

# Minutes of the LPC and Pharmacy Owner Support Subcommittee

**Date:** Wednesday 26th November 2025

**Start time:** 2:30pm

**Location:** Ground Floor Meeting Room, 14 Hosier Lane, London, EC1A 9LQ

**Members present:** Ifti Khan (Chair), Sami Hanna (Vice Chair), Niamah McMillan, Sami Hanna, Beran Patel and Janice Perkins (non-voting).

**In attendance:** Sharlyn Beltran, Rebecca Butterworth (minutes), Dervis Gurol, Zoe Long, Vicki Roberts, Adeola Wilson and James Wood.

**Apologies:** Jay Patel and Sian Retallick

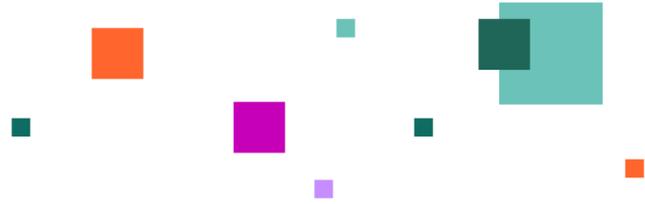
**Conflicts of interest:** None declared.

**Minutes of the last meeting:** The minutes of the meeting held on 26th September 2025 were approved by the subcommittee, following a minor correction to item 4.4 and 5.2.

**Actions and Matters arising:** The actions from the last meeting had been completed. The item about the LPC size and structure briefing in relation to ICB changes is in progress.

## Item 1: Welcome

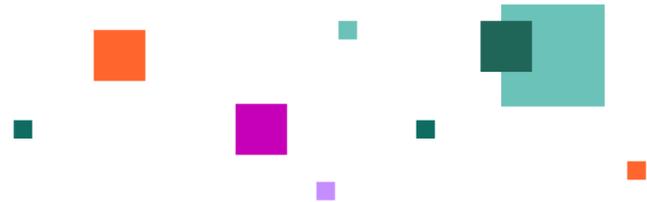
- 1.1 The Chair welcome members to a single-item subcommittee meeting in preparation of the Conference of LPC Representatives.
- 1.2 Jancie Perkins, Chair of Greater Manchester LPC and recently elected Vice-Chair of the Forum of LPCs was welcomed to the subcommittee as a non-voting member. As part of the new Terms of Reference for the subcommittee a non-voting place has been created as Vice Chair of the Forum of LPC Chairs, help join up the Forum of LPC chairs with policy and advisory work at Community Pharmacy England.



- 1.3 Rebecca (Becky) Butterworth was welcomed to her first meeting since joining the Community Pharmacy England Team as LPC Engagement and Support Manager.

## Item 2: Conference of LPC Representatives 2025

- 2.1 The annual Conference of LPC Representatives 2025 will take place on Tuesday 25th November 2025 as fully in-person event, at The Royal Horseguards Hotel, 2 Whitehall Court, Whitehall, London, SW1A 2EJ. A copy of the agenda has been published to committee members today on the iBabs portal and to delegates.
- 2.2 Besides input from subcommittee members, the agenda has been shaped by a conference working group comprised of LPC members and chief officers spread across the regions. The group has met three times over the last six months.
- 2.3 At the last meeting of the subcommittee, consideration was given to potential themes and topic areas for Conference, as well as reporting back on the steer from the Conference Working Group (advisory).
- 2.4 Subcommittee members were talked through the final agenda and arrangements for the Conference, including the updated end of day stakeholder reception.
- 2.5 An overview of the reception at the conference was provided which will include the launch of "A prescription for success – the role of community pharmacy in delivering the 10-Year Plan for Health" report by Helen Buckingham. It was noted that Helen is a coach for the National Neighbourhood Health Implementation Programme (NNHIP) and the reception is a good opportunity for introductions to LPCs and to extend an invitation to our series of webinars.
- 2.6 There will also be a reflection and action session at the end of the conference agenda. LPCs will be asked to note their actions that they are taking away with them and what support they think they would like form Community Pharmacy England on Slido at the end of the conference.
- 2.7 The submitted LPC-led topics were reviewed by the subcommittee, noting the Conference Working Group steer. Topics had been received by 9 out of 10 regions and topics included items on independent prescribing, LPC business matters and



CPCF/negotiations (further divided into margin and reimbursement, and funding and contractual incentives).

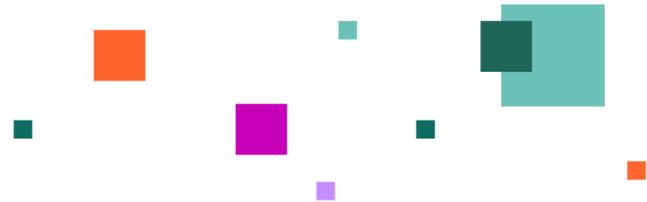
- 2.8 Subcommittee members agreed with the proposed handling of the topics on the agenda.
- 2.8.1 An evaluation meeting for the conference working group is planned to follow the event and a full report of Conference will be provide to the next subcommittee meeting.
- 2.9 Subcommittee members made the following general points ahead of conference:
  - 2.9.1 That the Conference Working Group have done a fantastic job in shaping the agenda and the format of Conference, which is seen as a big step forward. The agenda is a means of hearing from LPCs and pharmacy owners as well as inform delegates.
  - 2.9.2 A point was raised about the London LMC and LPC collaboration event held on 12th November which was presented using a sofa stage setting for guest speakers, it worked well and could be an option for future conferences.
  - 2.9.3 It was asked how feedback from the conference will be collated. This will be collected via an online option and feedback cards on tables. QR codes were suggested as also being helpful, and it is important to gain general and in-depth feedback. James advised we shall be asking individuals to note their roles on to help when considering the feedback.

### Item 3: Workplan 2025/26

- 3.1 An update was provided on individual parts of the plan and all workstreams remain on track for completion within the 2025/26 financial year. James Wood thanked other members of the team for their support in maintaining progress and LPC support functions in his second period of absence.
- 3.2 Other important matters of work, such as the Conference of LPC Representatives are covered as substantive meeting items.

### Item 4: Advice received regarding Provider Companies and associated matters

- 4.1 It was reported that the advice instructed from Field Fisher LLP on issues of LPC incorporation and provider company structure is expected shortly. Subcommittee members will be kept updated outside of the meeting.



- 4.2 Beran Patel raised that South West London LPC was considering incorporation, driven by the move to neighbourhood working and considering risk of LPC members. It was agreed that James Wood would follow up outside of the subcommittee meeting.

#### **Item 5: Any other business**

- 5.1 LPC learning sessions hosted by Vicki Roberts in the Services Team are being delivered ongoing and open to all LPC staff and committee members. They are available on-demand in the LPC area of our website.

**Date of the next meeting:** On/around Wednesday 4th February 2026