon.

All agreed that this should go ahead.

MJ has worked with CPPE to create content for initiation of contraception service.

- [Digital training for contractors](#)

Needs to be equitable for all contractors.

Increase bottom line figure of contractors is on the LPC constitution.

Really good opportunity for independent contractors to help them get onto the social media journey to help business and footfall.

- [Love your pharmacy campaign](#) – Attachment 3B

Proposing to run a campaign in local media and increase awareness of services. Members liked the ideas for this but asked for more information on cost and coverage and MJ will work with KA to get this information for the next exec meeting.

Action: MJ / KA to gather more information on costs for the campaign and bring back to the exec meeting December 2024. Hoping to start the work in January 2025.

[OPEN MEETING](#)

[Rebecca Dickenson, CPCL Nottingham and Nottinghamshire ICB \(via Teams\)](#)

➤ [PCN Engagement Lead](#)

Katrina Bird, Bassetlaw PCN Engagement Lead – introduced to CP Nottinghamshire members at the meeting

Ash Craig, PCN Engagement Lead for South – focusing on Arnold at the moment.

Only have ½ day per week to do the engagement lead work.

Ankish Patel, Nottingham City GP Alliance, is covering the City PCN Engagement Lead role but probably will be someone in his team.

Mid Notts – no one at the moment.

➤ [IP Pathfinder](#)

Evans, East Leake – live with paper prescriptions

Thamid @ Brinsley – gone live with Cleo

Applegate – moving closer to being able to start with IT etc.

Recruiting for IT manager at the moment.

➤ [Hypertension letter](#)

The LMC have now decided that they do not wish to be included on the letter and RD asked if the LPC wished for this to still go out – it was originally an LMC letter and it was agreed that would go out jointly. Agreed to leave this now as would not be received well at GP practices if from the LPC.

➤ [GP pharmacy first letter re referrals](#)

Approved in principle – wording needed to be changed, and deadline is 22/11/24.

➤ [Pharmacy first task force](#)

Bingham Pharmacy and Well @ Cotgrave have been involved.

10 surgeries – some of the pharmacies included are top 25% on delivery.

4 - SERVICES

- Service Implementation Support update

- Pharmacy First

Marketing materials for contractors - [Nottinghamshire LPC – Representing pharmacy contractors in Nottinghamshire](#) - For information

- Contraception Service

- Marketing materials for contractors – [Nottinghamshire LPC – Representing pharmacy contractors in Nottinghamshire](#) - For information
 - Letters sent out to pharmacies - These are being sent out this week – separate letters for not signed up, low consultations and high consultations

- BP Checks

nothing further to report.

- DMS

nothing further to report – not pushing at the moment because fees are part of Global Sum and GS under extreme pressure due to chronic underfunding.

- Flu / covid vaccinations

3.7m flu vaccinations last year in pharmacy and have already completed 3.5m.

- Palliative Care

Nothing further to report

- Public health services

- County substance misuse service – no update from CGL. Some contractors considering withdrawing from supervision and needle exchange due to fees.
 - County EHC service – new tender opening soon
 - County Smoking Service – No update from ABL - AE chasing
 - City Substance Misuse service
 - City EHC service – still waiting confirmation of reviewed service

5 - OFFICER REPORTS

- Chair – circulated direct

- Chairs forum September 2024

Good update from CPE and will be useful forum in future.

- Conference November 2024

Useful day.

Main focus was on the 10-year plan.

Notts MPs roundtable @ Westminster 13th November 2024

Went really well – met with 4 Nottinghamshire MPs who were all very interested in future work with pharmacies in their constituencies. Lilian Greenwood organised the meeting but with her role in parliament is not able to raise these issues directly with Ministers but is willing to help organise these type of events – always been a champion for pharmacy.

- **Chief Officer – Attachment 5B**

- Pressures survey

Need all pharmacies to contribute as use at local level within meetings as well as CPE use in national lobbying.

- Community Pharmacy Vision

This was discussed at the conference. CPN raised with ICB when first came out in 2023 but not really looked at since so need to do some more work to raise profile and use in strategy work.

- Dorset only order what you need campaign

6 - OTHER INFORMATION / MEETINGS

- NHS England / Nottingham and Nottinghamshire ICB
 - Midlands Regional Pharmacy First Oversight Group
 - Integrated Care System / Primary Care contract team
 - East Midlands Primary Care Team meeting
 - LPC, LDC and LOC meeting with Dr Kelvin Lim
 - MORAG branded generic statement – [Attachment 6A](#)
 - IT update - Nottinghamshire Care Record + Anima

For information

- Public Health
 - LPC / LMC joint Public Health meeting
 - PNA's – [Attachment 6B and 6C](#)

Soar beyond are producing the PNA for City and County

Questionnaire for contractors has not gone out yet.

