

Minutes of the Meeting held Wednesday 17th June 2026
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 CCA rep	CK
Muhammad Zafar	CPL Member Independent rep	MZ
Blazej Jasnowski	CPL Member Independent rep	BJ
Rob Severn	CPL Member CCA rep	RS
Enrico Pignotti	CPL Member CCA rep	EP
Muhammad Zafar	CPL Member Independent rep	MZ

In attendance

Tracey Latham-Green	CPL Chief Officer	TLG
Natalie Kenny	CPL Administrator	NK
Stuart Hellon	CPL Service & Implementation Support Lead	SH

Apologies

Grainne Freeman	CPL Member CCA Rep	GF
Kav Hundle	CPL Member AIMp rep	KH

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	PCNA	Primary Care Network Alliance
CRG	Clinical Reference Group	PCC	Primary Care Collaborative
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	VGD	Vaccine Group Direction

Minutes:

Item	Details	Resp.
0626/01	Welcome, introductions & apologies	
	Apologies received from Grainne Freeman & Kav Hundle.	
0626/2	Committee Governance	
	Declarations of Interest (DOI) & Biography - The committee acknowledged that there are no changes to be made to DOIs - BJ 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
0626/3	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 326/14 Update re Charlie's Card and urgent medicines issues. The committee discussed urgent supply. Midlands guidance is being produced and will be circulated when available, clarifying and reminding contractors of	

	guidelines around when to supply and how and when to claim for payment. Action Log The chair went through the action log – see updates on log at end of minutes.	
0626/4	Update from Chair and Chief Officer	
	Chief Officer Update since last Committee meeting Lincolnshire PCNA Presentation – Chair and CO will be presenting a plan for Neighbourhood Working to the PCNA on Thursday 9th July, focussing on use of advanced services to ensure maximum tangible benefits for contractors. The Chair and CO are meeting with the Primary Care Collaborative (PCC) this evening. They will be discussing how best to approaching provider collaborative commissioning in partnership within our individual constitutional boundaries moving forward. The LPC will work with the PCNA to potentially write to the ICB highlighting the positive outcomes achieved thus far in county and how a true primary care provider collaborative could function in Lincolnshire moving forwards. The committee discussed ICB clustering developments and impacts across the county and the cluster. GP Dispensing List Validation – this is now completed. Whilst numbers were lower than expected, following a meeting with Di Wells, we are reassured that all inappropriate GP dispensing will cease. ICB Update incl INTs – DLN Chairs and Chief Officers met with Maria Principe and Caroline Goulding in early May, where the future roles of the cluster ICB and their intended engagement with LPCs was discussed. Cos have been invited to sit on programme board meetings. We still await final structure and staffing details and this continues to disrupt joint working. CO attended a workforce event in Derby, she has been able to	TLG

	share training opportunities in the newsletter following this and hope further opportunities will result in future via new contacts across the wider ICB cluster. CO attended the annual Health Watch conference on 21st May. Whilst Healthwatch will cease to exist next year, HW Lincs has been working closely with the ICB and hopes to have a continuing role moving forward. HW continue to work closely with CPL to promote pharmacy services and feedback patient compliments, comments and complaints for our information. Attendance at Health Scrutiny Cttee 1st April – Chair and CO attended this meeting, along with colleagues from the ICB. The HSC noted the particular concerns around medicines supply as described in Community Pharmacy England Pharmacy Pressures Survey 2024: Medicines Supply Report and two recent reports: The House of Lords report Medicines security-a national priority, published on 4th February 2026 and the Royal Pharmaceutical Society's (RPS), Medicines Shortages: solutions for empty shelveshttps://www.rpharms.com/medicinesshortages. The Health Scrutiny Committee resolved to write to the government, strongly supporting the recommendations from these reports. The Vice Chair, Services Lead and CO will be attending the Primary Care Collaboration Conference in Birmingham on 21st & 22nd June respectively MP liaison: The CO will be writing to all MPs most likely in the autumn regarding the CPCF announcement shortly. CPE expressed interest in Richard Tice visiting a pharmacy prior to the CPCF announcement. CO has shared potential dates but she is yet to hear back from CPE. The LPC had already supported a visit for Mr Tice to Parkside pharmacy in Boston. • The Chair and Governance Lead attended the Chair's forum followed by a reception in London on Monday 15th June to which all MPs were invited by the CO and only 3 attended, due to multiple conflicting priorities in parliament on the date. The evening networking event was held at Portcullis House, London. Pharmacy Minister	
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TLG

