

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:

Linda Ferguson (LF), Dave Fernley (DF), Soumar Kaziz (SKaziz), Shazma Khira (SK), Emma Marsden (EM), Nishant Patel (NP), Vijay Pujara (VP), Dhiren Raval (DR)

Attended

- Kirsten Atkinson, Consultant PR, Priest & Co,
- Lindsey Fairbrother, CPE Regional Representative (via Teams)
- Shazia Patel, Associate Director East Midlands Primary Care Team
- Michael Lennox, NPA (via Teams)
- Kelly Hurd, ABL Health
- Taseen Mannan, ABL Health
- Charlotte Harding, CGL

Apologies received

- Rebecca Dickenson, Community Pharmacy Clinical Lead, Nottingham & Nottinghamshire ICB
- Douglas Ssekyanzi, Clinical Advisor, East Midlands Primary Care Team
- Nick Hunter, Chief Officer, Community Pharmacy Nottinghamshire
- Raj Morjaria, LPC member
- David Evans, LPC member

Welcome and introductions

Welcome and Introductions were given to guests in the afternoon session.

1 - CPE UPDATE

- Lindsey Fairbrother, CPE Regional Representative
 - CPE update – Attachment 1A

Projects currently working on

Need to start work on negotiations asap – Autumn – need to get this done so that can have time to look at changes and training needed ready for April 2026.

PA consulting are helping with negotiating

- looking at the contract
 - margins,
 - payment,
 - scrapping of prescription charge etc,
- Looked at different models as if starting from nothing.

Branded Generics project – economic review

Implications of funding settlement on sector

- 1 – retained margin
- 2 – evaluating contract

Flexibility around dispensing – pharmacists should be able to change prescriptions – unless under SSP.
Rules are not helping at the moment.

Engagement with pharmacies

Sector polling – contractors are members of public and ministers listen to public opinion.

RS asked LF if could get local data to see who has responded so LPCs can chase up – newsletter article to explain how important it is to complete

More positive on last poll but 94% are looking at using the new regulation to be able to reduce hours.

Sub committees

Draft versions for PCS – been agreed but with NHSE for sign off!!

Draft PF PGDs with new gateways are now available

Capping - this was to ensure that all contractors were able to have access to the funding available rather than some doing 1000s and taking all the funding

Legislation and Regs

Hub and spoke – need to inform the ICB if using and CPE are trying to ensure that it is a simple form that contractors need to complete. Also need to look at what happens if the hub goes wrong and contingency plans

Regulation proposals – making COO easier

Need to give feedback – what would make life easier? – send to CPE

Constitution – appointed an independent expert to look at the changes

Feedback to CPE via Lindsey

- Referrals for PF – working hard but not getting anywhere – only 40% on Healthwatch survey had heard about PF, only 9% from local pharmacy and 7% from GP. Need to get information to the public.
- Is there going to be an overlap of old PGDs and new PGDs starting – LF advised to get teams aware of the new gateway as do not feel there will be any changes to them before publication.
- More clinical services – no resources for this training – GPs get PLT – know need to be more skilled but do not get any support for being able to train.
- IP's need to be kept up to date with CPD. – maybe need to talk about patient safety aspect

Action: Sector polling by CPE – newsletter article to explain how important it is for contractors to complete

2 – GOVERNANCE

➤ Acceptance of the minutes from 14th May 2025 - Attachment 1A

The minutes were agreed as a true and accurate record of the meeting held on 14th May 2025. RS signed and will be added to the website.

