

Minutes of the Committee meeting held ON Tuesday 7th July 2026 at 09:30 – 12:30 via MS Teams.

Members present:

Kath Briscoe (KB – Boots – CCA)
Yogesh Patel (YP – Lawley Pharmacy – IND)
Ravi Nagra (RN – MSN Pharmacy Group – Regional Multiple)
Alex Carrasco (AC – Day Lewis – IPA)
Sab Rooprai (SR – Conway Pharmacy – IND)
Mohammad Sohawon (MS – Muxton Pharmacy – IND)
Steve Virdee (SV – Morrisons – CCA)
Matt Birch (MB – Superdrug – CCA)
Lucy Corner (LC – Rowlands – CCA)
Hatim Adamjee (HA – Hollinswood Pharmacy – IND)
Helen Whitehouse (HW – MSN Pharmacy Group – Regional Multiple)

In the Chair: Kath Briscoe

In attendance:

Lindsey Fairbrother, CO (LF)
Jane Davies, Treasurer (JD)
Stephanie Green, Operations (SG)
Kirsten Atkinson, Communications (Priest & Co) (KA)

Agenda Ref:	Details	Actions
1.0	Welcome, Apologies for absence, Declarations of Interest Apologies received from Mohammad Sohawan, Matthew Birch and Amanda Alamanos. All new members confirmed as having submitted declarations. No new declarations raised.	
2.0	To approve the Minutes of meeting held on 5 th May 2026. Minor amendments agreed: • Spelling corrections • "Workstation assessments" wording • Capitalisation of "CPE" Approved: Proposed by Ravi Nagra, seconded by Alex Currasco.	
3.0	Matters arising/actions not on the agenda None raised outside of the agenda.	
4.0	Chief Officers Report National Contractual & Regulatory • CPCF uplift: 10.3% + 6p per item • Protected learning time closures now permitted • National IP service expected Autumn 2026 Local System Changes • Staffordshire, Shropshire and Telford & Wrekin ICB clustering underway • Shropshire neighbourhood designated a "pioneer" but limited progress so far • Telford & Wrekin neighbourhoods more advanced Local Service Development: Independent Prescribing (IP) • Successful bid with Clare Hand • Funding secured for expansion of Pathfinder sites • Up to 5 IP sites delivering NHS work in 2027 • Up to 20 IP sites over 3 years • Lipids and hypertension IP work underway at Day Lewis, Oswestry Other Services • Lung cancer early finding pilot in Telford (4 pharmacies) with plans for expansion	

	• Smoking cessation service to be re-established locally • Sexual health service developments including PGD-based treatment model • AA to review activity access and pharmacy treatment pathway Services Subcommittee Proposal • Required due to volume of service development work • Committee to provide member nominations and Chair suggestions LPC Operations • Officer job descriptions require updating • Holiday tracking process needed • Meeting attendance rationalisation required • Clearer reporting of outcomes needed Contractor Support • DSP Toolkit reminders • Pharmacy First performance support • IP DPP matchmaking support (Tunde contact) • CPAF reminders to be issued directly to contractors Clinical Queries • Buccal adrenaline pens for schools • Oral anti-cancer medicines supply feasibility • NHS App support (Age Concern funding available)	Review meeting attendance expectations – Committee
4.0	Breakout Groups – Subcommittee Reports Governance (LC) • Officer job descriptions to be drafted • Holiday tracking policy to be developed • Staff contracts end March 2027; extension to be considered • Services Subcommittee supported (launch September 2026) • Annual skill-mix review • Modernised reporting format required Finance (JD & YP) • Finances on budget with minor handover overspend • Strong support for Services Subcommittee • AGM attendance concerns: ◦ Consider contractor/staff expense reimbursement ◦ Pfizer ring-fenced funds (£7k) possible funding source ◦ Joint event with LMC using £10k LPN engagement fund Communications (SG and SV) • Define audience for each communication • Preferred communication methods: email and face-to-face • Visits should be appointment-based • Multiples require head office contact first • Independents prefer direct contact• Survey results to shape strategy	Draft officer job descriptions – LC Create holiday tracking process – JD Launch Services Subcommittee – LF (following Committee nominations) Outline communications strategy – AA & KA – spot on next agenda
5.0	CPE Update • CPCF negotiations and reform agenda • National priorities: funding stability, margin reform, clinical service expansion• National campaign planned around abuse and violence in pharmacy LPC & CPE Elections • New constitution to be adopted via SGM (likely September) • Election cycle begins November 2026	

6.0	ICB Update – Sam Travis • Focus on Pharmacy First performance • DMS improvement required IP Expansion • Funding for 3 current sites plus 2 new Telford sites • Potential expansion to 20 sites over 3 years Neighbourhood Priorities • Frailty • Cardiovascular disease (CVD) • Mental health • Childhood immunisation	Progress IP rollout – LF & Claire Hand (ICB)
7.0	Services Update – AA (Written Report) Monthly activity report reviewed Discussion regarding continuation of Stephanie's Pharmacy First support visits	
8.0	Neighbourhood Health Champions – SG Recruitment • Thomas – Southeast Shropshire • Krishan – North Shropshire & Newport/Central • Amanda – Sutton Hill (Telford) • Vacancies remain in Shrewsbury and Southwest Shropshire Progress • Meetings arranged with PCN leads and neighbourhood teams • Priority areas: frailty, CVD, mental health, childhood immunization • Proposal for Champions to attend TWIP and ShIPP accelerator meetings Survey Results • Email is preferred communication channel, followed by face-to-face • Monthly updates preferred • Strong interest in clinical IT support, IP development and local relationship building	
9.0	AGM & Contractor Event – 20 September 2026 • Venue: Shrewsbury Town FC • NPA willing to support with speakers • Theme: profitability and business growth Attendance Concerns • Sunday event may deter staff attendance • Consider paying attendees • Explore CPD accreditation • Awards categories to be developed	Plan AGM logistics – LF
10.0	Elections Awaiting final model constitution from CPE SGM required in September (with AGM)	
11.0	AOB MP Engagement • HW hosting Julia Buckley in September • LC planning visit for Helen Morgan • KA to coordinate templates Wem Pharmacy Closure • Query raised by councillor – LF to respond	Coordinate MP engagement – All • Respond to Wem pharmacy query – LF
12.0	Meeting closed at 12:30 Next meeting Tuesday 8 th September 2026 09:30 – 16:00 at ICB Offices, Wellington.	