

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:

David Evans (DE) (Teams), Linda Ferguson (LF), Dave Fernley (DF), Soumar Kaziz (SKaziz), Shazma Khira (SK), Emma Marsden (EM), Raj Morjaria (RM), Nishant Patel (NP), Dhiren Raval (DR)

Attended

Kashmeera Gorecha, Talking Therapies (via Teams)
Rachael Rees, NHS Nottingham and Nottinghamshire ICB
Dr Dave Briggs, Medical Director, NHS Nottingham and Nottinghamshire ICB
Rebecca Dickenson, Community Pharmacy Clinical Lead, Nottingham & Nottinghamshire ICB
Charlotte Harding, CGL

Apologies received

Fiona Callaghan, NHS Nottingham and Nottinghamshire ICB
Lindsey Fairbrother, CPE Regional Representative
Kirsten Atkinson, Consultant PR, Priest & Co,
Vijay Pujara, LPC member

Welcome and introductions

Introductions were given when each guest arrived for agenda slot.

1 - GOVERNANCE

➤ Acceptance of the minutes from 17th September 2025 - Attachment 1A

The minutes were agreed as a true and accurate record of the meeting held on 17th September 2025.

➤ Action points from 17th September 2025 (Action tracker) – Attachment 1B

26 - MJ and exec to work on evening webinars / events – series focusing on different conditions / services – [this is ongoing](#)
28 - MJ/NH to look at pharmacies with low consultations on all services and see if they are the same pharmacies and if can provide some support. [Ongoing – highlighted those that are 1-5 below thresholds and will check next months data and contact those that are not achieving target.](#)
31 - RS to write up guidance on key things should do if receive information from contractors asking for help with mental health etc for the CPN team to use – [decided that this is something that should be done nationally rather than locally and raised with CPE.](#)
49 Event in parliament inviting all Notts MPs or event for Midlands MPs – Alex offered to organise room and minister to be in attendance. [This has been paused for now.](#)
63 Margin and drug tariff and how it works – [CPE are doing podcasts being led by CPE team – signpost to resources. No further action from CPN.](#)



71 PF posters translated into Chinese languages (Mandarin) – not sure if there is a need for this – marked as complete

72 KA to create article on servicing /calibrating of ABPM machines on site to send out to contractors – this was included in the October newsletter – LF reported that the main problem is the machines being returned broken – this will be a national problem and ask if CPE can include a replacement fee in the contract negotiations.

80 Co-pilot – this is not really what is needed so not going to purchase

81 Ask if the ICB are willing to work with the LPC on another campaign – this will be difficult with the current ICB restructure.

82 CCA data dashboard – purchased and MJ/AE meeting in January to review what reports can be produced and also give feedback on any reports / info that would be useful.

83 Agreed that produce leaflets and posters that can be sent out – AE has ordered and will work with KA/MJ re posting out etc in new year.

- Declarations 2025/26 – any changes let AE know

Nothing to update

- Governance sub-committee update – DE, DR, SK

Nothing to update

- Review governance documents

- Finance self-assessment – Attachment 1D

Exec will review and then finance committee will work through and then bring back to the full committee in January 2026

Action: Exec team will review and then Finance subgroup will review the self-assessment form and then bring back to the full committee in January 2026.

Market entry

- **New contract applications -routine**

Application for Unforeseen benefits

By: TW Healthcare Solutions Ltd

At: New Local Centre Berry Hill, Mansfield between Nottingham Rd and Southwell Rd, NG18 4TE

Closing date: 30th November 2025

- PNA considers new housing developments
- Not unforeseen benefit as the development has been known about and considered in the PNA and stated there was not a gap
- Inaccuracy in application re services
- Premises not accredited but say it is.
- 2 miles nearest to pharmacy – there is a cut through which is shorter than the distance stated

Disappointed that they have not included Mansfield pharmacies in the interested parties as they will be affected. Need to check Tesco have been informed as interested party.