➤ Action points from 14th May 2025 (Action tracker) – Attachment 1B

- 26) - evening webinars/ events – this is ongoing
- 27) - locum training – we advertise all training sessions we do are open to locums.
- 28) – consultations - still ongoing support - review data monthly. Also support those that are providing consultations above the cap so not being paid for work completing
- 30) – ABL Health are attending committee meeting this month with service proposal
- 31) – RS has started the wellbeing guidance / policy but then questioned if this is something that the LPC should be doing or if better to direct to other organisations like Pharmacist Support. RS will ask at the Chair's Forum.
- 33 Mental Health first aid course for staff members – quite expensive, looking at others that offer smaller and free sessions
- 48) Send through bullet points of items that members wish Alex Norris to raise with government ministers and also the local ICB – this is outstanding
- 49) Hold an event in parliament for Nottinghamshire MPs that Alex Norris offered to host– decided that this should be done after party conferences in October 2025.
- 51) KA/MJ to look into creating badges / stickers with the Love Your Pharmacy Logo for CPN members to use and also to give out at future events – created
- 52) KA to create template articles to help pharmacies advertise services in their local area newsletters / parish council news etc – still to be completed
- 63) AGM – margin and drug tariff and how it works – subject for contractor training – webinar topic rather than AGM
- 64) newsletter article re completing 1xABPM in October to hit threshold for PF payment – been in the last few newsletters
- 65) Social media question – Are pharmacies aware of 1 x ABPM from October to reach PF threshold – KA to complete
- 67) PNA – NH sent through response from LPC – nothing to add as NH had been involved during the entire process. Thanks expressed to NH for all the work he had completed on this.

➤ Declarations 2025/26 – members to complete during the meeting – DR and VP

All completed at the meeting

➤ Governance sub-committee update – DE, DR – confirmation of SK being new member

Shazma Khira agreed to be on the governance sub-committee – experience of governance within roles at Boots.

➤ Review governance documents

Governance Framework – Attachment 2C

No changes needed – all agreed for another year

Terms of Reference for Governance committee – Attachment 2D

No changes needed – all agreed for another year

Terms of Reference for Finance committee – Attachment 2E

No changes needed – all agreed for another year

CPN Risk register – Attachment 2F

Point 16 – relationship with local – will this change due to the merger of ICBs – still medium but need to keep checking this.

Market entry

- **New contract applications -routine**
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Nothing received

- **New contract applications - excepted**

- Application for Distance Selling Pharmacy

By: TS Pharma Ltd

At: Flexspace Mansfield, Millennium Business Park, Enterprise Close, Mansfield, NG19 7JY

Closing date: 25th August 2025

Declaration of Interest – LF (Peak)

Response - Agreed to send the standard response for DSP application

- Application for Distance Selling Pharmacy

By: Priority Assets Ltd

At: Office 32 Chelsea House, Chelsea Street, Nottingham, NG7 7HP

Closing date: 25th August 2025

Interested: parties

States will use delivery driver locally and also courier for further distances. Need to ensure that providing the service to all of England not just as a local pharmacy. Page 34, 44

Keeping contact details – should keep for all patients as all will be delivered

- **Contract applications received from other areas**

Nothing received

- **Litigation**

Nothing received

- All contract decisions and amendments are in separate document - **Attachment 2G**

- **NHS Resolution**

Appeals info – really useful

3 – **FINANCES**

- May / June 2025 accounts – Attachment 3A, 3B, 3C, 3D

For information as the finance subcommittee have reviewed

The treasurer gave a full update of the current financial position of the LPC, including reviewing the previous 2 months income and expenses

- Budget vs actual spend 2025/26 – spreadsheet shared by GH at meeting

The committee reviewed the spend against the budget.

Still aiming for 4.3 months reserves

- Final accounts for 2024/25 and Annual Report – Attachment 3E

Went through in detail – members were in agreement that this was a correct record. Need to update the contents page as the page numbers were not aligned – AE will complete this before sending out to contractors.

- Expense policy approval – Attachment 3F

Proposing one change – the committee approved the minor change to expense policy to be in line with HMRC guidance.

- Prescriptions dispensed data for March 2025 and April 2025 – Attachment 3G, 3H

For information

- AGM 2025 (17.09.25)

We are now having the contractor event on the Sunday before the planned AGM date – committee were asked what they would like to do – either have at the end of the contractor event on the Sunday, hold an evening event on 17th September or a virtual daytime event on 17th September. It was agreed that will hold a virtual AGM on 17.09.25 during the day

Action: AE to send out the information for the AGM to contractors via email and ask to book place so know who is attending.

