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| Mr/Mrs Xxx Xxxxx  XXXX Pharmacy  Address xxxxxx  Date | Alina Hackney  Head of Commercial - People Services  Room 4-06  Lincolnshire County Council  Orchard House  Orchard Street  Lincoln  LN1 1BA  Tel: (01522) 553919  Email: [alina.hackney@lincolnshire.gov.uk](mailto:alina.hackney@lincolnshire.gov.uk)  Miguel Duran [Miguel.Duran@linconlshire.gov.uk](mailto:Miguel.Duran@linconlshire.gov.uk)  015225231  **Our ref: NHSHC/CMM** |

Dear Xxxxx,

I am writing to you as one of our Emergency Hormonal Contraception Pharmacy Providers across the county. Firstly I would like to take this opportunity to thank you for the hard work and dedication that your pharmacies have shown in delivering this service.

The Commercial Team have produced the attached template that has been developed for use at the annual contract management meeting. The template takes into account of a number of key areas identified within the contract as well seeking feedback and sharing updates on relevant local services.

This annual face to face Relationship Meeting will be undertaken by a Contract Officer and should last approximately one hour, as well as some spot check visits to the local pharmacies that should last approximately 30 minutes, feedback will be provided with the outcome of these visits.

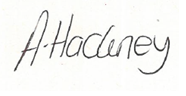
The template is designed to continue to build open and transparent relationships between Lincolnshire County Council and your Pharmacies. The enclosed guidance has been published to provide you with more detail around what these visits entail, what we hope to cover when we come to your Office, and what we do with any information obtained.



Your Contract Officer will be Miguel Duran (Miguel.Duran@Lincolshire.gov.uk) and will be in touch in the next few weeks to look at booking in a face to face or conference call meeting with yourself at a mutually convenient time.

If you have any concerns, or would like to discuss this further then please do not hesitate to contact me using the details above.

Yours sincerely,



Alina Hackney

Head of Commercial - People Services