	Stephen Kinnock was in attendance. It was reflected that the Minister was positive about the sector, where community pharmacy was at the heart of the NHS Ten Year Plan. CO and Chair, along with the governance lead attended the CPE Regional Roadshow & CPE meeting 10th June. This was a good opportunity to hear more from CPE and liaise with contractors where we discussed the future role of community pharmacy and where negotiations should be focussed moving forward, particularly in relation to budget breakdown (dispensing vs services), regulatory control of market entry and NHS vs private services. CO is looking at getting Care Portal access for pharmacies that would like to utilise it. RS noted than some organisations will not be able to utilise this functionality due to internal GDPR/digital policies. It was noted that no local services commissioned should rely on access to the care portal. The LPC will be sharing a poster for circulation to all GPs with the LMC, highlighting the reasons why 7 day minimum notice required for repeat prescriptions, highlighting how this can help mitigate medicines supply issues and be better for patients. PJ will adapt the poster to improve clarity and ensure a diplomatic approach is represented. Once this is done, TLG will share with LMC. Chair discussed the recent contract announcement and how this was viewed as a starting point for longer-term security rather than the end point. Reflected on IP pathway and how that the funding uplift needed to invest in the IT needed to make the service possible.	PJ/TLG
0626/05	New Regional Representative – Introduction	
	The committee welcomed Rahul Sharda, CPE Regional Rep for Midlands. This was his first LPC meeting since	

	being nominated and the committee reflected on the recent announcements around the new pharmacy contract and future focus on the community pharmacy sector. Admin committed to send meeting dates to Rahul for further attendance and will share his email address with the committee	NK
0626/06	Finance Update	
	Finance Report (including recent payments list) - CK briefed the committee around the background of previously circulated meeting papers. - Management report, accounts spreadsheet were discussed. - Payment list was proposed by CK, seconded by NM and accepted as a true reflection of the accounts for the last two months by the committee - The updated expenses policy which had been shared prior to the meeting was discussed with the committee. The expenses policy was amended to change the amount of expenses in the policy from a specified mileage rate to a statement which reflects the current HMRC amount. CK proposed RS Seconded this was approved. - CK to update the expenses policy in line with the recommendations and send to NK and TLG - NK will send new expenses claim form to the committee - CO to add to the website under governance once final policy received from CK.	CK NK TLG
0626/07	Governance Update	

	RS gave an update to the committee. The report had been circulated to the committee prior to the meeting. The committee: • Discussed the contents of the report regarding the LPC Self-Assessment & Finance Checklist • Discussed the Stakeholder analysis (extracted from the Annual Report) • Noted the verbal governance update • PJ gave an update on the steps being taken to allow shared Microsoft Teams groups with ICB colleagues. • PJ to buy appropriate back up hardware to ensure our files are safe, in addition to cloud storage. • PJ will source appropriate technology to improve online meeting attendee experience (sound etc) via a webcam.	PJ
0626/08	New CPCF Discussion	
	The committee discussed the new Pharmacy Contract. Whilst the committee welcomed the 10% uplift in funding and the engagement of government in reforming the sector. Concerns remain around insuring the sustainability of the Community Pharmacy network within the current funding framework but it was noted that this was a good starting point to invest in future services such as prescribing. Community Pharmacy IT functionality was raised as a potential blocker in the mass uptake and use of prescribing, and one of the potential future clinical areas for growth would need significant pharmacist upskill. There were fourteen IP pathfinder sites in Lincolnshire which were able to feed into the national picture which	