Response: Highlight that no gap in service mentioned in PNA, inaccuracy in application re services and premises being accredited, distance to nearest pharmacy is less than stated and Mansfield Pharmacies should have been included in the interested parties

▪ **New contract applications - excepted**

Application for no significant change relocation
By: PCT Healthcare Ltd t/a Peak Pharmacy
At: 35 Plains Road, Nottingham, NG3 5JU
To: 37 Plains Road, Nottingham, NG3 5JU
Closing date: 21st November 2025

Declaration LF (Peak)

Response: no objections to the application as long as meets all the criteria for relocation

Application for no significant change relocation
By: The Family Chemist Ltd
At: 13 Poplars Court, Nottingham, NG7 2RR
To: Unit 1 Nottingham South & Wilford Industrial Estate,
Nottingham, NG11 7EP
Closing date: 22nd November 2025

Not included Evans at Ruddington on interested parties

Comment – as long as meet regulations and include interested parties.

Response: no objections to the application as long as meets all the regulations for relocation and state that believe the pharmacy in Ruddington should also have been included in the interested parties list.

Application for Distance Selling Pharmacy
By: Anthus Pharma Ltd
At: 12 Toton Close, Unit E2, Long Eaton, NG10 3TP
Closing date: 22nd November 2025

Concerns that might not act as a full DSP and focused on local population.

SOP – mentions face to face communication
No fridge lines info
Delivery drivers bringing back signed receipt and doesn't explain how this will be done for the whole of England.

Response: ensure that meet all regulations for DSP – concerned that mentions local info and therefore not be acting as full DSP, SOP mentions face to face communication, No fridge lines info and mentions of delivery drivers bringing back signed scripts daily which cannot be done if using couriers for whole of England.

▪ **Contract applications received from other areas**

Nothing received

- **Litigation**

Nothing received

- All contract decisions and amendments are in separate document - [Attachment 1D](#)

- **NHS Resolution**

Nothing to raise

2 – FINANCES

- **September / October 2025 accounts – [Attachment 2A, 2B, 2C, 2D](#)**

September 2025

Income

Contractor levy - £18,000.03

Funding for weight management project - £2400

Transfers from Project fund account for various work completed by MJ and TS - £3554.66. TS has now completed the MOU terms and no more funding available.

Total income - £23,954.69

Expenditure

Salary costs - £8992.36

Office costs - £1553.52 – rent has increased from this month and also were charged for arrears from November 2024 (£600)

Directors insurance organised by CPE - £500

Meeting expenses including members backfill - £2,647.01

Total expenditure - £23,122.76

Balance – £127,034.26

October 2025

Income

Contractor levy - £18,000.01

Contractor levy (November 2025) - £17,999.98

Employers allowance rebate - £18,000.84 received from HMRC for 2020 onwards.

Transfers from Project fund account for various work - £3576.50

Derbyshire LPC payment for contractor event 14.09.25 - £436.82

Sponsorship payments for contractor event - £750

Total income - £58,814.15

Expenditure

Salary costs - £11,000.02

Office costs and IT (paid £540 for CCA dashboard x 3 logins) - £1,774.13

Meeting expenses including members backfill - £384.76

Purchased a new office printer - £220.00

Total expenditure - £21,410.44

Balance – £164,437.97

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

If include the £18,000 then will have 4.4 months reserves – will review again in January 2026

- Discuss how to use £18,000 employers allowance rebate received

Levy holiday

CPE will be giving predicative levy for 2026/27 soon Review in January when have more information about CPE levy amount and outgoings for the next year workload.

- Finance assessment Checklist

Salary procedures – finance committee review

- Risk register

Review by finance committee and then bring back to Jan 2026 for sign off.

- Prescriptions dispensed data for July and August 2025 – Attachment 2E, 2F

For information

Visibility of the accounts and balances is extremely good from Gordon and the committee thanked him for his work. Will continue to work with AE to put into place procedures for payment processes.

OPEN MEETING

Kashmeera Gorecha, Talking Therapies (Via Teams)

- NMS depression – support for patients

Most common conditions that support is depression and anxiety.

Age 18 years above.

Cover all Nottinghamshire including Bassetlaw – anyone registered with GP in Nottinghamshire.

Waiting list - digital / online – a week – face to face - up to 90 days but most likely sooner.

Online model – Silvercloud

NMS

- Ideally every pharmacy needs to know where to signpost patients for further help.
- Use as an option to support patients after the consultation.
- Talking Therapies will refer on to the relevant people.

