

## Minutes of the CPL Meeting held at 9.30am on 20<sup>th</sup> January 2026 at Brampton Park Golf Club, PE28 4NF

**Present:**

Anil Sharma (AS) Chair and CPE Regional Representative *arrived 9.59am*  
 Meb Dattoo (MD) Vice Chair  
 Abbas Bhimani (AB) *arrived 9.43am, left 2.30pm*  
 Wojciech Cwiek (WC)  
 Shabbir Damani (SD) *arrived 9.53am*  
 Sean Gage (SG)  
 Banji Kelan (BK) *arrived 9.40am*  
 Parv Lali (PL)  
 Claire Rigby (CR)  
 Christine Stafford (CS)  
 Adnan Waheed (AW)  
 Rita Bali (RB) Executive Development Officer  
 Charan Kaushish (CK) Chief Officer  
 Karen Cox (KC) Support Officer

Item No	Details	Action (see action log)
<b>1</b>	<b>Welcome and Introduction</b>	
	MD welcomed everyone to the meeting. Introductions were carried out for the benefit of CK. CK gave the committee a brief overview of her background. CS was appointed as time keeper and facilitator.	
<b>2</b>	<b>Declarations of Interest</b>	
	A completed DOI form was received from CK.	
<b>3.</b>	<b>Acceptance of Minutes and Matters Arising</b>	
	CS proposed that the Minutes from the meeting held on 18 <sup>th</sup> November 2026 were accepted as a true record of the meeting and this was seconded by SG. There were no matters arising from the Minutes.	
<b>4.</b>	<b>Action Log</b>	
	The action log was discussed and updated. See log for more details.	
<b>5</b>	<b>Governance Report</b>	
	No report submitted	

6	Committee Matters	
6.1	Decision log – The addition to the log was noted.	
6.2	<p>CPE Members Page – KC will need to request log in details for CK and SG.</p> <p>The majority of the other members didn't know their access details. KC will request a list from CPE.</p> <p>AS arrived and took the Chair.</p>	No 1 – KC
6.3	<p>HR Documents – The completed templates from Clyde &amp; Co were shared prior to the meeting, there were no comments or amendments from the committee. MD thanked CS for her work completing these documents.</p> <p>MD proposed that the draft documents be accepted and this was seconded by BK. The committee voted unanimously in favour.</p>	No 2 – KC, CK & AS
6.4	<p>Working with Central East ICB – The Chairs and Chief Officers of the three LPCs recently met with Jan Thomas (JT) Chief Executive for Central East ICB. Pam Green (PG) and her equivalent for BLMK, Maria Wogan (MW) also attended. A Director of Neighbourhood Health for Hertfordshire has been appointed, but did not attend. JT was very clear that the ICB will focus on strategic commissioning. Neighbourhoods will be about implementation not strategy. She doesn't want to stifle innovation and there will be a clear pathway for good practice to be implemented across the ICB. It will not be the ICBs role to look after the providers, the neighbourhoods will focus on partners working together. A strategy document is currently being prepared by the ICB. The plan is to meet again in six weeks' time with suggestions on how pharmacy can support the ICB to meet its objectives.</p> <p>AB asked how many proposals will be taken. AS said that JT is focussed on quality and she wants quick wins. We will only propose a maximum of three good quality services for now.</p>	No 3 – RB
6.5	<p>Working with the cluster LPCs – Tania Farrow (TF), former Chief Officer for Suffolk LPC, facilitated a discussion between representatives from each LPC. AS, RB and MD represented our LPC. JT had confirmed that the ICB is not expecting there to be just one LPC to work with. Each LPC had a different preferred option, after discussion the decision reached was that a collaborative board would be formed, but that this board would not have decision making powers. This would be retained by each individual LPC. Staff will also remain separate, but there will be a more formal arrangement for shared working. MD commented that it would be good to understand from other areas the practicalities on how issues are resolved when each LPC has a different view. SG asked if there was any expectation from CPE that LPCs merge to be co-terminus with the new</p>	

6.6	<p>larger ICBS. AS confirmed, this was not the case. This new model will be tested by working together on the proposals for the next JT meeting. In the future we may need to consider working with a provider company to support implementation.</p> <p>RB leaving date – AS has discussed with RB and a leaving date at the end of February has been agreed.</p>	
7	<b>Finance and Audit Report</b>	
7.1	<p>SG shared the following report prior to the meeting.</p> <p style="text-align: center;">Balance at 31/12/2025            £ 228332.89</p> <p><b>Points to note.</b></p> <p>1. Attached is a copy of the financial position of the LPC at the end of Q3 – budget vs actual spend. You will see that we had budgeted for a YTD deficit compared to income of £17,738 to reduce our reserves. At end of Q3 our income vs expenditure is £1409 in surplus, a variance to budget of £18,312. This is due to significant underspends against the budgets set for Management of Pharmacy Leads, Members Attendance allowance, Officers Mileage costs and Members Mileage. I will address any questions about the performance against budget at the next meeting of the full LPC committee. Please come prepared with any questions.</p> <p>2. As we enter the final quarter of this financial year please can I ask that every committee member and employee submits any outstanding invoices promptly and within the three months of the meetings to ensure all invoices are cleared before the end of the financial year.</p> <p>3. We are still awaiting Sponsorship income from one sponsor of the AGM.</p> <p>6. The draft budget for 2026–27 is attached and will be discussed by full committee on January 20th. CPE has provided Illustrative figures for the CPE Levy for 2026/27, based on a potential CPE budget increase from 0% to 3%. As you can see below our CPE levy would be expected to be in the range from £65,636 to £67,605. In</p>	

