LPC Meeting Minutes

Wednesday 15 April 2026

1	**Present**

Members

Samuel Arnold	CCA	SAr
Paul Barry	CCA	PB
Ian Cubbin	Independent	IC
Stuart Dudley	Independent	SDu
Jack Eckersley	Independent	JE
Andrew Hodgson	Independent	AH
Wesley Jones	CCA	WJ
Dane Stratton-Powell	IPA	DSP
Stephen Thomas	CCA	ST

In Attendance

Suzanne Austin	PSM	SAu
Sara Davies	LEO	SDa
Adam Irvine	CEO	AI
Alison Williams	BSO	AW
Fin McCaul	CPE	FM

Apologies

David Crosbie	CCA	DC
Prakash Jha	Independent	PJ

2 Welcome, Apologies and Expressions of Interest

DSP welcomed members to the meeting.

Apologies were received from DC and PJ.

No expressions of interest were received.

3 Fin McCaul – CPE North West Regional Rep

FM attended to give members a CPE and regional LPC merger discussion update (his slides will be circulated alongside the minutes). Points to note:

- Negotiations have started and are ongoing.

LPC Merger Discussion

- FM advised that HSHK, Liverpool and Sefton LPCs have requested a renewed discussion on the potential merger of LPCs across Cheshire and Merseyside. FM confirmed a meeting took place with LPC Chairs in February and provided a summary of the background to date.
- FM will facilitate initial discussions with representatives from all four LPCs, with a proposed 12-week timeframe to explore options and develop a formal proposal, including defining what a successful model could look like.
- FM also outlined a potential timeline for progressing this work, including the requirement (if needed) to convene a Special General Meeting (SGM) alongside the September AGMs.
- It was noted that FM will support the process alongside Becky Butterworth (CPE).
- Consideration will be given to the impact on team members throughout the process.
- The LPC Committee will be required to make a formal decision once a proposal has been developed. Members agreed that DSP, AI and IC will represent CPCW in these

	discussions and will report back with a final proposal for consideration at the June LPC meeting.
4	**TAPR Review Feedback Survey** Members discussed the survey and AW will send comments to CPE.
5	**Election of LPC Officers** a) Chair Dane Stratton-Powell was proposed by Ian Cubbin and seconded by Stephen Thomas; this was unanimously supported. DSP was happy to accept the nomination and was duly appointed. b) Vice Chair Stuart Dudley was proposed by Andrew Hodgson and seconded by Ian Cubbin; this was unanimously supported. SD was happy to accept the nomination and was duly appointed. c) Treasurer Ian Cubbin was proposed by Stuart Dudley and seconded by Paul Barry; this was unanimously supported. IC was happy to accept the nomination and was duly appointed.
6	**Membership of LPC Sub-Committees** Sub-Groups were discussed, and members allocated as per the information below: a) Staff and Resources Membership: PB/IC/AH/ST/DSP supported by AI. b) Governance and Finance Membership: IC/SD/PB supported by AW. c) Contract and Regulation Membership: IC/ST/DSP supported by AI, SA and AW. SD will be booked on the training when this arranged by CPE.
7	**LPC Governance Principles – Acceptance and Approval of Pre-circulated Documents** a) LPC Constitution The Constitution was adopted by the committee; AW will upload a copy to the website. b) Annual Declarations of Interest The Declarations of Interest (DOI) form was distributed to members for completion. AW will update the LPC website to include member DOI's for 2026. c) Governance Framework The Governance Framework was adopted by the committee; AW will upload a copy to the website. d) Code of Conduct The Code of Conduct was adopted by the committee; AW will upload a copy to the website. e) LPC Self-Assessment AW will add to the June agenda for completion by committee members. f) Finance Checklist

	The GAF sub-committee will review the checklist and bring back the proposed document to the June meeting.
8	**LPC Expenses Policy** The current expenses policy, including payment rates, was reviewed and remain unchanged. AW will upload a copy to the website.
9	**LPC Risk Register** The Risk Register was reviewed and remains unchanged. AW will upload a copy to the website. The document will continue to be reviewed quarterly by the GAF sub-committee with recommendations brought to the main committee as necessary.
10	**Adam Irvine – ICB Report** AI provided members with an update on ICB business since the last LPC meeting. His slides will be circulated alongside the minutes. There were no additional points to note.
11	**Suzanne Austin – LPN/NHSE Report** SAu updated members on the following LPN/NHSE business: • SA provided an update following the recent redundancies, noting that clinical advisors are currently stepping up to support remaining team members. • The evaluation window for the recent Suicide Awareness Public Health campaign has now closed. • Within ICB Medicines Management, the remaining team members are Alison Williams (CWC) and Alison Evans (Warrington), with whom SA will continue to engage. • The University of Liverpool School of Pharmacy has confirmed that 40 first-year students have been accepted onto its GPhC-accredited programme. Students will complete one-week placements in pharmacy during each year of the four-year course. • The ICB Palliative Care service launched on 1 April. PharmOutcomes templates are now in place to support claims for legacy stock from previous place-based services, expired stock for the new service, and new stock holdings. • The ICB is exploring the inclusion of COVID antiviral prophylaxis within the current service offer. • As of 1 April, the LPN does not have an appointed Chair; Pam Soo will cover this role in the interim.
12	**CEO and Employee Report** A copy of the Employee Report was pre-circulated, and slides will be circulated alongside the minutes.
13	**Treasurer's Report** a) CPCW total funds: £318,596 as of 14 April 2026: **Lloyds Bank Current Account** — £26,620 **Lloyds Instant Access** (0.5%) — £20,565 **Lloyds 32 Day Notice** (1.85%) — £132,040 **Close Brothers 12-month notice account** (4.6%) — £139,371 b) The 2025/26 year-end accounts (for both CPCW and the regional account) have been prepared and sent to the accountant for audit. c) The 2026/27 CPE levy has been confirmed at £123,043, payable in two instalments. The first instalment (£61,522) is due on 30 June.