Action: AE to create leaflets with QR code to go through to the website AGM page with annual report etc and include meeting details.

4 – COMMUNICATIONS

Kirsten Atkinson, Communications / Marketing Consultant, Priest & Co

- Communications plan

Daily activity on LinkedIn – KA is linking members to posts who are then sharing – working well and numbers are increasing

- Love your pharmacy

- Targeted campaign on Sexual Health services or Hypertension Service – Attachment 4B

National marketing is happening at the moment.

- Targeted for PCS
- Depends on when we do it – wait until EHC has been added – revisit again
Spend the time and money getting pharmacies set up to do the service at the September event. Do not want to advertise and then go to pharmacy who are not ready and get turned away
- Money is from project fund not contractors

Radio Nottingham – Health program:

Kirsten to chat with Rob Shirley and ask if can do joint with ICB

Fresher's fayres - would need members / contractors to get involved with this/

Contact the universities re having posters up and screensaver - KA / AE will look into this.

Leaflet with QR code – send to contractors to give out to patients when they attend other services

Send out marketing details – add to the website – and share on newsletter

➤ Podcasts – 2nd episode – How to protect your income <https://youtu.be/fu2uOyTcVs8>
Have more podcasts planned over the next couple of months

➤ Pharmacy First website – added in BP and Contraception services
([Home - Pharmacy First Nottinghamshire](#))

Pharmacy First posters nationally have been translated into various languages

Members stated that they need some translated into Chinese

➤ IP pathfinder evaluation
Presenting with Rebecca on 28th September to the ICB – KA will share the presentation with the LPC

KA has asked via poll if pharmacies were aware of being able to service / calibrate their ABPM machines on site – any brand of machine – they were not aware, and KA will write up an article with Lindsey Fairbrother to send out to all contractors.

- Know your numbers 8th – 14th September
- Talk with Rob Shirley and do joint with ICB
 - Invite all MPs to come and have BP taken on that week and have photos for marketing
 - Packs from Know your numbers for contractors – balloons etc
 - Podcast

Action: KA to ask CPE if they can get PF posters translated into Chinese

Action: KA to create article on servicing /calibrating of ABPM machines on site to send out to contractors.
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Action: KA/AE to contact the universities re having posters up and screensaver -

5 - SERVICES

Mike Jones, Service Implementation Lead

➤ Services update

Data dashboard [Attachment 5A](#)

Bundling – 38% nationally have not signed up to PF and Hypertension service

Only 6 Nottinghamshire pharmacies have not signed up if don't include the DSPs

Working on sending out comms to those that have not done this so far – also sending out comms re not doing ABPM so not getting threshold payment

PF and PCS need to be signed up for by 31st August to meet PQS gateway – reminders have been included in the newsletter and sent out individual emails.

Harts Pharmacy – attended Healthy Heart event in Hucknall – BP checks done by PCN pharmacists – then sent through ABPM to Harts Pharmacy stand and made appointments to have these done. Had 7 referrals sent across. Really good event.

Nottingham City event – Nishant Patel, Vantage Pharmacy attended

- Clinical Directors were present at the event
- Focused on mental health
- Bulwell PCN

As a contractor not useful – but need to be involved as an LPC

Contact with Talking Therapies – patients can self-refer - they are happy to attend and talk about the service – link to the NMS service adding in antidepressant medication starting in October – leaflets available, Podcast recording etc – **MJ will contact them and invite to attend the next committee meeting.**

Action: MJ to contact Talking Therapies and link with the NMS service, ask for leaflets to be available for pharmacies and see if they will be involved in a Podcast recording before October.

Action: MJ / AE to invite to attend a committee meeting – September / November 2025

- Pharmacy First – focused on those that would miss the £500 and £1000 target

MJ and AE completing some comms to go out to contractors - waiting on data for June 2025

- Contractor event – Sunday 14th September 2025 – joint with Derbyshire

CPPE Contraception session in morning for GPhC registered staff

Hypertension focused afternoon for all pharmacy staff – including interactive session on fitting ABPMs

NMS session re changes

Lunch available to all.

