Minutes of the Meeting held Thursday 13th March 2025

Washingborough Hall, Lincolnshire

**Chair**

Paul Jenks CPL Chair and LPC Member CCA rep PJ

**LPC Members present**

Chris Kenny CPL Member CCA rep CK

Muhammad Zafar MZ

Blazej Jasnowski CPL Member Independent rep BJ

Kav Hundle CPL Member AIMp rep JK

Rob Severn CPL Member CCA rep RS

**In attendance**

Tracey Latham-Green CPL Chief Officer TLG

Natalie Kenny CPL Administrator NK

In attendance via Teams between 10.15 am – 11 am

Lindsey Fairbrother CPE Regional Representative LF

**Apologies**

Nicole Murdock CPL Member CCA rep

Christine Stafford CPL Member CCA rep

**Abbreviations**

|  |  |  |  |
| --- | --- | --- | --- |
| 4PPC | Four Pillars of Primary Care | LDC | Local Dental Committee |
| CO | Chief Officer | LMC | Local Medical Committee |
| CCG | Clinical Commissioning Group | LOC | Local Optical Committee |
| CP | Community Pharmacy | LPC | Local Pharmaceutical Committee |
| CPAF | Community Pharmacy Assurance Framework | MYS | Manage Your Service |
| CPCL | Community Pharmacy Clinical Lead | NIHR | National Institute for Health Research |
| CPE | Community Pharmacy England | NHSE | National Health Service England |
| CPL | Community Pharmacy Lincolnshire | NRF | Non-Recurrent Funding |
| CPPE | Centre for Pharmacy Postgraduate Education | PACEF | Prescribing and Clinical Effectiveness Forum |
| CPPQ | Community Pharmacy Patient Questionnaire | PCN | Primary Care Network |
| CPWM | Community Pharmacy West Midlands | PCAG | Primary Care Advisory Group |
| CRG | Clinical Reference Group | PCCC | Primary Care Commissioning Committee |
| DMS | Discharge Medicines Service | PCSE | Primary Care Support England |
| DOC | Declaration of Competence | PCTOG | Primary Care Transitional Oversight Group |
| DOI | Declaration of Interest | PEQ | Patient Experience Questionnaire |
| GDPR | General Data Protection Regulation | PGDs | Patient Group Directions |
| GP | General Practitioner | PhAS | Pharmacy Access Scheme |
| HW | Healthwatch | PMS | Pharmacy Management System |
| HWB | Health and Wellbeing Board | POD | Pharmacy, Optometry and Dentistry |
| ICB | Integrated Care Board | PQS | Pharmacy Quality Scheme |
| ICSs | Integrated Care Systems | RPS | Royal Pharmaceutical Society |
| IP | Independent Prescriber | SIP | Systems Improvement Programme |
| IPMO | Integrated Pharmacy & Medicines Optimisation | ULTH | United Lincolnshire Teaching Hospitals |
| LiSH | Lincolnshire Sexual Health | UOL | University of Lincoln |

