Meeting Kindly Supported by Pfizer

Empowering Pharmacy Excellence and Community Wellbeing

Community Pharmacy Black Country

Agenda

Date/Time	Wednesday April 15th. 2026, 10.0016.00 hrs.	Chair	Harpal Bhandal (Mob: 07834 015500) (harpal.bhandal@nhs.net)	Closed section
Venue	F2F/Sandwell Park Golf Club	Chief Officer	Stephen Noble (Mob: 07856 309573) (ceo@cpblackcountry.org)	Open section
Please have any reports you have produced uploaded to Google Drive or sent to Chief Officer. Links to relevant documents/reports are embedded below				

Time	Agenda Item	Lead
10.00-10.20	1. Welcome, apologies, declarations of interest, last meeting notes Apologies from Mal, Lisa and Indy. • PDF version 2. Matters arising/discussion	Harpal
Notes		
Action points	• Constitution compliance: Attendance register not maintained at recent meetings; will formalize apologies on agenda and track attendance- Stephen and Chair	
10.20-10.30	3. Sub-committee reports (Finance + Governance) • Terms of Reference 4. Sub-committee report (Services/Comms)	Sub-committees
Notes	Financial Status • Current balance: £133,039.29 • Switching to 4-month reserves: £74,000 • Significant CP payment (£60k) due this month • Cost savings: Switched from Iris payroll (£100+ refund obtained) to free HMRC software saving £500 annually • Levy increase: 5% increase effective May 1st; Nick preparing contractor communication explaining rationale • Sponsorship: £250 secured from Pfizer; outstanding payments from AGM sponsors being chased • Cheaper accountant details obtained from BSOL. Fees around £1.5K	

	Governance ***Key Outcomes*** ***The committee conducted a comprehensive governance review, identifying gaps in documentation and processes that require attention. Key decisions included maintaining the current 10-member committee structure through the remaining term, implementing a 14-day expense claim policy, and proceeding with skills matrix assessment at the next meeting.*** ***Decisions Made*** • ***Committee size: Voted to continue with 10 members (current composition: 2 CCA, 2 IPA, 6 independents) rather than recruiting for vacant positions, as re-elections begin in December*** • ***Expense policy changes: Claims must be submitted within 14 days of the meeting date; members paid only for hours attended unless pre-approved absence; full-day rate applies if member attends scheduled hours regardless of early finish*** • ***Skills matrix: Scheduled for next meeting, to be completed in pairs to identify committee capability gaps*** • ***Chief Officer appraisal: Review scheduled within two weeks; quarterly appraisals and monthly meetings to be established*** • ***Strategy development: Allocate one hour at upcoming face-to-face meetings to develop committee strategy document (covering support, relationships/collaboration, communications, governance)***
Action points	***Governance Improvements Required*** • ***Constitution: Website link broken; needs repair and visibility check for contractors- Stephen*** • ***Job descriptions: Generic documents require Black Country branding; member role expectations need defining (meeting attendance, time commitments)- Stephen*** • ***Chief Officer role: Job description exists but needs review by executive members and governance subcommittee-Chair and Governance Committee*** • ***360 reviews: Implement for all committee members and chair; forms available from CCA- Stephen/Scott*** • ***Meeting transparency: Publish meeting timetable on website; agenda already available but minutes delayed beyond 3-day target (will note reasonable timeframe with email request option)- Minute-taker***

	• *Treasurer contract: Current arrangement with Nick (£300-500/month) needs formal documentation; explore office holder vs employment status to ensure tax compliance- Stephen*

Time	Agenda Item	Lead
10.30-10.45	*5. Other meetings* • *Forum of LPC Chairs* • *Forum slides*	*Harpal* *Nav*
Notes	• ***SN: Attended Penicillin Allergy Working Group: NPSA issued for incorrect coding of Penicillamine Allergy in place of penicillin. Awaiting clarification on pharmacy role in flagging patient allergies; proposed GP surgeries contact pharmacies to verify records rather than pharmacies conducting unpaid audits***	
Action points		
10.45-12.00	*6. Chief Officer report* • *Briefings* • *Toolkits* • *Area Managers meeting* • *Contracts update- Hap Pharma, Oldbury* *Contracts update- Ali Midlands Services, Russells Hall Estate* • *Bank holidays/MailChimp*	*Stephen*
Notes	***Russells Hall Estate Extended hours pharmacy- members want reassurance ICB will not allow reduced hours after contract granted.***	

Action points	
WORKING LUNCH 12.00-12.45	

Time	*Agenda Item*	*Lead*
12.45-13.15	*7. ICB/CPLO update* • *CPLO February summary* • *CPLO Biographies/PCNs* • *DN PCN meeting/actions*	*Sukhy Jas/Indi*
Notes		
Action points	• ***CPLO engagement: Jas and Indi from Remington required to attend next meeting (compulsory per MOU); have not attended last two scheduled meetings- Stephen***	
13.15-16.00	*8. Open section* • *Pfizer presentation* • *CCA presentation* • *Meeting discussion* • *AOB* • *Next meeting agenda/arrangements*	*Committee* *Jo Farley* *Rob Severn*

Notes	***The committee was joined by Rob Severn, Governance Lead for CCA. Presentation given for a platform offering service data for community pharmacies. Committee to discuss subscribing.*** ***Sukhy Somal: Performance rankings: BC Currently 3rd nationally for contraception, 4th for blood pressure, improved from 10th position at service launch.*** ***Pfizer presentation on new product for migraines- Vydura.*** ****Next meeting April 13th at Sandwell Golf Club****
Action points	• ***Upcoming meetings visibility: Stephen to pin meeting schedule to WhatsApp for real-time committee input on agenda items***