Action : Need to share the resources and communicate to contractors in January 2026 – MJ/KA/AE

Action: Podcasts with Kashmeera again in January 2026 focusing on NMS consultations and support that can offer to patients – MJ/KA

Rachael Rees, NHS Nottingham and Nottinghamshire ICB

- Integrated Neighbourhoods and future work with Community Pharmacy – Attachment B

Rachael gave a verbal update in the ICBs progress with INTs, this included:



Really good work that CP have been involved with – Hucknall, Nottingham West went live last week but there has been a delay with Mid Notts.

All Integrated Neighbourhood Teams aim to be live by 31st March 2026 and guidance will be coming out imminently.

Aim is to be commissioning services for neighbourhoods rather than the whole county from April 2026. Need to get CP contractors aware of what is happening with INTs
Proposal for MJ to speak with care navigators to say what pharmacy can do - use the national services already commissioned .

Referrals into the INT from CP – need to prepare
Pushing digital – how will CP know that a patient is part of the INT and how can see and report concerns?

Similar issues are being faced by Optometry and Dentistry Contractors.

Getting people to the right place at the right time
MDT are going to have a lot of work –for example contraceptive clinics could be done by pharmacy (not taking funding from GP as CP paid from different funding pot).

Not maximising skills of the workforce appropriately at the moment.

Adult social care – part of the system board and at all meetings – changed staffing to realign with the INTs. Members asked if carers are having discussions re medicines management. If have issues with certain care companies, then send through to Nick and will liaise with Coral Osborn @ Meds Management.

Need to be clear on what CP can do and very clear on what CP not going to do – LPC have a key role in liaising with the system.

Rachael will share information on INT and care navigators – list of areas and lead person and where based.

Neighbourhood Health Hubs – this is where the INTs will be based. For example Nottingham West – INT meetings at Stapleford HC.

Pioneer site – Nottingham City – testing out different ways of working. No difference to the other sites but they are just being given more support and feeding back in nationally.

No funding for any of the INTs including the pioneer site.

Action: Rachael Rees will send through a list of INTs – list of areas, lead person, and where based.

Action: MJ to speak with care navigators about what pharmacy can do and more importantly what they can't do unless funded.

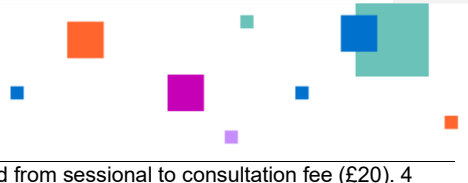
Rebecca Dickenson, CPCL, NHS Nottingham and Nottinghamshire ICB

➤ [IP Pathfinder](#)

30 respondents to patient survey – really pleased with the service

Only complaint was that there was no toilet on the site but there was public toilets in the car park and GP surgery next door.

Sites are managing on the day illness really well. Funding ends December 2025 from NHSE. Stopping in the middle of winter – big impact in the areas that they are serving.



LPN funding – Jan to March 2026 – incredibly limited – changed from sessional to consultation fee (£20). 4 sites were sent an email to say that the service is ending Dec 2025 and then can sign up to the service from Jan 2026 – need to do 30 consultations per month to achieve the DPP role, clinical supervision.

Currently the ICB have no plans for after April 2026.

Evaluation being done by Manchester University – already have the data – included the patient survey into this data too.

IT will be the main issue – Cleo is very expensive.

NHS app will have to interact with all pharmacy systems but NHSE will not be creating their own system.

Think it will have to be integrated into the contract discussions – CPE have already asked the IP sites.

3 – COMMUNICATIONS

Kirsten Atkinson, Communications / Marketing Consultant, Priest & Co

- Communications plan update – Attachment 3A

ICB is promoting the Pharmacy First Nottinghamshire Website on social media.

Know your numbers week – Nottingham City – 14000 views. Good model for big campaigns.

558 unique visits to the Pharmacy First Nottinghamshire website in October – growing patient search.

➤ Podcasts

- Gateway criteria for PF – RS and MJ planning to record on 3rd December
- INT podcast – January 2026.

4 - OFFICER REPORTS

- Chair – Attachment 4A
 - Project Compass - Oesophageal Cancer Pilot

Ongoing – been attending meetings regularly.

Future work for pharmacies potentially.