**Minutes:**

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| Item | Details | Resp. |
| **1303/1** | **Welcome, introductions & apologies** |  |
|  | * Apologies were received from Nicole Murdock & Christine Stafford. * The committee co-opted to appoint Mohammad Zafar as a new independent member of CPL. The vote was proposed by RS and seconded by KH. Vote was carried unanimously. * The committee welcomed Mohammad Zafar as the new Independent member. |  |
| **1303/2** | **Committee Governance** |  |
|  | Declarations of Interest (DOI) & Biography   * The committee acknowledged that there are no changes to be made to DOIs * PJ reminded the committee to check and update their biographies if necessary.   Competition Law Guidelines   * The committee acknowledged that there was no change to our stance on this matter. | All |
| **1303/3** | **Notes from the previous meeting** |  |
|  | Minutes   * The committee agreed that they accepted the minutes from the previous meeting. * The committee considered the Action Log.   Matters Arising  No matters arising from last minutes.  Action Log  The chair went through the action log – see updates on log at end of minutes.  CK updated the committee about discussions had with NHSE and the CDAO about concerns around privately prescribed testosterone for gender incongruence prescriptions. CK will update at next committee with more information if there is an update.  The committee agreed that the CO should share bios of the members via the newsletter over the next twelve months. | TLG |
| **1303/4** | **Update from Regional Representative** |  |
|  | Lindsey Fairbrother attended remotely.  LF shared an update on the negotiations between CPE, DHSC and NHSE.  LF gave insights into how LPC and contractor activities help CPE to formulate a business case to the DHSC for a fair settlement. This includes margin surveys, data, pressure surveys and LF thanked LPCs for arranging MP visits. This all helps to apply political pressure for the cause.  LF has shared that there have been some challenges shared with the DHSC around gateway points for Pharmacy First and that GP referrals are still patchy. This may be subject to change due to the recent GP contract settlement.  The committee thanked LF both for her attendance at the meeting and for her involvement with CPE negotiations.  A general committee discussion took place reflecting on LF’s report. |  |
| **1303/5** | **Update from Chair and Chief Officer** |  |
|  | **Chief Officer**  Appraisals  All employee and Chair appraisals now completed.  CPAF Update: Visits  CPAF Visits have been organised across the county as shown below:   * FNT93 Crowland Pharmacy – 04th February 2025 at 10:00 * FWP55 Daytom Pharmacy (DSP) – 17th February 2025 at 10:00 * FMP20 Alford Pharmacy – 25th February 2025 at 10:00 * FN019 Newmarket Pharmacy – 25th February at 13:30 * FH452 Skegness Pharmacy –04th March 2025 at 09:30 * FER94 Boston Pharmacy – 19th March at 09:30 * FKF52 Ask Chemist Boston– 19th March at 12:30   The correspondence from the EM Team to contractors included the following specific reference to LPC support ‘We look forward to seeing you at the visit, we will try to ensure that there is minimum disruption to service provision on that day. Should you wish to invite the LPC to be present at the visit please feel free to do so. Contact Details for your LPC can be found at https://lpc-online.org.uk/ “  The LPC also included the availability of support for CPAF visits in our newsletter on 13th February in a section entitles ‘We are here to support you: The role of your LPC’ as shown here  The LPC have not received any requests for support as yet but will ensure a representative is available for contractors if requested.  ICS Collaboration, Changes and National Picture   * Both John Turner, Chief Executive of the ICS and Gerry McSorley Chair are retiring in June and September respectively. * We are awaiting more information regarding their replacements from the ICS, however it is likely there will be an interim Chief Executive arrangement to allow for the new Chair to be involved in recruitment once appointed later in the year. * The ICS is currently undergoing an efficiency drive as in Lincolnshire as prior to the announcement on the morning of the meeting of likely 50% cuts to ICB budgets, the ICS were looking at a funding gap of around £160million (approx. 8% of the budget) for the next financial year, along with a budgetary gap this financial year of circa £85-£90m still to be found. * The abolishment of NHSE was discussed. The executive will update the committee of impacts on the working of CPL in light of this decision when there is more clarity. * The local system are currently closing down the last financial year and preparing planning for the next, utilising Benchmarking GIRFT (Get it right first time) data from NHS England which has highlighted some key areas for review to find efficiencies including private sector spend, out of county and specialised commissioning. * It is likely value based decision making will feature more frequently as we move forward over the next few years * The financial challenges align to the national picture at NHSE/DHSC where the department is looking to cut employees by around half and five top leaders (Chief Exec, Medical Director, CFO, COO and Chief of Delivery Office) are departing at the end of March 2025. Sir Jim Mackay, former Chief Exec of NHS Improvement has been appointed Interim Chief Executive. * As part of our work with the Primary Care People Group Blazej and his team at East Mids Pharmacy welcomed LCC/ICS representatives to film videos encouraging individuals to choose careers in Pharmacy – the ICS/LCC thanked the LPC and the team at the pharmacy for their support   CP Leads   * Lincolnshire ICB have successfully appointed 3 CP-PCN leads below:   Scott Whyers- CP PCN lead for the East locality.  