	would have helped with IP soft-launch being in the new CPCF. TLG will write out to MPs to outline the opportunities and barriers with the new settlement, most likely after the summer recess as she had recently contacted all MPs on behalf of the Chai inviting them to the reception in London in June, highlighting the new contract.	TLG
0626/09	Market Entry	
	CK updated the committee on the following Market Entry decisions: - Notice of Consolidation received for the merger of two Lincolnshire Co-op pharmacies in Birchwood, Lincoln - Change of Ownership from TKY Wellbeing Ltd t/a Gill Pharmacy to RR Partners Ltd, 103 Hornsby Road, Earsfield, Grantham, Lincolnshire, NG31 7XD. - Notification of upcoming closure of Rowlands Pharmacy, Portland Street, Lincoln – due to close on 30th June 2026	
0626/10	Services Update	
	Introductions from the committee – The Services Lead gave a presentation updating the committee on work relating to service support covering: • County/(regional) performance: Pharmacy First – 03/26 • County/regional performance: Contraception: April 2025 to March 2026 • County/regional performance: BP checks: April 2025 to March 2026 • ICB liaison • Contractor support • Looking ahead	

	The committee noted and discussed the presentation. SH to prepare some figures regarding breakdown of services by area eg rural/urban.	SH
0626/11	Annual Report	
	• TLG had circulated the final draft of the annual report for 25/26 to the committee for approval. The committee accepted the report for presentation at the AGM in September with the final accounts for annual approval. • Once the final accounts are ready the CO/Treasurer will circulate them with a summary treasurer's supplementary report to the committee along with the final draft annual report, prior to the meeting and AGM in September.	TLG/CK
0626/12	Substance Misuse	
	• An update was provided on the Staying Safe initiative. • Kathryn Watkinson from turning point has expressed an interest in attending future meetings. NK to arrange. • The committee discussed the provision of Needle exchange in the county, noting numbers have dropped. The needle exchange is now operating via home delivery, which may be affecting the number of returns. It was queried whether the Health and Wellbeing Board (HWB) is aware of this change and whether the reduction in returns represents a concern. • Committee to discuss postal needle exchange with Kathryn Watkinson at the September Committee Meeting. • PJ discussed the fee for supervision and the retainer arrangement seen elsewhere in the UK • Turning Point – Concerns have been raised regarding inappropriate behaviour from the commissioner in relation to clients being excluded from the premises.	NK All

	Violent and Aggressive Patients – Discussed the lack of a legal mechanism to provide protection in cases involving violent or aggressive patients. TLG to contact Lincolnshire police to clarify attendance policies relating to violent/aggressive patients, write a summary item for the newsletter for contractors, share this with the committee for comment and then circulate in newsletter.	TLG
0626/13	CPPE Update	
	Tina Ramsey introduced herself and outlined her professional background, including experience as a Pharmacy Technician in secondary care, followed by a role at Buttercups, before joining the Centre for Pharmacy Postgraduate Education (CPPE). An overview was provided of upcoming local learning and development opportunities, including: - Menopause - Blood Pressure (BP) services in community pharmacy - Respiratory tract infection management - Pharmacy Technician Patient Group Directions (PGDs) - Pharmacy Technician upskilling opportunities - Neurology - Pharmacist Enhanced Practice Pathway (developed from the Newly Qualified Pharmacist (NQP) programme) Tina asked the committee if they could support with a pharmacy technician who would promote pharmacy technician as a good and exciting career. Lincolnshire Co-op suggested one of their colleagues may be able to support. TR asked for feedback from the committee about how best to deliver CPPE training– example, locations, times. RS suggested a	EP/NM/ GF/CK NK/TLG

	CPPE survey at our AGM which attendees can fill out to give some feedback. TLG & NK to facilitate and design a short table top survey for the AGM.	
0626/14	Maria Principe	
	Maria Principe – Executive Director of Commissioning (DLN ICB Cluster) – dialled in via teams, introduced herself to the committee and gave an overview of how the DLN Clustered ICB is envisaged to function relating to Community Pharmacy moving forward. The committee discussed the possibility of building a business case around the issuing of FP10s for hospital patients at discharge for fulfilment in community pharmacy. This has the potential to improve patient experience and outcomes, reduce overall costs, prevent ‘bed blocking’ and positively impact the sustainability of community pharmacies through income from dispensing fees. Maria will contact the LPC to work something up – CO, Chair and Treasurer will monitor and chase up if necessary.	PJ/TLG/ CK/MP
0626/15	Neighbourhood Survey CCA & CPE Constitution Feedback	
	The committee discussed the constitution and neighbourhood surveys. TLG to respond to the surveys appropriately.	TLG
0626/16	AGM Speaker Finalisation	
	Committee had a discussion about potential AGM speakers and topics, including minor ailments. • It was decided that the topic would be ‘Pharmacy First Consultations’ • TLG to try and find a GP to present • Post meeting note – CO suggested including clinical note examples –what GPs are looking for.	TLG
0626/17	Work Plan Review	