- Weight Management project

Thanked those that are involved.

- MP visits

17.10.25 – Lee Anderson, Well Pharmacy, Kirkby in Ashfield - arrived early so did not get to meet Lee so organised to visit him at his constituency office on 14.11.25.

Lee Anderson is writing to the minister around additional conditions being added to the Pharmacy First service.

- PharmOutcomes licence funding

Added management fee for processing the invoice and MOU etc. LPC will consider adding management fee to future MOU's.

- GPhC

Contractor in area has been struggling – increased time and pressure for NH – thanked Nick for the work supporting in a very challenging time for the contractor, LPC, NHSE, ICB, GPhC etc have been involved.

NH is now very aware of the regulations with regards to CPAF. Plenty of learning from this situation.

Is there learning that can be shared with contractors to help in these situations – prevention???

- Speak to someone
- Due diligence for new contractors and business continuity plan before taking on pharmacy contracts.

- Chief Officer

Nothing further to report as main work has been supporting contractors and more detailed points elsewhere on the agenda.

Open meeting

Dr Dave Briggs, Medical Director, NHS Nottingham and Nottinghamshire ICB (via Teams)
Executive Director of Outcomes (Medical)

- Update on clustering of Derbyshire / Lincolnshire / Nottinghamshire ICBs going forward

Appointed exec team.

Looked like phase 2 /3 were going to be done next year but now has changed and will be quickly looking at and how the ICBs can implement before end March 2026.

National agreement for redundancies. Impact is considerable at 40-45% reduction in people resource. Were meant to be losing a number of functions but have gained instead.

Relationship management is going to be the challenge.

Will be 3 separate organisations so 3 boards but will meet together. Will be joint items but have specific local items when needed.

Commissioning will not change particularly.

Will it cluster or continue as one? not been decided and still need to be worked through. Specialised commissioning will be done across all.

- East Midlands Primary Care Team (EMPCT) – what changes will be made to how the Community Pharmacy Contract is managed with the move to Cluster

Should have minimum or no change.

- How does Dave see community pharmacy teams interacting with neighbourhood teams?

City and Mid Notts – asked them how they would work with local pharmacies. Starting that conversation on Friday. Making sure that integrated.

Been very pivotal – thanked the committee for the work that have been doing to make Dave's job easier.

- Can we have an update on the previously discussed frailty pathway and number of people that are in NUH currently that don't need to be there

Similar to this time last year – not grown and in some systems it has so that is a positive.



Issue appears to be how managing frailty and people's wishes. 90% have care plan and includes avoiding not attending hospital but this is being failed.

Improving risk-based discharge – being implemented well – allowing to go home when want to and barriers being reduced. Will show reduction in future but since the work started it has not grown.

If not going to be any treatment then shouldn't be admitted to hospital and given false hope of doing more.

- How is the ICB going to respond to the must do references to community pharmacy in the medium-term planning framework?

Appreciate the time given by Dr Dave Briggs coming to speak with the LPC and the support given to pharmacies.

Charlotte Harding, CGL

- **Pharmacy Audits – Attachment A**

SLA states that CGL will perform a audit / support check of pharmacies

Between Jan – March 2026 – 12 pharmacies – random per area

Will arrange with the pharmacy directly – suggested 2 weeks notice. LPC to have sight of the list of pharmacies that are visiting to help with queries – put on the bottom of the letter that if have any questions then contact the LPC on info@cpnotts.org (send to Charlotte).

Alison will send through the newsletter from Charlotte which will have details of the pharmacy visits. Spillage kit – do CGL supply this?? Don't think the SLA includes this as needed. Charlotte will check.

Change of supplier for needle exchange – different sizes and other issues reported from users.

5 – SERVICE DEVELOPMENT

Nottingham and Nottinghamshire ICB PCARP Data October 2025 – Attachment 5A

Campaign for PF including the contraception service

- **Pharmacy Contraception Service and local sexual health services**

- Work completed with sexual health teams

62% local service provided - 92% providing national service

If offering EC then can highlight the contraception initiation from these consultations so will increase take up.

ICB have been given a fair share allocation to ensure that pharmacies are achieving targets.

