

Minutes of the Meeting held Thursday 26th June 2025
Washingborough Hall, Lincolnshire

Chair

Paul Jenks	CPL Chair and LPC Member CCA rep	PJ
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LPC Members present

Nicole Murdock	CPL Member CCA rep	NM
Chris Kenny	CPL Treasurer and Member CCA rep	CK
Christine Stafford	CPL Member CCA rep	CS
Muhammad Zafar	CPL Member Independent rep	MZ
Blazej Jasnowski	CPL Member Independent rep	BJ
Rob Severn	CPL Member CCA rep (Left at 4pm)	RS
Grainne Freeman	CPL Member CCA rep	GF

In attendance

Tracey Latham-Green	CPL Chief Officer	TLG
Natalie Kenny	CPL Administrator	NK

Apologies

Kav Hundle	CPL Member IPA rep	KH
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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	PEQ	Patient Experience Questionnaire
DOI	Declaration of Interest	PGDs	Patient Group Directions
GDPR	General Data Protection Regulation	PhAS	Pharmacy Access Scheme
GP	General Practitioner	PMS	Pharmacy Management System
HW	Healthwatch	POD	Pharmacy, Optometry and Dentistry
HWB	Health and Wellbeing Board	PQS	Pharmacy Quality Scheme
ICB	Integrated Care Board	RPS	Royal Pharmaceutical Society
ICSs	Integrated Care Systems	SIP	Systems Improvement Programme
IP	Independent Prescriber	ULTH	United Lincolnshire Teaching Hospitals
IPMO	Integrated Pharmacy & Medicines Optimisation	UOL	University of Lincoln
LiSH	Lincolnshire Sexual Health		

Minutes:

Item	Details	Resp.
0625/01	Welcome, introductions & apologies	
	- Apologies were received from Kav Hundle - The committee acknowledged the appointment of Grainne Freeman, Pharmacy Operations Manager at Lincolnshire Co-op. Grainne will occupy the vacant CCA seat.	
0625/2	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. - A Committee photo was taken to update the website. - CK will update his Bio in line with CCA move. - TLG notified the committee she has updated her bio. Competition Law Guidelines - The committee acknowledged that there was no change to our stance on this matter. - Tracey will show the guidelines to Grainne Freeman as the new CCA rep.	All CK TLG

0625/3	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 vice-chair went through the action log – see updates on log at end of minutes.	
0625/4	Update from Chair and Chief Officer	
	Chief Officer CPCF Support for contractors Since the last meeting the LPC have shared resources with contractors to support them via newsletters, the website and Linked for example, newsletter content included: 3rd April https://us12.campaign-archive.com/?u=9a52f54083a004da0fafa328f&id=535c107274 Community Pharmacy Funding Settlement: Book your place on CPE webinar now and find out more Summary information, links to resources and CPE webinar bookings 10th April https://us12.campaign-archive.com/?u=9a52f54083a004da0fafa328f&id=9621496092	