Guidance to contractors - advertise in newsletter

Action: PNA questionnaires – advertise to contractors for them to complete and also for patients to complete

- Community Pharmacy England
 - A Vision for community pharmacy - [Our Vision and Strategy - Community Pharmacy England](#)

Discussed earlier

- 10-year plan

Discussed earlier

- Sector ownership and composition

CPE are starting the process to change the constitution re membership but in meantime they have two LPC members attending committee meetings to oversee the committee.

- LPC Self-Evaluation

Not been issued yet.

- CPE newsletters received (link to CPE website) - [Newsletter archive - Community Pharmacy England \(cpe.org.uk\)](https://www.cpe.org.uk/newsletter-archive)

- CPE events

No dates at the moment.

- Healthwatch

Newsletter - [Healthwatch Nottingham & Nottinghamshire November Update](#)

- Workforce

- Pharmacy Workforce Faculty

- CP Midlands – next meeting January 2025 organised by CPN

AE to organise the agenda and lunch for the meeting at the end of December 2024.

- CCA

- CCA Matters - Attachment 6D and 6E

For information

7 – SPONSOR

Nisha Badwal and Andy Ford, Scope eyecare

- Hylo and Glaucoma presentation

OPEN MEETING continued

[Joseph Liardet, Partnership Co-ordinator, Thriving Nottingham](#)

➤ [Integrated wellbeing service](#)

Health and wellbeing commissioned by Nottingham City Council.

Sign post to other services if cannot be treated within the program.

- Weight management
- Smoking cessation – 98% success rate for quits
- Move more
- Refer into clubs that are already set up
- Also set up walking groups

Mental health lead – trying to integrate into the service

Currently refer if needed.

[James Barsby, Senior Commissioning Manager, East Mids Primary Care team](#)

➤ [Introductions](#)

Background is Primary Care Sheffield – GP Provider Company.

Been lots of changes in the team and conversations have not been very good over the last year.

- Matt Moore – was at Derbyshire County Council
- Nicky Head, Sian Parker, Rosie Cabral – contracts team for Notts

NH explained a couple of areas where not working at the moment regarding Market Entry and Bank Holiday rota.

James said that meeting as a senior management team across Midlands to look at the process as it is currently not working.

James is happy to work with the LPC to solve some of the problems that have experienced and will regularly attend LPC meetings.

8 - [STRATEGY](#)

Strategy 2024 – Attachment 8A

LPC Committee discussion on key work streams and time to reflect and consider against our strategy. This will enable the committee to engage and support direction of work going forward.

Key areas to consider during this session are:

- CP strategy (ICB)
- Medicines Optimisation Strategy - MORAG
- CP workforce survey data – what do we do with this
- What can we do to help our contractors to survive and thrive
- A Vision for community pharmacy - [Our Vision and Strategy - Community Pharmacy England](#)
- NHS 10-year plan – how we influence and contribute

Think about the opportunities that are available

Need to state that CP can do..... if all the IT etc are in place.

Examples given to MPs from RS

[What area's do you want the team to be working on?](#)

- IP in PF
- National booking service use for services in CP
- Leadership for Community Pharmacy – who/what/how - request from Dave Briggs

Leadership – what is the gap that we can fill???

Ideas for the strategy

- Need to evidence joint working
- Neighbourhood working is an enabler for strategy
- Need to state that need clinician time for training / setting up services
- Not immediate results for things that are working on now

- Work with new GP registrars to show what pharmacy can do and change mindsets ready for when the current GPs retire and progress forward
- System integrated and sending through PF
- Central search option for stock shortages

Any other business

NI - impact on contractors

NH/RS spoke with labour MP's and asked for funding re NI

Community Pharmacy Nottinghamshire 2025 meetings

15th January 2025	9.30am – 5pm	LPC office
19th March 2025	9.30am – 5pm	LPC office
21st May 2025	9.30am – 5pm	LPC office
16th July 2025	9.30am – 5pm	LPC office
17TH September 2025	9.30am – 5pm	LPC office
19th November 2025	9.30am – 5pm	LPC office

Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 20th November 2024

Signed: original signed by Rob Severn Date 20/11/2025

Rob Severn, Chair, Nottinghamshire LPC