Increasing the supply to 12 months from 6 months – if have a clinical need then can input the reasons

- **NMS**

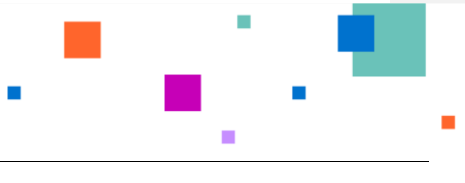
Work completed with Talking Therapies around new depression addition to the service

Not doubled the amount of consultations when they have been split into two consultations – always be a small percentage that do not get the 2nd consultations.

Do we need to do some work on this – agreed that would be helpful to have podcast, newsletter etc.

Look at November data to see if depression medication has made a difference in numbers.

6 – STRATEGY



[Strategy – 2025/26 deliverables – Attachment 6A](#)

Integrated Neighbourhood Teams Working

Discussed the concerns around neighbourhoods and community pharmacy (listed on flipchart).

Commented [NH1]: I think this reads fine and says all that needs to be said – no more detail necessary.

Mike explained how he sees CP fitting in with all the organisations involved in INT and services that can be used.

Create document / use CPE resources and localise – then members to review and vote on agreement to use. Then share with all contractors so that they have the same information that the LPC are using if they are asked at local level to become involved.

Action: Complete documents / resources to use in INTs – January 2026.

7 - OTHER INFORMATION / MEETINGS

> NHS England / Nottingham and Nottinghamshire ICB

- NHS Medium Term Planning Framework – [Attachment 7A and 7B](#)
- Palliative Care Drug Stockist Service contract update
- East Midlands Primary Care Team meeting
- Bank Holiday rota
- Community-Based Weight Management Pathway Survey final report – [Attachment 7C](#)

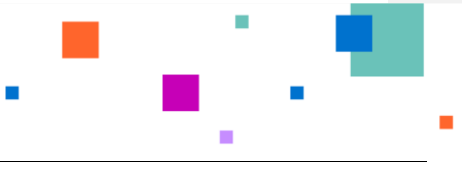
> Public Health / Councils

- PNAs published
[Pharmaceutical needs assessment - Nottingham Insight](#)
[Pharmaceutical needs assessment - Nottinghamshire Insight](#)

> Community Pharmacy England

Lindsey Fairbrother, CPE Regional Representative, CPE update presentation from September committee meeting – [Attachment 7D](#)

- 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.
Booked places for SK, NP, DR, DF
 - CPE regional contractor event (East & North Midlands) – 10th June 2026



> CCA

- CCA Matters September 2025 - Attachment 7F

All above items were for information and no discussion needed

8 – Review post it notes and flipchart comments

Q) CPE spent £750,000 on consultants last year – LPCs are not aware of what they have done / achieved

Think it is PA consulting – bespoke training for board, negotiations – attended and done pre work.
Workshops for LPCs but need to check.

Action: Ask Lindsey what this has been spent on re consultants in the CPE annual accounts – need reassurance regarding have due diligence.

9 - Any other business

Bank holiday rota

Problem that not sure what pharmacies have been directed to open in Nottinghamshire – if not had a letter then don't need to open. Problem with pharmacy reputation if patient feels that should be open and don't.

Jhoots

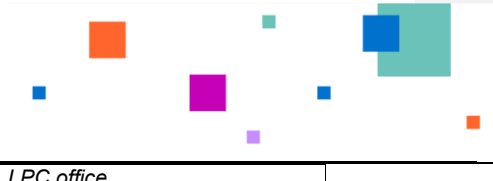
Raised the impact on pharmacies in the area – this happened due to funding issues and causing problems with other pharmacies re workload and being able to take on more dispensing and then also meet targets for services to ensure receive funding.

RS to plan in 1-1 discussions with members via teams

Add to exec agenda for December.


Next Community Pharmacy Nottinghamshire meeting

21st January 2026	9.30am – 5pm	LPC office
18th March 2026	9.30am – 5pm	LPC office
20th May 2026	9.30am – 5pm	LPC office
15th July 2026	9.30am – 5pm	LPC office



16th September 2026	9.30am – 5pm	LPC office
18th November 2026	9.30am – 5pm	LPC office

Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 19th November 2025

Signed:  Date 21.1.26

Rob Severn, Chair, Nottinghamshire LPC