	New CPCF: Summary of CPE Guidance so far and useful Pharmacy First Actions summary New CPCF: Focus on PQS 29th May https://us12.campaign-archive.com/?u=9a52f54083a004da0fafa328f&id=fee436ea1f CPPE support for PQS and CPCF Working with East Midlands colleagues, offered drop in sessions for contractors, on Mondays from 12th May to 30th June, 1300–1400, promoted in newsletter and on LinkedIn. Vaccination Report The CO noted that the CCA Vaccination report had been shared with several ICB contacts, as the restructure meant that reporting lines were currently unclear. CPE Regional Roadshow – Wednesday 9th July This is being held in Mansfield. The CO will attend the afternoon session. The evening contractor event is being promoted via the newsletter and LinkedIn. Conference of LPC Reps Tuesday 25th Nov 2025 The LPC can send three delegates. The Chief Officer is very keen to attend as it gives a chance to network with other Chief Officers in the country and engage with CPE colleagues. The Chair is happy to attend. The CO noted it may be useful for the Vice Chair to also come along if he is able to book a locum to cover the day, for which costs would be covered by the LPC. The committee agreed that BJ will attend.	
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	ICB Changes The committee discussed the plans for Lincolnshire to cluster with Nottingham and Derby ICBs. The Lincolnshire ICB put forward proposals for Greater Lincolnshire as a footprint but there was no appetite for this from Humber and North Yorkshire ICB or region. It is proposed there will be a single executive with many functions beings moved away from ICBs The Lincolnshire team wish to ensure local links are maintained. They are awaiting approval of their plan at region and will then work on exact changes. There will be considerable staff loses. The four pillars of primary care have written to the ICB expressing concern in three areas. 1. Recognition of Lincolnshire unique characteristics and deprivation spread, and reassurance of how local information and relationships will be maintained, requesting an organisational chart when available. 2. Expressing concern that the Greater Lincolnshire Footprint is not included as this is not in line with council boundaries, or local commissioning in many cases. 3. Ensuring patient choice is not restricted to ICB cluster boundaries as patients travel to North and North East Lincs, South to Cambridgeshire and West to Nottinghamshire. It was noted by the Lincolnshire ICB that maintaining links to local intelligence and partners such as the LPC are a priority for them. The committee discussed the changes and their potential impact. This included recent changes to councils- where the ceremonial county of Lincolnshire incorporates North and North East Lincolnshire which are in a different footprint than the new proposals.	
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	Chair • CPE Forum of Chairs PJ reflected on the value of attending the forum of chairs at the Houses of Parliament. This was an opportunity to network about the changes to the CPAF and share best practice. There was also a discussion from a pharmacist who is now an MP on how to open dialogue with MPs. This was hosted in parliament, and there was a drop-in session for MPs and Ministers. Uptake was lower than hoped, but there were other debates happening in parliament on the day. No Lincs MPs attended, but this was partly down to their attendance at the Lincolnshire Show, which was on the same day as the forum. The committee reflected on their good engagement with MPs– TLG has written to all MPs and will follow up in September with updates around the changes to CPAF.	TLG
0625/05	Work Plan Review	
	The committee reviewed the work programme, noting that all items except winter planning were on the agenda for June. The CO and Chair will discuss winter planning with the ICB moving forwards, as ICB focus is currently on restructure. It was noted that at the last meeting, the committee had not ratified the appointment of BJ as Vice Chair. CK proposed the continuation of BJ as Vice Chair. GF seconded. Committee approved unanimously.	

0625/06	Finance Update	
	Finance Report (including recent payments list)- the committee agreed the payment list. • CK briefed the committee around the background of previously circulated meeting papers. • Management report, accounts spreadsheet were discussed. • Paper was shared and discussed with the committee regarding current cash position and introduced a paper around our reserves. • We currently hold over £85k in one bank account, meaning there is a risk that should Lloyds bank default we may risk losing capital. • Some alternative banking facilities were proposed, but it was agreed by the committee that this was not worth the extra admin for such a marginal risk as it is one of the biggest banks in the UK. • CK proposed we remained as-is, BJ seconded. The committee agreed to keep all banking at Lloyds • CK proposed he and TLG would agree a minimum cash position now that we are paying CPE Levy monthly. Any spare capital can be moved into the notice account which is performing well, covering a proportion of our cost base in interest alone. • We did not choose to explore levy holiday at this time, because we are working well to budget.	CK/ TLG
0625/07	Governance Update	
	A report had been circulated. The committee discussed the report. • The committee self-assessment had been completed. As a committee, we were not green on everything which is the most likely and expected position	

	- Note and discuss the contents of the report regarding Committee Skills Matrix, Self-Assessment and Finance and decide how to proceed, particularly in relation to the action plan. - TLG will recirculate the skills matrix for committee members to fill in who did not complete the matrix by the original deadline. - TLG will publish the outcomes of the self-assessment on the website - CK proposed we had a risk register of known risks. It was suggested that we might want to peer review another LPC's responses/ risk registers but this was believed to be the role of the contractors, not the LPC- they are to be scrutinised not necessarily scrutinise another LPC outside of the area. - TLG responded on behalf of the committee to CPE regarding CPE constitutional changes - General discussion ensued around proportionality and our position around the move of one contractor into another representative organisation. - We will send out the self-assessment annual review in March each year for discussion in June.	TLG TLG TLG/NK
0625/08	University of Lincoln Introductions	
	David Aziz Head of School of Pharmacy from UOL gave a short presentation introducing himself to the committee. He explained that he wanted to work more closely with the LPC as a key partner. He discussed the provision of practice-based placements in community sector, and asked the committee what their views were on the current placements and what we could do to improve the uptake of placement. CK noted that the students are limited to what they can do by the service specifications in community pharmacy, and asked that he raised the profile of this challenge with the Pharmacy	