Lilla Resko- CP PCN lead for the South and South-West locality.  Joanne West- CP PCN lead for the West locality.   * The CP leads covering the East and south-southwest localities are employed until 31st July 2025. The CP lead for West will be in post until 31st August 2025.   Dental and Optom Referral into CP Hypertension and Hypertension Service Promotion with ICS   * The ICS have launched a pilot service using central funding from NHSE for opportunistic blood pressure checks in seven opticians/dental practices, chosen following an expression of interest process, located in areas of high health inequalities. * The service launched on 23rd November and we shared full details in our 21st November newsletter to contractors, to make them aware they may receive referrals via Optom/dentistry as shown here: https://us12.campaign-archive.com/?u=9a52f54083a004da0fafa328f&id=a72b881623 * Of the 98 patients seen since the launch, 12 were found to have 'High BP (140/90 – 179/119 mmHg)' and were signposted to community pharmacy for AMBP check within 48 hrs. Four of the remaining patients were identified as at high risk and sent to A&E. * There has been much positive press around the service. * The SISL and CO are working with the ICS to use all opticians and dental practices not in the pilot as an information point for patients to go to their local pharmacy for hypertension checks – Hard copy resource distribution planned for May.   Healthwatch Event and Compliments   * Compliments received for Lincoln Co-op Chemists Ltd (Swineshead) * HW Voice event attended by the CO on 12th February was useful in terms of engaging with Healthwatch with whom we meet bi-monthly, as they support promotion of pharmacy services and with individuals across the health system in Lincolnshire. * HW are trying to gather positive patient stories around Pharmacy First now it has been active for over a year   EM Integration Strategy Event – In Person   * The Associate Medical Director of Pharmacy in East Mids has organised an in-person event in April 2025 to discuss and address a range of challenges and opportunities to turning around a challenging community pharmacy landscape into one where the community pharmacy workforce is thriving, and community pharmacy plays a pivotal role in addressing health inequalities, local commissioning of community pharmacy into system pathways to address key system population health needs. * Thursday 10th April. Post Mill Centre, off Market Street, South Normanton, Alfreton DE55 2EJ. (just off M1). 9.30am/10am - 3.30/4pm. * Lincolnshire CPCL has confirmed that the following representatives have been invited from Lincolnshire: * Digital- Taimoor * Primary care (Sarah Starbuck) * Healthwatch * Pharmacy faculty * University of Lincoln * Med Director * Public health   PERT (Chair)   * PJ gave an update about PERT medicine shortages and the impact these have on both community pharmacy contractors and patients. * PJ attended multiple meetings, and there still seems to be problems with the supply chain. * Secondary care are able to source the stock still to meet clinical demand, but there is no viable way of pharmacies accessing this stock without sending the patient back to the hospital setting. * There were suggestions of adopting the ‘Oxford’ model of supply and redistribution of supplies from secondary care. * It was remarked that the guidance is onerous, difficult to manage and CK suggested it was beyond the scope of many prescribers to navigate the guidance. * One supply route suggested in the guidance is unlicensed or imported items, but this does not come without issue, such as needing prescriber authority to supply the U/L variant. * KH reminded the committee that the unlicensed variant of Creon is now listed in DM+D which means that prescribing systems may be able to prescribe the unlicensed one but this would still need changing on the GP systems.   Repeat Prescribing (Chair)   * CK and PJ were invited to input into a University of Nottingham and Lincolnshire collaboration to rationalise the repeat prescribing of opioids, building on current work regarding reducing opioid prescribing * It was remarked by the committee that repeat prescribing of opioids is not generally recommended, but commonplace in reality. The group were wanting to ensure that if this practice is widespread, producing a gold standard approach means that repeat template addition of CDs is risk assessed and appropriate * There were a variety of participants including GPs and GP Practice-based pharmacists * PJ and CK will update the committee once a consensus and policy is written. There was a committee discussion around the repeat prescribing of opioids   E Mids Senate (Chair)   * Chair attended on Weds 26th February * Useful event where future large-impact proposals to NHS care was discussed. MPs were in attendance. * This was seen by PJ as being a useful event to attend with the upcoming changes politically. * Lincolnshire is incorporated in East Midlands but with changes to Greater Lincolnshire Ceremonial County Mayor, it might mean that there is closer working needed with Humberside LPCs because N Lincs and NE Lincs are in this region of the UK.   