- DMS - ICB proposals to increase referrals - Attachment 5B

More coming through in Bassetlaw from Bassetlaw and Doncaster hospitals

NUH – some do not have contact details for where they have come from – can search for consultants on the website and shows department but this takes time and should be included as standard information.

- Public health services – new spreadsheet with details – Attachment 5C

- County Smoking Service – ABL Health – attending meeting
- City Smoking Service – Thriving Nottingham – Attachment 5D

For information

- Integrated Neighbourhood Working

CP have own strategic plan within the ICB plan

How do navigate at the right level

- Involvement at place – say what CP can do

- Then get involved further down the line when at the right stage.

6 - OFFICER REPORTS

▪ Chair – Attachment 6A

- NHS 10 year plan - <https://cpe.org.uk/briefings/fit-for-the-future-10-year-health-plan-for-england/>
- CPE regional meeting – 9th July 2025
- Forum of LPC Chairs Conference – 18th June 2025
- N&NICB Medicines Optimisation Strategy – Attachment 6B

For information

- Project Compass - Oesophageal Cancer Pilot

Boots doing nationally and RS has been involved in organising a trial for independent pharmacies in Nottinghamshire.

- Innovate weight management accelerator program

Notts have some funding for this – Ruth Buchannon @ ICB has been in contact

RS is involved in discussions

Chief Officer

Written report - Attachment 6C

7 - 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

NHS ConFed

– asked for contact details of contractors in Nottinghamshire to get some info re vaccinations and improving the service provided by community pharmacy. RS has been liaising with a range of pharmacies to be involved in this survey.

- Bank Holiday rota
- Prescribing Hints and Tips Newsletter June 2025 – Attachment 8A

For information

➤ Public Health / Councils

- LPC / LMC joint Public Health meeting
- PNAs update – deadline was 13th July 2025

NH sent through response for LPC – nothing to add as been involved during the entire process.

➤ Community Pharmacy England

- CPE newsletters received (link to CPE website) - [Newsletter archive - Community Pharmacy England \(cpe.org.uk\)](#)
- CPE events

➤ Conference of LPC Representatives on Tuesday 25th November 2025 – Central London -

4 places – RS, NP, SK, DR and DF - remind and let know if still wishing to attend when booking opens

- CPE October 2024 audit results – Attachment 8B, 8C, 8D

For information

➤ Healthwatch

- June newsletter – [Attachment 8E](#)
- Attended July exec meeting

National Healthwatch disbanded - Healthwatch England are part of CQC

Local Healthwatch – statutory but will be moved into ICB

➤ CP Midlands meeting - 3rd July 2025 – Birmingham (Cancelled)

This was cancelled as all met at the CPE event on 9th July

➤ CCA

- CCA Matters June 2025 - [Attachment 8F](#)
- CCA engagement newsletter – [Attachment 8G](#)

For information

8 - OPEN MEETING

Shazia Patel, Associate Director of East Midlands Primary Care Team

➤ East Midlands CP Strategy – update and next steps

Works 1 and ½ days per week for East Midlands Team and tasked to develop the EM CP strategy

Workshop held in April 2025- table top discussions

Member feedback request– AE will send through to members and ask for comments to be sent back by 25th July 2025

Final version by end August 2025

Action: AE to send through EM CP strategy docs that SP sent to members and ask for comments to be sent back by 25th July 2025

Integrated neighbourhoods

What do we need to do to get pharmacy integrated into the neighbourhood plans?

Frailty and poly pharmacy are the main items being discussed.

- Will they have commissioning ability??
- Looking at where spend time
- Notts have a timeline – change in ICB, set up MDTs,
- Place level is important level rather than down to PCN level
- Locally need to have GPs, Pharmacies, Optometry etc involved and build relationships

Need to know the tangible benefit / outcome for contractors and need the funding for pharmacies to be able to attend the meetings

In Derbyshire neighbourhood discussions are being done collectively and only at GP level – meeting happened and excluded dental, optometry and pharmacy and the chief pharmacist at ICB was not even aware.