	Schools' Council, to have an equal parity to other HCP placements. PJ noted that if students came prepared with a basic grounding and training in skills like BP measurement and otoscope use, they would be an asset to the host organisations. David proposed the development of a placement passport which students would bring to a placement and give assurances that they can perform certain services in an assured manner. PJ will arrange a meeting with David to discuss this further. Services such as BP measurement, flu vaccination and COVID vaccinations are possible for the student to do with internal validation of the host organisations, but other services needed service specification updates to allow e.g. NMS, DMS, Pharmacy First and aspects of the Pharmacy Contraceptive Service. Placement provision is an important aspect of pharmacist retention in the area, which the LPC supports. TLG will share service specifications of the services that students can, with validated training, provide at a placement.	TLG
0625/09	Market Entry Update	
	CK updated the committee that he had sent a response to the Daytom DSP application on London Road, Grantham on behalf of the committee. It was noted this would be heard under the current regulations—not the new ones when they are laid down. CK will update the Market Entry toolkit in line with the new regulatory changes to DSP market entry once these are ratified.	CK
0625/10	Draft Annual Report	
	The Chief Officer had circulated the draft annual report	

	The committee discussed the report and approved for publication.	TLG
0625/11	Services Update	
	- The CO had circulated a report. - Key service promotion focus currently sits around hypertension, contraception and pharmacy first, in light of the threshold requirements for contractors relation to the seven PF clinical conditions and the bundling requirement (hypertension, contraception and pharmacy first sign up) for receipt of threshold payments as from 31st March 2025. - We continue to work with the ICS to increase referrals and collaboration. IT issues remain a barrier but a solution should be in place by the end of June. - Data availability for targeted support is limited, but the Services Lead is working with the ICB contact who can view GP referral data to focus support. - A large project has been undertaken using LPN funding to distribute hard copy materials for Pharmacy First, hypertension and contraception services to all dental practices, children's centres, colleges, opticians, Citizen's Advice Bureaus and Healthwatch outreach venues, as well as at the Armed Forces Symposium for further distribution by representatives from the services. - The CO has leveraged a financial contribution from the ICB to distribute Pharmacy First posters and leaflets to all caravan and camping parks across the county. This covered overtime for the administrator as well as the cost of postage and materials and the time taken by the Services Lead and CO to plan the distribution and prepare the contact list.	

0625/12	Public Facing Website and Promotion of Services	
	The CO has updated the public facing website and promoted it via LinkedIn. The 'pharmacyfirstlincolnshire' domains purchased after the last committee meeting link into the website. PJ noted that the popup was working as intended, which signposts members of the public away from the LPC website and into the public facing websites for LPC contractors.	
0625/13	AGM Planning/Speaker	
	The committee had noted there were difficulties in getting an AGM speaker this time due to limited availability of speakers to discuss relevant topics. NM suggested that with the expansion of NMS, it might be prudent to have a speaker on mental health. CK suggested we could engage with LPFT to see if they had any speakers. CK to engage with LPFT to explore options around speakers RS suggested that we could offer a maximised income from the new CPCF as a backup. It could also be offered alongside a clinical speaker. PJ agreed to support if needed.	CK
0625/14	DMS Pathways	
	LCHS have just gone live with a new process for electronic DMS referrals. This is a low risk as currently LCHS are only discharging patients via DMS on 'virtual wards' who are at home or care settings. Referrals are being sent via PharmOutcomes. The trust will phone the pharmacy up as a courtesy in the short term but this is unsustainable, so pharmacies should not become accustomed to this practice.	