Community Pharmacy Mids Meeting (Chair)   * The Chair, Administrator and Chief Officer had attended at Nottinghamshire LPC’s office in Cotgrave. * PJ commented that there is value in collective approach to LPC activities. Other Midlands LPCs were represented. * There were useful discussions around LPC strategies and how these play out across the different areas of the region. * It was remarked that attendance at this meeting is a useful forum for sharing of best practice and intelligence * James Wood, George Foote and Lindsey Fairbrother of CPE were also in attendance * The LPC committee extend their thanks to Nottingham |  |
| **1303/6** | **Finance update** |  |
|  | * The Treasurer presented the Finance Report * The committee agreed the payment list * The Treasurer noted that a 95 day notice account had been opened to hold reserves and non-recurrent funding that can be accessed with notice, to further reduce costs to contractors by utilising interest. * A zero-based budget had been produced for 2025/26, taking into account a lower reserves level and utilising non-recurrent funding as appropriate * Current income is circa £20,000 short of core running costs (of which 86% comprised of additional levy costs to CPE) and the levy, which had been static at £130,000 since 2022, would need to be reviewed for 2026/27. * The LPC will seek to utilise non-recurrent external funding where possible to ensure the lowest costs to contractors * Monthly levy payments to CPE was agreed to support cashflow forecasting * The Committee agreed the budget for 2025/26   Proposed by: KH  Seconded by: MZ  Approved by the committee unanimously |  |
| **1303/7** | **Governance Update** |  |
|  | * RS updated the committee – no governance issues. * The Committee noted and discussed the contents of the report regarding CPE Committee Self-Assessment and Effectiveness documentation and noted the updated processes to strengthen governance * RS clarified that it was not necessary to be green in all areas, as long as a justification for the processes used to ensure governance were clear - this approach would be taken in relation to stakeholder mapping * The committee noted that they would like the CO to proceed with the Self-Assessment and circulate to the committee for comment, preparing a report for June committee meeting * The committee decided that CPE documentation would be used to complete the committee self-effectiveness in place of the previous process an annual or bi-annual basis. NK will add to the work plan and diarise reminders * The committee discussed the appointment of a new governance committee member and it was agreed to maintain a vacancy at present and discuss at the next meeting * It was confirmed that Governance committee completed the chair’s appraisal in January. | TLG  TLG/All  NK/TLG  All/TLG |
| **1303/8** | **Work Plan Review** |  |
|  | * The committee reviewed the workplan. * The committee noted that going into the new financial year, we would need to re-elect the treasurer and chair. * The Chair was proposed by RS as being PJ. CK seconded and the vote carried through unanimously. * The Treasurer was proposed by PJ as being CK. RS seconded and the vote was carried through unanimously. * As the Vice Chair was appointed within the last 12 months, his role was carried over. * In line with the CPE Self-assessment the workplan will remain a standing item on the agenda moving forwards. | TLG |
| **1303/09** | **Market Entry Update** |  |
|  | * The application in Grantham, Newton Pharmacy (Distance Selling Pharmacy by K2 Innovations Limited) has now opened. * A second application for a DSP in Grantham has been received. This was by Daytom Group. The committee were reminded that Daytom had relocated a DSP out of the county into Grimsby, a different Health and Wellbeing Board area. They had also applied for a DSP at the same address around a year ago but this never progressed to opening. * CK will circulate the email to the committee for comments, which are due midway through April. * CK will create Market Entry template responses toolkit to enable administrator to process Markey Entry applications efficiently, circulating to the committee for comments etc | CK  CK |
| **1303/10** | **Draft Annual Report** |  |
|  | * A draft Annual Report had been shared, with some adjustments in layout in light of the CPE Self-Assessment documentation. * The CO requested input on the strategic priorities as detailing these explicitly was now highlighted as a requirement for green status using the CPE self-assessment framework. * It was noted that the strategic priorities whilst clear on actions did not highlight why these were priorities for contractors, for whom CPL work and for whom this report is targeted. * The CO will reframe the strategic priorities to ensure they highlight why the work of CPL is of importance to contractors. | TLG |
| **1303/11** | **MP Engagement** |  |