	The committee noted the workplan.	
0626/18	AOB Primary Care Workforce Scoping exercise • TLG had received an email asking for feedback on the ICB cluster workforce scoping exercise. • TLG will circulate to the committee for comment by midnight next Monday 22nd June, to allow CO to meet feedback deadline of Tuesday 23rd June.	ALL TLG
	Meeting closed at 15.40	
	Date of Next meeting	
	Wednesday 23rd September 2026 – Washingborough Hall Hotel Time TBC	

Action Log from June 2026 Meeting

Min No.	Action	Deadline	Resp.	Completion Notes
0626/4	TLG to write to all MPs re CPCF (post meeting note include pressures survey information)	Oct/Nov 26	TLG	Completed
0626/4	CO to work with the PCNA to potentially write to the ICB highlighting the positive outcomes achieved thus far in county and how a true primary care provider collaborative could function in Lincolnshire moving forwards.	Sept/Oct	TLG	Carried
0626/4	PJ will adapt the poster to improve clarity and ensure a diplomatic approach is represented. Once this is done, TLG will share with LMC.	Sept 26	PJ/TLG	Paused
0626/5	NK to send meeting invites to Rahul for attendance at future meetings.	June 26	NK	Completed
0626/5	NK to share Rahul's email address with the committee	July 26	NK	Completed
0626/6	CK to update the expenses policy in line with the recommendations and send to NK and TLG	Aug 26	CK	Completed
0626/6	TLG to add new expenses policy to the website under governance once received from CK.	Aug 26	TLG	Completed
0626/6	NK to send new expenses claim form to the committee	June 26	NK	Completed
0626/7	PJ to buy appropriate back up hardware &	Aug 26	PJ	Carried

	appropriate technology to improve online meeting attendee experience.			
0626/12	NK to invite Kathryn Watkinson from turning point to the next committee meeting in September 26.	July 26	NK	Completed
0626/12	TLG to contact Lincolnshire police to clarify attendance policies relating to violent/aggressive patients, write a summary item for the newsletter for contractors, share this with the committee for comment and then circulate in newsletter.	ASAP	TLG	Completed
0626/10	SH to prepare some figures regarding breakdown of services by area eg rural/urban.	ASAP	SH	Carried
0626/11	Once the final accounts are ready the CO/Treasurer will circulate them with a summary treasurer's supplementary report to the committee along with the final draft annual report, prior to the meeting and AGM in September	Aug/ Sept 26	TLG/CK	Completed
0626/12	Committee to discuss postal needle exchange with Kathryn Watkinson at the September Committee Meeting.	Sept 26	All	Completed
0626/13	CPPE asked the committee if they could support with a pharmacy technician who would promote pharmacy technician as a good and exciting career. Lincolnshire Co-op suggested one of their colleagues may be able to support.	Aug/ Sept 26	EP/NM/ GF/CK	Completed – Note neither Tina nor a Coop representative were able to attend event.

0626/13	TLG & NK to create a tabletop survey for AGM	July/Aug 26	TLG/NK	Completed
0626/14	Business case around the issuing of FP10s for hospital patients at discharge for fulfilment in community pharmacy to be prepared. This has the potential to improve patient experience and outcomes, reduce overall costs, prevent 'bed blocking' and positively impact the sustainability of community pharmacies through income from dispensing fees. Maria will contact the LPC to work something up – CO, Chair and Treasurer will monitor and chase up if necessary.	Aug/Sept 26	MP/TLG/ PJ/CK	Carried
0626/15	Neighbourhood surveys. TLG to respond to the surveys appropriately.	ASAP	TLG	Completed
0626/16	TLG to try and find a GP to present at AGM .	Aug/Sept 26	TLG	Completed
0626/18	TLG will circulate to the committee for comment by midnight next Monday 22nd June, to allow CO to meet feedback deadline of Tuesday 23rd June.	Asap	TLG	Completed

Actions carried over from previous meetings

None