Community Pharmacy Dorset Committee Meeting Minutes Online

14th May 2026

Attendees

Steve Costello (SC), Roger Mitchell (RgM), Richard Brown (RB), Keith Ndlovu (KN), Ellen Wood (EW), Gaby Nagy, Juliana Bridle (JBr) Fiona Arnold (FA) attended to give her update at 10am.

Apologies

Mike Hewitson (MH), Heidi Cole (HC), Jade Robinson (JR), Vas Alafodimos (VA)

Meeting started at 9:00am

The Dorset LPC held their first meeting of the financial year to discuss reappointments, financial matters, and updates from key stakeholders. The committee reappointed Mike as Chair and Steve as Vice Chair. Richard provided updates on the ICB restructure, indicating that the new chief pharmacist role would be filled by the end of June, and Fiona shared news about the PCN Lead funding being extended. The committee reviewed the financial position, noting the total reserves, and discussed the Virtual Outcomes service renewal for the remaining seven months of the current contract period.

Actions

Action	**By**	**Status**
Send committee response – not in support of the Pharmasee Ltd market entry application. Before 20th June 2026	RB	Completed 14.05.2026
Update the March minutes date (currently listed as January) before posting to the website	JBr	Completed 14.05.2026
Add 2026 Self-evaluation document to website as a PDF	JBr	Completed 14.05.2026

Include the financial checklist as an annual item for the agenda at the yearly accounts sign-off meeting	JBr	Annual
Submit a newly completed declarations of Interest and add this as an annual task for the May meetings going forward	All	Completed 14.05.2026 VA, KN, JR, GN, KN, SC, RgM, EW, MW, JB Required: MH, RB, RM
Submit reports for the annual review	MH/RB/RgM	
Produce a Working from Home document to agree and sign off	RB	
Strategy 2026-2027 to share with all	RB	Completed 14.05.2026
Add Strategy 26-27 as a PDF onto website	JBr	Completed 14.05.2026
Encourage PCN leads to share the details and encourage contractor use of Virtual Outcomes during PCN meetings	All	Ongoing

Financial Controls and Meeting Updates

The meeting began with participants discussing attendance, noting apologies from Mike, Jade, and Heidi. The group reviewed the minutes from the previous meeting, with Roger pointing out a date correction from January 22nd to March 19th. The team discussed action items from the previous meeting, including VirtualOutcomes usage statistics and internal financial controls review. Richard explained that the internal financial controls review would be addressed at the next meeting where accounts are presented for sign-off, as part of the process for the upcoming AGM after the summer break. The meeting also touched on the need for annual updates to declarations of interest, with Richard confirming that digital forms would be used for this purpose.

Pharmacy Services and CCA Review

The meeting focused on reviewing CCA questions and discussing actions related to pharmacy services. Richard and the team confirmed that the LPC has been engaged in PCM lead work and supporting electronic referrals for Pharmacy First, though access to some service data is limited. The group discussed the CCA local data dashboard, noting that while useful, it has been superseded by a free CPE dashboard. Regarding the LPC self-assessment toolkit, Richard requested that the published results be added to the website and the 2021 version removed. The team also addressed questions about supporting contractors in understanding and engaging with Integrated Care Boards (ICBs), with Richard emphasizing the importance of maintaining strong relationships between pharmacies and surgeries, regardless of the organizational structure.

Executive Team Voting

Mike Hewitson appointed as Chair

Proposer - KN

Seconder - SC

Steve Costello appointed as Vice-Chair

Proposer EW

Seconder GN

Roger Mitchell appointed as Treasurer

Proposer GN

Seconder KN

Pharmacy Contract Application

The committee discussed a new pharmacy contract application in Portland, with concerns raised about the proximity to existing pharmacies and lack of clear benefits. The group decided to submit a response opposing the application, citing no significant gaps in services or unforeseen benefits.

Virtual Outcomes Contract Renewal Discussion

The group discussed renewing their Virtual Outcomes contract at the same cost of £15.77 per contractor per year for the next 7 months (June-December). Richard explained that engagement had dropped nationwide due to busy pharmacy teams and lack of new exciting features, but the group agreed to proceed with the renewal. Steve suggested that PCN leads should promote the platform to increase engagement, noting that the modules are better formatted than some internal company training materials.

The committee approved the cost for 2026.

ICB Restructure and Program Updates

Fiona announced approval for a PCN Lead contract extension for the PCN Lead programme, which will provide more flexibility in fund usage including support for neighbourhood working and clinical leadership roles.

The team discussed the UTI text initiative launched by Weymouth and Portland pharmacy, which sent out 16,000 texts.

Financial Updates

Roger presented the financial year-end results, noting total LPC reserves. The group discussed unclaimed meeting expenses, with Roger planning to write off unclaimed expenses from the previous year from January of the current year if not claimed. The conversation ended with a request for annual reports from Richard, Mike, and the treasurer to be prepared for the July meeting.

Staff Pay Review Discussion

The committee discussed budget considerations and pay reviews for the Chief Officer and Operations Team. The decisions will be communicated to the relevant team members.

H&S Policy Review

They reviewed the health and safety policy, with Richard confirming that it was not mandatory for their smaller organization and that existing employee contracts already covered necessary safety measures.

2026/7 CPD Strategy

The committee approved the Dorset 26-27 strategy without changes, and Richard agreed to share it as the final version on the website.

AOB and Close

The next meeting was scheduled for July 9th.

Meeting closed at 12.13pm