|  | Following correspondence with all MPs in both Summer and Winter 2024, there have been two visits to pharmacy premises in Lincolnshire by the two newly elected MPs at the July 2024 general election as follows:   * Richard Tice, MP for Boston and Skegness visit Lincolnshire Co-op Parkside Pharmacy in Boston on Friday 28th February * Hamish Falconer, MP for Lincoln, visited East Midlands Pharmacy in Lincoln on Friday 7th March   Continued correspondence ensures support for community pharmacy by Lincolnshire MPs via a number of routes, some recent examples are given below:   * Victoria Atkins MP has written to the secretary of state regarding pharmacy and sent us a copy of the letter received back * Richard Tice MP had asked a question in the house in November 2024 following our letter regarding pharmacy funding uplift. * There has been much support for pharmacies regarding the impact of the NI increases in April 2025. Gareth Davies MP specifically highlighted the impact to community pharmacies in a December 2024 debate. * The Lords voted for a pharmacy exemption to the Legislation in January 2025, this will be discussed in the commons. * Last week Shadow Health Minister and MP for Sleaford and North Hykeham Dr Caroline Johnson spoke in the House of Commons regarding the crisis in pharmacies, as shared by CPL on [LinkedIn](https://www.linkedin.com/posts/nationalpharmacyassociation_saveourpharmacies-pharmacy-nhs-activity-7303105118479003649-YXwH?utm_source=share&utm_medium=member_desktop&rcm=ACoAAEXDA8YBnfMjskxy77g_fg3paHmUJIoZABI)., quoting NPA sources. * The CO sent a summary email and reminder invite for 11th March CPE event all MPs individually on 4th March.   The CO will maintain regular correspondence with MPs  PJ noted the good work that TLG has done in maintaining consistent engagement with MPs |  |
| **1303/12** | **Services Development Update incl Pharmacy First** |  |
|  | * The CO presented the circulated report * Pharmacy First data is not currently available, due to a pause in sharing by the ICS, but we have been advised data sharing will restart shortly. * The CO and SISL continue to work with the system to promote Pharmacy First via various avenues, being mindful of limitations and opportunities around IT integration.. * The CO and SISL are working with the ICS and others on a plan to promote the Contraception and Hypertension service using LPN funding sources to produce and distribute hard copy resources. This will be supported by electronic promotion using ICS social media channels. * LCC Local Integrated Lifestyle Services Contractis currently out for tender with a decision due in April ready for a new contract start date of 1st July 2025, for a maximum of nine years (three times three year terms). |  |
| **1303/13** | **Open discussion - Lincs pharmacy services/status** |  |
|  | Emergency Hormonal Contraception (EHC)   * It was noted by CK that there has still not been a resolution on the EHC service for Lincolnshire Co-op. CK had fed into the Council that Lincolnshire Co-op would not be in a position to sign an agreement with limitless liabilities, TUPE provision. Especially concerning was the maintenance of the age 19-25 SEND requirements for provision of free EHC which was a risk.   Pharmacy Based Supervised Administration Programme (PBSAP)   * The committee remarked the excellent, collaborative approach to implementing a service in partnership with the LPC. This continues to go from strength to strength and the committee look forward to working with them as partners in the future. |  |
| **1303/14** | **AGM Planning/Speaker** |  |
|  | It was agreed that a decision on the speaker would be deferred until we know what the likely requirements of the new contract and changes to commissioners are clearer.  The Executive will discuss in between meetings.  Final agreement will be made in June 2025 to allow time to organise and promote the AGM. Item to be added to June agenda. | TLG/BJ/CK/PJ  All |
| **1303/15** | **AOB** |  |
|  | **Turning Point Pharmacy Briefing** The briefing was discussed in relation to proxy doses and the processes outlined in the briefing. It was agreed that CK, TLG and PJ would discuss with turning point at the meeting at 1330 on 8th April. TLG to send Teams invite to CK.  Turning Point had issued a newsletter being prescriptive about proxy collections needing prescriber authorisation. This was not thought to be a good idea by the committee, who suggested this would remove the discretion needed to support vulnerable patients, on an individual case by case basis  The committee recommended that the SLA should not be prescriptive and inform a SOP- they should allow clinical judgement to take precedence.  **Public Facing Website.** It was agreed that the committee would purchase the domains [www.pharmacyfirstlincolnshire.co.uk](http://www.pharmacyfirstlincolnshire.co.uk) and [www.pharmacyfirstlincolnshire.com](http://www.pharmacyfirstlincolnshire.com), to divert any searches to our public facing website, detailing Pharmacy First services available at all pharmacies in the county.  Once purchased, the CO/Chair will ensure the pages divert to the relevant section of our public facing website.  **ACT Technician Upskilling Funding and Teach and Treat Funding** was discussed. There are still places available on both schemes -the CO will put news items on a page on the website so they can continue to be promoted and referenced/linked to in the annual report. | TLG/PJ/CK  TLG/PJ  TLG/PJ  TLG/PJ |
|  | Meeting closed at 4pm |  |
|  | **Date of Next meeting** |  |
|  | Thursday 26th June 2025 – Washingborough Hall Hotel |  |