<p>7.2</p> <p>7.3</p>	<p>light of the ongoing discussions regarding future ways of working with Central East ICB have shown the potential CPE levy changes that would apply to CP Hertfordshire and CP BLMK.</p> <p>7. The draft budget included a Handover period for Rita in month 1 of New Year but as we are delighted to welcome Charan as our New Chief Officer additional handover cost would now apply to the current year's budget instead.</p> <p>I invite any questions.</p> <p>MD noted that with the handover period now happening within this financial year, it will help to reduce the underspend against the budget.</p> <p>Draft budget for 2026/27:</p> <p>Engagement Leads -The ICB will be transferring funding for the engagement leads for one more month. RB suggested we then keep the leads in place until the funding is used up. The members agreed, and this will be reviewed at each meeting going forward. The finance and audit group will also discuss the possibility of funding the leads going forward if there is no further funding from the ICB. AW commented that is difficult to demonstrate the value of the role in this short period of time.</p> <p>CPE Levy – The final figure will be shared in February.</p> <p>Honorariums – AS and SG left the room while the honorariums were discussed. The committee discussed the work involved in both roles. MD proposed an increase for the Chair and this was seconded by SD. PL proposed an increase for the Treasurer and this was seconded by MD. The committee voted unanimously in favour of both proposals. AS and SG will be informed of the outcome.</p> <p>Microsoft 365 Licence – currently individual packages are purchased for new laptops or PCs. The 365 licence will help support team working and solve some of the IT security issues raised by the toolkit. The cost will be offset by the savings on some other software such as Zoom and Norton subscriptions. SD proposed that a Microsoft business premium plan is purchased for two users, this was seconded by BK. The committee voted unanimously in favour, but asked the team to continue to monitor the work that CPE are doing on this.</p> <p>Metro Bank savings account – Some other LPCs have been able to set up savings accounts with Metro Bank. KC has visited the local branch, and</p>	<p>No 4 – SG</p> <p>No 5 – F&amp;A group</p> <p>No 6 – KC &amp; MD</p>
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	they are happy to start an application, but may need to carry out extra checks. It was agreed that an account would be opened with Metro Bank under the name Cambridgeshire and Peterborough Local Pharmaceutical Committee. The signing rules for the account were agreed to be two to sign for any amount. The signatories on the account will be Sean Gage (Treasurer), Wojciech Cwiek (Committee Member), Karen Cox (Support Officer) and Stephen Cullum (Book Keeper).	No 8 (2023) (Updated) – KC
<b>8</b>	<b>Contracts Update</b>	
8.1	SD gave an update according to appendix b.	
8.2	Re-notified Peterborough DSP application – The draft response was circulated prior to the meeting. The members approved the draft.	No 7 – KC
8.3	SD told the committee that the contracts group had discussed regulations training and had asked CPE if there was any planned. There are no specific dates planned yet, but in the meantime, KC has shared the recording from the rural regulations previously provided for the East LPCs.	
<b>9</b>	<b>Services, Relationships and Communications Report</b>	
9.1	RB's report was circulated to the committee prior to the meeting. Pharmacy First – The emergency department at CUH are looking into referring patients directly to community pharmacy. An initial meeting has been held and they have confirmed the referral will be sent directly to the pharmacy IT systems.	
9.2	DMS – There are still some pharmacies not completing DMS referrals. Indira Pillay (IP) has asked if we can offer some additional support. The committee agreed we should offer minimal support by sending an email to alert contractors about outstanding referrals and reminding them that not completing the referrals could result in a breach notice.	
9.3	Engagement Leads – data from the monthly activity forms has been used to produce some initial evaluation. AW said that he found the Integrated Neighbourhood Teams were very keen to have community pharmacy represented at events. Attendance at meetings can also stop small issues escalating.	
<b>10</b>	<b>CPE Update</b>	
10.1	AS updated the committee on the work of CPE. In response to the changing makeup of the community pharmacy network three new members have joined the committee as in interim arrangement. There is one new independent representative and two new IPA representatives. The number of CCA representatives has reduced by one.	

10.2	<p>This arrangement will remain in place until the next elections in April 2027. Any vote needs to be approved by 70% of the committee to carry.</p> <p>Category H will be introduced to the Drug Tarriff from April 2026. DHSC believes that the prices listed in Category C are not always reflective of what pharmacies are actually purchasing and supplying. The products will be moved across in a phased approach. This change was not agreed by CPE but imposed by DHSC.</p>	
10.3	<p>Funding and Contracts – AS is now the Vice Chair for this group. They have been looking at branded generic prescribing and the new Category H implications.</p>	
10.4	<p>Service Development – They are reviewing the Children’s Flu Pilot. SD commented that it was unfortunate that GPs could start vaccinating before pharmacies. CPE are asking that the National Booking Service (NBS) be opened on 1<sup>st</sup> July to create parity for all providers, as many open their own private booking systems much earlier.</p>	
10.5	<p>Legal and Regulatory – They are looking into stopping auto nominations, but CPE does not have any control over the PMR providers.</p>	
10.6	<p>Negotiations have not yet commenced. The spending review has resulted in a 3% increase in the spending for all of the NHS. Previously this has been 3.5%.</p>	
<b>11</b>	<b>Any Other Business</b>	
11.1	<p>MD asked that all of the members offer their full support to CK while she settles into her role, and respond to any requests for information and viewpoints.</p>	
11.2	<p>The members thanked RB for all of her hard work over her many years with the LPC, first as a member then as an employee. RB thanked the members for all of their support, and said how much she had enjoyed being part of the committee.</p>	
	<b>Next Steps</b>	
	<p>The Minutes and Action Log will be circulated.</p>	
	<b>Close of Meeting</b>	
	<p>There being no further business the meeting closed at 3.35pm</p> <p>The next meeting will be held on 17<sup>th</sup> March 2026 at Brampton Park Golf Club.</p>	

