Minutes of the CPL Meeting held at 9.30am on Tuesday 17th March 2026 at Brampton Park Golf Club, PE28 4NF

Present:
Anil Sharma (AS) Chair and CPE Regional Representative *arrived 9.50am*
Meb Datoo (MD) Vice Chair
Sean Gage (SG) Treasurer
Banji Kelan (BK)
Parv Lali (PL)
Claire Rigby (CR)
Christine Stafford (CS)
Adnan Waheed (AW)
Charan Kaushish (CK) Chief Officer
Karen Cox (KC) Support Officer

Apologies:
Abbas Bhimani (AB)
Wojciech Cwiek (WC)
Shabbir Damani (SD)

Item No	Details	Action (see action log)
1	**Welcome and Introduction**	
	MD welcomed everyone to the meeting.	
2	**Declarations of Interest**	
	Updated DOI forms were received from all members present. MD reminded the members of the importance of the document and said it always better to declare an interest if you were unsure.	No 8 – AB, WC &SD
3.	**Acceptance of Minutes and Matters Arising**	
	SG proposed that the Minutes of the meeting held on 20th January 2026 were accepted as a true record of the meeting and this was seconded by BK. There were no matters arising from the Minutes.	
4.	**Action Log**	
	The action log was discussed and updated. See log for more details. No 14 – BK told the committee he had received an invoice from Cambridge City Council in error, this has now been rectified, and he has received a purchase order so he can submit his invoice.	No 14 (2025) – Updated

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5	Committee Matters	
	AS arrived and took the Chair.	
5.1	Collaborative working with Central East LPCs – A meeting will be held next week with the other LPC representatives to draft an MOU for the ongoing working arrangements. Example MOUs were shared with the members, and they felt the Hertfordshire, Essex and Suffolk draft most suited our current situation. The MOU needs to be productive and workable for now, but flexible to deal with any changes at the ICB. The ICB structure still isn't finalised, but they have appointed a director for each of the three areas. As we know, Pam Green is the director for Cambridgeshire and Peterborough. The Chief Officers have tested the collaborative approach by working together to produce a proposal to take to Central East ICB. CK feels that they have worked well as a team.	
5.2	Mental Health First Aider training – KC explained that some staff from other local LPCs have completed this training. The training covers how to spot someone in mental health crisis and how to offer support and signposting. Our local healthy living provider will be offering this training free of charge, but the course is two days long. MD proposed that both KC and CK should attend the training, but on separate occasions, this was seconded by BK, the committee were all in favour.	No 9 – CK & KC
5.3	Contractor visit day – June 16th was agreed at the date for the visits. We will prioritise new contractors and anyone without a previous visit. The committee reviewed the visit questionnaire. It was agreed some fridge magnets will be ordered to promote our contact details and website.	
5.4	RSG/ TAPR review – AS gave a brief overview of the Wright Review, RSG and TAPR. The members reviewed and discussed the questions from CPE.	No 10- CK
6	**Finance and Audit Report**	
6.1	SG gave the following report: Balance at 28/02/2026 £196,013.25 Points to note. 1. Attached is a copy of the financial position of the LPC at the end of February – budget vs actual spend. You will see that we had budgeted for a YTD deficit compared to income of £19,522 to reduce our reserves. After 11 months of the year our income vs expenditure is £1,591 in deficit, a variance to budget of £17,931 but an improvement on our position from the end of Q3. We have overspent on Officers Salary due to the handover period between the employment of our new Chief Officer, Charan on 12th Jan and the Retirement of previous Chief Officer Rita on 28th February. We still had	

	significant underspends against the budgets set for Management of Pharmacy Leads, Events costs, Officers Mileage costs, Members Training costs, Members Attendance allowance, 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. 2. As we enter the final month of this financial year please can I ask that every committee member and employee submits any outstanding invoices to ensure all invoices are cleared before the end of the financial year. Due to our recent 365 subscription please email all expense claims to our bookkeeper Stephen Cullum using Stephen.cullum@outlook.com 3. The final budget for 2026-27 will need to be approved at our meeting on 17Th March 2026. SG reiterated to the members that our reserves are still at a higher level than budgeted, and that we should be prepared the face questions from contractors when our accounts are finalised. PL suggested that a levy holiday for contractors could be considered, KC said that Essex LPC had in recent years, asked their contractors about this and they had preferred that more be spent on educational events, rather than a levy holiday. If the Spring Conference is successful and similar event could be considered later in the year. CK told the committee she may need an increase in the data allowance on her phone contract as she on occasion joins meetings while away from home or the office.	
6.2	Rita's retirement gift – AW proposed that the committee cover the cost of the gift and this was seconded by BK. The committee were all in favour.	
6.3	Budget 2026/27 – MD proposed that the draft budget be accepted and this was seconded by BK.	No 11 – KC
6.4	Honorarium payments – MD proposed that we pay the honorariums through payroll as required by the CPE finance guide, this was seconded by BK. The members were all in favour.	No 12 - KC
7	**Contracts Update**	
7.1	KC gave an update according to appendix B. She highlighted to the members they would shortly receive draft responses to the two Peterborough applications for approval. AW asked how long it would be before the DSP application was decided, given that this was the third time it had been circulated. Applications should be decided within 4 months of all documentation being received.	

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7.2	KC also told the members that from 1st June, the only route to report temporary closures will be via MYS.	
8	**Services, Relationships and Communications Update**	
	CK's report was circulated prior to the meeting.	
8.1	Patient Facing Events – KC told the committee that due to the success of the engagement leads we are seeing an increase in requests to attend patient facing events. These requests are shared with local pharmacies, but due to staffing challenges it is difficult for them to attend. The members agreed KC should attend as many events as possible, without impacting on her other responsibilities. AS commented that that the contacts are useful and it raises the profile of community pharmacy. A £500 budget was agreed to purchase some promotional material.	
8.2	Engagement leads – funding has been extended until the end of June 2026, with the possibility of further funding until April 2027 being discussed. The ICB recognises the benefits of having the leads in place. There will be a catch-up meeting with the leads after Easter. SG suggested that the funding received from the ICB could be held in the new Metro Bank account.	
8.3	The Teach and Treat programme is underway.	
8.4	ICB Commissioning Intentions – a report was shared with the committee which includes three levels of commissioning, level 1 which is regulatory, level 2 which is important for system resilience and level 3 which is aspirational. The ICB will attend our May meeting and provide an update. SG commented that it's clear the ICB don't expect to work with just one LPC and that neighbourhoods will be responsible for delivery. The LPC will need to work with the neighbourhoods but also influence the strategic decisions of the ICB.	
8.5	SG asked if we were aware of any pharmacies receiving breach notices for the PEM and pregnancy coding incidents. KC said that we hadn't received any additional information since the initial list of affected pharmacies was shared.	
9	**CPE Update**	
	AS updated the committee on the work of CPE. He said that as official negotiations had stared this was the focus of most of the work. As usual, the content of these negotiations is confidential until they are concluded.	

10	**Any Other Business**	
10.1 10.2	MD thanked CK for her hard work so far. CK told the committee she had enjoyed the varied nature of the role. PL told the members that some pharmacies are challenging their business rates where they have additional storage or working areas as these are not classed as retail areas. AS said there are some specialist companies that can help with this.	
11	**Next Steps**	
	The Minutes and Action Log will be circulated.	
12	**Close of Meeting**	
	There being no further business the meeting closed at 3.09pm The next meeting will be held at Brampton Park Golf Club on 19th May 2026.	