	It was noted that consent would be gained at the trust, but this will be verified by the pharmacist on receipt. It was noted that referral numbers would be low and pharmacies may be deskilled in providing. • An item was sent in the newsletter on the 12th June alerting pharmacy teams about DMS.	
0625/15	Regional Rep update	
	Lindsey Fairbrother gave a comprehensive update to the committee covering: • Changes to NMS legislation to cover extended scope • Changes to DSPs regulation • PQS- contractors can start looking at this now even though details are not yet finalised • Updates nationally about future of NHS funding	
0625/16	AOB	
	Bank Holiday Data CK presented a deep dive into Bank Holiday uptake data. It was noted that uptake varied- smaller population centres such as Spilsby and Horncastle did not have the cost-benefit ratio compared to somewhere like Lincoln. Stamford had a large population within 30min drive to the pharmacy though had an infrequent direction and uptake- possibly because patients are accustomed to driving to Peterborough. Car ownership is an important factor when directing, and the NHS should engage the LPC before directing, seeking their local knowledge about the behaviours of patients for directions. It was noted that some contractors had a disproportionately high rate of direction for bank holiday rota, whereas some areas and contractors were never directed.	

	Data Dashboard RS presented a dashboard for LPC insight into prescription volumes and service provision- to target resource and support for pharmacies using NHSBSA data. TLG to consider merits of platform by getting temporary access.	TLG/RS
	Meeting closed at 4:30pm	
	Date of Next meeting	
	Thursday 18 th September Washingborough Hall Hotel	

Action Log from June 2025 Meeting

Min No.	Action	Deadline	Resp.	Completion Notes
0625/02	CK will update his Bio in line with CCA move.	ASAP	CK	Completed
0625/02	TLG to show competition law guidelines to GF	ASAP	TLG	Completed
0625/04	TLG to contact MPs in Sept/Oct 2025 as part of her regular MP contact to give an update on CPCF	Oct 2025	TLG	
0625/06	TLG and CK to work out lowest proposed cash position and work out an amount to transfer into savings notice account	31 st Aug 2025	CK/TLG	
0625/07	TLG will recirculate the skills matrix for committee members to fill in who have not yet done so and will publish the outcomes of the self-assessment on the website	31 st Aug 2025	TLG	Completed
0625/07	TLG/NK will make a note to send out the self-assessment annual review in March each year for discussion in June	Mar 2026	TLG/NK	
0625/08	TLG to share service specifications with David Aziz to support placement passport development	Aug 2025	TLG	Completed
0625/09	CK will update the Market Entry toolkit in line with the new regulatory changes to DSP market entry once these are ratified	Oct 2025	CK	
0625/13	CK to liaise with LPFT for AGM speaker support	July 2025	CK	Completed
0625/10	TLG to publish Annual Report on the website	July 2025	TLG	Completed
0625/16	TLG to consider merits of CCA designed data platform by getting temporary access from RS.	Sept 2025	TLG/RS	

Actions carried over from previous meetings

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	Ongoing – Chair completed April 2025. Vice Chair, May 2025, Treasurer, June 2025.

Actions noted completed from previous meetings

Min No.	Action	Deadline	Resp.	Completion Notes
1212/15	Analyse Bank Holiday data to spot trends and suggest a more tactical view to Bank Holiday directions	March 25	NK/CK	Completed
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 Completed and discussed June 2025
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	Completed – to be included in July newsletter
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	June 25	TLG/All	Completed
		June 25	TLG	Completed

	has been agreed the use of the CPE stakeholder mapping template is not a necessity.			
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	Completed
1303/7	The committee to discuss appointment of new governance committee member	June 25	TLG/All	On June agenda item 7 Complete: post meeting note, CO spoke to governance lead and it was agreed an additional governance member would be selected when necessary.
1303/08	Put workplan on agenda as a standing item moving forwards.	June 25	TLG	Completed
1303/09	CK will circulate the Grantham DSP email to the committee for comments, which are due midway through April	Apr 25	CK	Completed
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	Completed
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	Completed

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	TLG/Exec	On June agenda item 13. Completed.
		June 25	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	Completed
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	Completed
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	Completed
1303/15	ACT Technician Upskilling Funding and Teach and Treat Funding was discussed. There are still places available on both schemes –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	Completed