Minutes of the Committee meeting held 8/9/26

Members present:
Kath Briscoe (KB – Boots – CCA)
Yogesh Patel (YP – Lawley Pharmacy – IND)
Alex Carrasco (AC - Day Lewis – IPA)
Sab Rooprai (SR – Conway 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 Lunts – Regional Multiple)

In the Chair: Kath Briscoe
In attendance:
Lindsey Fairbrother, CO (LF)
Jane Davies, Treasurer (JD)
Amanda Alamanos, Operations (AA)
Kirsten Atkinson, Communications (Priest & Co) (KA)

Agenda ref.	Details	Actions
1	**Welcome, Apologies for absence, Declarations of Interest** Three apologies were noted: Ravi Nagra, Mohammad Sohawain, Stephanie Green No new declarations of interest.	
2	**To approve the Minutes of meeting held on 7/7/26** Proposed: Sab Rooprai, Seconded: Alex Currasco	
3 3.1	**Matters arising/actions not on the agenda** **2027 Meeting dates** The committee agreed the following dates to align with LMC meetings: • 12 January 2027 – Face to Face • 9 March 2027 – Virtual • 27 April 2027 – Face to Face • 29 June 2027 – Virtual • 14 September 2027 – Face to Face • 9 November 2027 – Virtual	LF to update calendar invites and room bookings AA and KA will support LF with setup and migration from OneDrive and find a solution for the Committee.
3.2	**SharePoint / Document Storage** LF raised ongoing issues saving and sharing documents via SharePoint – majority of Committee cannot access- a new solution is required	LC to investigate
4 4.1	**Chief Officer Meetings Report** **Independent Prescribing update** Current IP sites: • Alex (Day Lewis, Oswestry) – lipid management module active • Ravi (MSN, Ludlow) – non active	AC, RN, SR to coordinate observation visit dates directly with Meena/Anj **by end October**

4.2 4.3 4.4 4.5	• Sab (Conway, Shrewsbury) – non active Key issues discussed: • Surgeries not sending pathology results directly to pharmacies. • Difficulty coordinating observation visits to Alex for Meena/Anj. • Concern that ICB may withdraw support if activity is not demonstrated. Sab raised lack of referrals from his surgery; shared-care protocol required **CVRM / Pharmacy First Extended IP Model** • Expressions of interest expected October. • LF has drafted guidance for contractors on preparing for IP delivery which will be published in the pharmacy press and covers governance for both private and NHS prescribing **ICB Structural Changes** • ICB is moving to an Integrated Healthcare Organisation model, with ICB finances given over to IHO within 3 years. • Local IHO: ShropCom. • LF spoken with Tania Cork (SSOT Chief Officer) re provider companies/CIC. Follow up booked 20/10 **Smoking Cessation / NRT** • LF met with Telford Public Health regarding Cytisine 25-day course delivery. • Sab confirmed he expressed interest previously but received no follow-up. **LMC/LPC Joint Working** • Joint hypertension letter issued successfully. • LF attended GP Board; discussed neighbourhood priorities and Pharmacy First. • Some GP resistance noted; LF addressed concerns regarding pharmacist training.	**Committee members let LF know if require a copy of guidance article** LF meeting with Susan Watkins, Chief Pharmacist, Shropcom LF to invite CHS to next LPC to discuss provider companies LF to chase up Katie Baker & Claire Sweeney re PGD proposal. NRT referral scheme only active in Telford (Sab is Shropshire). Tobacco support invited to 20/9 event. LMC will attend LPC from 2027. LPC will attend LMC from 2027.
5	**Subcommittee Breakouts**	
6	**CPE Update** LF summarised national updates:	The Committee approved the constitutional changes. These will be

	• Modern LPC Constitution changes (committee size flexibility, term limits, governance updates).
	• 2027 LPC & CPE elections timetable:
	  o LPC must confirm number of seats by 31 October 2026.
	  o Independent nominations open 11 January 2027; close 22 February 2027.
	  o New committee term begins 1 April 2027.
	Committee agreed to retain **11 seats**.
		voted upon at the AGM 20/9/27

7 7.1	**Subcommittee Feedback** **Governance (LC)** • Review required of IT equipment management and retention schedules. • Need for centralised cloud storage (SharePoint). • Updated job descriptions need to be agreed to provide support and guidance to officers.	LC to review CPE guidance on IT governance LC to produce draft role descriptions for all officers of the Committee

7.2	**Communications (KA)**
	• LinkedIn engagement strong (4,160 impressions).
	• Mandatory campaign posts performing well.
	• MP visits arranged:
	  o Julia Buckley – 23 October
	  o Shaun Davies – 23 October
		KA requested photographs

7.3	**Services (AA)** • Ear treatment service: no activity; new service spec to enable walk ins from all Telford practices. • Sexual health test-and-treat: CHS not delivering treatment element – updated PGDs awaiting sign off; commissioners considering withdrawal. • Pharmacy profiles being updated; NHS services complete, private services ongoing. • NRT service inconsistent across Shropshire/Telford.	AA to support and encourage pharmacies to participate. Provide marketing materials. Monitor activity. LF to chase ICB for sign off. AA to follow up with MPFT re comms to patients to access treatment at pharmacy SG to complete via pharmacy contacts & visits See actions 4.4
	Finance (JD)	

7.4	• Ring-fenced funds reviewed; several dormant since 2021. • Committee agreed to reallocate **£60k** to support officer salaries for two years. • Remaining funds (~£170k) to support contractor development and neighbourhood work. • Further discussion required on neighbourhood champion funding and activity **Financial Update & Year-End Projection** • LPC remains financially stable; levy income covers core costs. • Significant reserves available due to historic ring-fenced allocations.	JD to allocate £60k of LPN monies to CPS service development lead and support roles fund JD to prepare detailed summary to present at AGM 20/9
8	**Regulatory Update** • Cambrian Pharmacy continues not to open contracted weekend hours	LF to escalate at Regional NHS
9	**Neighbourhoods update** • Krishan Patel, based in Market Drayton, - N Shropshire (excl Oswestry) neighbourhood & Newport & Central neighbourhood • Alex Currasco, based in Oswestry, - N Shropshire Oswestry neighbourhood • Amar Nagra, based in Shrewsbury - SW Shropshire neighbourhood & Shrewsbury neighbourhood • Rebecca Lyons, based in Telford - S Telford neighbourhood We have a vacancy in SE Shropshire. The champions have met twice on updates and both KP & AC are due at PCN meetings this month. AN has met with SG and Dr Grenfell of Shrewsbury PCN to discuss frailty and a low-level pilot (15 patients) to identify vulnerable via frailty index, with a view to building a costed proposal. LF has sent CVRD & frailty models to the ICB for consideration within neighbourhood plans. LF has reached out to Place Board for STW re representation.	LF to support champions with SG. Committee to discuss best infrastructure & resources to move forwards. Proposals to next Committee meeting.
8	**CPE Regional Update – Rahul Sharda** RS asked for feedback on the reform of the pharmacy contract. Committee members discussed.	
9	**Any Other Business** AGM & pharmacy conference 20/9 • videos reviewed	

	• jobs allocated for 20/9 • Contractors to receive post-event survey at Learning Event (20 October).	Use Janet Morrison's video to play on entry at AGM HW/AA – registration KB – speaker greeting & AGM SR – sponsor greeter & set up HA – photographer AA to prepare AGM slides for KB and devise post event survey