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14	**Services Update - SDa** SDa gave an update on contractor engagement and services.
15	**Minutes of the meeting held on 11 February 2026** a) The minutes were accepted and signed. b) There were no outstanding actions.
16	**Feedback** a) Staff & Resource (S&R) The sub-group met to discuss the annual employee pay increase and the proposal was supported by the full committee; DSP will advise AI of outcome. b) LPC Chairs and Media Training DSP reported that he had recently attended two CPE training days – LPC Chair and Media Training He valued the opportunity to network with colleagues from across the country and has since established a strong local network with fellow Chairs. DSP highlighted that, nationally, there are ongoing frustrations regarding limited opportunities for community pharmacy, with ambitions often constrained by wider healthcare system and ICB funding pressures. He found the media training valuable and felt it would better equip him for future engagements should they arise. Overall, DSP felt the training added value but has fed back to CPE opportunities to improve efficiency in its delivery, particularly in maximising the use of time given travel commitments, as sessions are typically around four hours in duration including a long lunch break.
17	**Member Feedback - Important Items and Context** Topics covered: • DSP asked FM to clarify what the LPC can and cannot do under its constitution. FM outlined training previously delivered by GM, which included examples of contractors offering private services. • It was noted that there were 197 price concessions last month, with significant impact on local cashflow. Concerns were raised that private services should not be used to subsidise NHS work. The Government mandate is to fund the safe supply of medicines, and CPE continues to advocate for fair remuneration for drug supply.
18	**CPCW Strategy Review** AI introduced the annual review of the CPCW Strategy. Amendments made: • Year 1 - Work with local PCNs and LMCs to increase the role of PCN leads was amended to work at place-level with neighbours as they form to find opportunities for pharmacy. • Year 3 - Understand new business models will be added to the Support Role. • Years 5-10 – No amendments made. AI will update the master sheet and bring back to the June meeting for sign off.
19	**ICB Board Commissioning Intention Review** Regional Chief Officers have produced an initial a list of proposed local service developments aimed at enhancing delivery across Pharmacy First, prevention, long-term condition management, and digital innovation.

	Members reviewed the proposals and contributed additional suggestions, which will typed up and fed back to the RJWG via AI.
20	**Topics for Discussion – Services** a) Cheshire East Sharps – SLA on NHS Contract CEC have produced an NHS Standard Short Form Contract for this service. WJ suggested that it is amended slightly to remove Appendix 2 (Provider Details) 2 from the Service Specification and to add a section for contractors to include some of their own policies (SA to feed back). b) LPC/CPE Meeting Pattern Dates for upcoming CPE meetings have been confirmed; however, these currently fall in the week following LPC meetings, limiting the ability to provide timely feedback. From November 2026 onwards, meeting schedules will be amended so that CPCW meetings take place after CPE meetings (AW). AW will share the meeting planner with members for comment/additions.
21	**Date and Time of Next Meeting** Wednesday 17 June, 9.30am-5pm, Forest Hills Hotel, Frodsham

Action List

NOTE: Shaded rows indicate an action carried forward from the last meeting(s)

Minute	Action	Person	*Status*
4	AW will submit TAPR Review Survey to CPE	AW	*Complete*
7-9	AW will upload 2026 versions of LPC Key documents to the website	AW	*Complete*
7e	AW will add completion of the LPC Self-Assessment to the June agenda	AW	*Complete*
7f	The GAF sub-committee will review the Finance checklist and bring back the proposed document to the June meeting	GAF	*Carried Forward to next meeting*
16a	DSP will advise AI of outcome of pay review	DSP	*Complete*
18	AI will update the master Strategy document with suggested amendments and bring back to the June meeting for sign off	AI	*On agenda*
19	AI will feed back comments on ICB Board Commissioning Intention Review to the RJWG	AI	*Complete*
20a	SA will feed back some minor amendments to the CE Sharps Service Specification	SA	*Complete*
20b	AW will note the CPE meeting dates for 2027 when scheduling CPCW meetings and will amend the November 2026 date AW will share the meeting planner with members for comment/additions	AW Members	*Complete* *Complete*