Educating patients about what pharmacies / pharmacists can do.

Nottinghamshire are being inclusive and MJ is attending as many meetings as he can – helps that have a good relationship with Rachel Rees who is leading on the neighbourhood / PCN work

➤ Reflections and community pharmacy in the 10-year plan

Expanding roles

All ICBs have pathfinder sites

Single patient record

HRJ article – mentioned 2037 – but been some work already

Charlotte Harding, Pharmacy Liaison Lead, CGL

➤ update on naloxone provision

16 pharmacies have additionally signed up since last attendance at the LPC meeting – kits been given out. Few more have enquired and going through process.

Still waiting for some returns of signed contracts – CH will send list to AE and will chase up with an email

➤ paid training event/ feedback on time of year to arrange this

Few interested in attending – evening event would be best - funded

Look at who is interested and then use venue that is suitable - online training will be available too.

➤ update on 3-way agreements

Copy on the SLAs

Implementing with all new starters with prescriber – includes may need ID, collection times, reinforces messages re behaviour etc.

CH will send through to AE to include on the website

Action: CH will send list of those that have not sent signed contracts to AE and will chase up with an email

Action: CH will send through the 3-way agreement to be included on the website page

[Kelly Hurd and Taseen Mannan, ABL Health](#)

➤ Proposed Smoking Cessation Service – Attachment 7A, 7B

Two models that can be used in the pharmacy

NRT – reimbursed by ABL

Swap to stop – Vape kit which is provided by ABL

Training

Can tailor to requirements as first stage in this service

Minimum age to use the service – 12 years

Proposed timeline is

- Start training in August 2025
- Start service in September 2025

Send info out to contractors and expression of interest – asap

Drug tariff price would be the best way to reimburse – updated monthly – Taseen will feed this back to their finance department - send the link to drug tariff

[Michael Lennox, NPA \(via Teams\)](#)

➤ NPA update and interactive session

Thanks given for the work of Notts LPC re helping contractors and other LPCs – LinkedIn, podcasts, etc

AE will share Michael's contact details with members.

9 – DEVELOPMENT SESSION

- Member skills matrix – Attachment 9A
- How should the committee use member skills to support / steer the employees to deliver the role of the LPC?
- Ask members why they wanted to be / were elected on to the committee and what should be bringing to the meeting

Rob would like to have a chat with members once a year – 30 min chat.

Ask – have you got out the meeting everything that you wanted? Have you said what you wanted to?

NHS111 – script newsletter – send to all members – AE will forward to members and ask to sign up for this.

Suggestion that members write on the board at the beginning of the meeting points that wish to be raised during the meeting and then review at the end of the meeting to ensure that they have all been covered.

Strategy – 2025/26 deliverables – Attachment 9B

- Pharmacy First – supporting Nottinghamshire pharmacy contractors to benefit from the suite of national services, we will focus on integrating PF into local pathways, supporting delivery by using data to drive our actions and supporting to promote the service locally. We will ensure that we understand the payment criteria so to be able to advise our contractors if necessary to any changes nationally.
- Local Service – increasing the value available to Nottinghamshire contractors, we will work to increase fees and facilitate contractors in understanding what local services are available and supporting their decision on engagement.
- Advocacy – Community Pharmacy Nottinghamshire will continue to work with the CPCL and other key contacts in the ICB. We will engage with politicians to support national messaging.
- Workforce – support contractors and the system in gearing up for the new foundation year requirements .
- Communications – make good use of the contract we hold with Priest & Co, working with the experts to understand what and how our contractors wish to be communicated with, we will hold a celebration event at our AGM.

Comments on the above from members at the meeting for updating the strategy document

- Workforce – support contractors – add in additionally support new roles for technicians
- Comms – take out celebration event at AGM.

10 - Any other business

Nothing raised

Next Community Pharmacy Nottinghamshire meeting

Future meetings

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 16TH July 2025

Signed: _____

Date

17/9/25

Rob Severn, Chair, Nottinghamshire LPC