**Action Log from March 2025 Meeting**

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| **Min No.** | **Action** | **Deadline** | **Resp.** | **Completion Notes** |
| 1303/03 | Chief Officer to share Bios of committee members in the Newsletters over the next 12 months. (Meet our Committee) | Next 12 Months | TLG |  |
| 1303/7 | The committee noted that they would like the CO to proceed with the Self-Assessment and circulate to the committee for comment, preparing a report for June committee meeting.  TLG to ensure that CPL approach to stakeholder mapping is clear in the self-assessment analysis as it has been agreed the use of the CPE stakeholder mapping template is not a necessity. | June 25  June 25 | TLG/All  TLG |  |
| 1303/07 | CPE documentation to be used to complete the committee self-effectiveness in place of the previous process an annual or bi-annual basis. NK will add to the work plan and diarise reminders | June 25 | TLG/NK |  |
| 1303/7 | The committee to discuss appointment of new governance committee member | June 25 | TLG/All |  |
| 1303/08 | Put workplan on agenda as a standing item moving forwards. | June 25 | TLG |  |
| 1303/09 | CK will circulate the Grantham DSP email to the committee for comments, which are due midway through April | Apr 25 | CK |  |
| 1303/09 | CK will create Market Entry template responses toolkit to enable administrator to process Markey Entry applications efficiently, circulating to the committee for comments etc | Apr 25 | CK |  |
| 1303/10 | Annual Report: The CO will reframe the strategic priorities in the AR to ensure they highlight why the work of CPL is of importance to contractors. | June 25 | TLG |  |
| 1303/14 | It was agreed that a decision on the AGM speaker would be deferred until we know what the likely requirements of the new contract and changes to commissioners are clearer. The Executive will discuss in between meetings. Final agreement will be made in June 2025 to allow time to organise and promote the AGM. Item to be added to June agenda. | June 25  June 25 | TLG/Exec  TLG/All |  |
| 1303/15 | Turning Point Pharmacy Briefing. It was agreed that CK, TLG and PJ would discuss with turning point at the meeting at 1330 on 8th April. TLG to send Teams invite to CK. | Apr 25 | TLG/CK/PJ |  |
| 1303/15 | Public Facing Website. It was agreed that the committee would purchase the domains www.pharmacyfirstlincolnshire.co.uk and www.pharmacyfirstlincolnshire.com. | ASAP | TLG/PJ |  |
| 1303/15 | Once domains above purchased, the CO/Chair will ensure the pages divert to the relevant section of our public facing website. | ASAP | TLG/PJ |  |
| 1303/15 | ACT Technician Upskilling Funding and Teach and Treat Funding was discussed. There are still places available on both schemes -the CO will put news items on a page on the website so they can continue to be promoted and referenced/linked to in the annual report. | ASAP | TLG |  |

**Carried over from previous meetings**

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| **Min No.** | **Action** | **Deadline** | **Resp.** | **Completion Notes** |
| 1212/8 | Propose business case to ICB for extra ABPM machines in the system to ease capacity pressures and associated risks. | March 25 | TLG | TLG Contacted SS at ICS on 18.12 proposing business case. Update 03.25: On hold by ICS no funding available |
| 1212/15 | Analyse Bank Holiday data to spot trends and suggest a more tactical view to Bank Holiday directions | March 25 | NK/CK | Action Carried |
| 2609/3 | CO and Chair need to discuss actual need versus perceived need for directed Rotas including evidence available, once rota activity received from NHSE. | ASAP | PJ/TLG | Carried over – for completion when analysis of data finalised - see Min 1212/15 |
| 1212/17 | Produce a newsletter article to remind contractors about how to safely dispense an online digital prescription from an online provider | Jan 25 | CK | Action Carried – CK to send over to Tracey asap. |
| 1212/17 | Contact CDAO to report an increase in private providers issuing prescriptions for Testosterone for gender incongruence to minors. | Jan 25 | CK | Completed |
| 2006/12 | Each committee member would produce a short video biography – CK will do his first and share with TLG. Rest of committee will also do one & share with TLG | 31/1/25 | ALL | Removed – replaced with minute 1303/03 ‘meet your committee’ items in the newsletter |

**Actions noted completed from previous meetings**

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| 2609/7 | Organise a Chair appraisal with the governance ctte | Dec 24 | PJ/RS/CS/CM | Completed Jan 2025 |