

## Community Pharmacy Arden (CPA) – Meeting 7<sup>th</sup> July 2022

### Citrus Hotel – main meeting starts 9.30am

[www.citrushotelcoventry.co.uk](http://www.citrushotelcoventry.co.uk) A45 London Rd Ryton On Dunsmore, Coventry CV8 3DY .

<b>LOCATION &amp; LINKS</b>	<p>Box- see links below on agenda sections (pre-reading) – <b>1 hour</b></p> <p>This is the link to all LPC Meetings for CPA – so you will be able to use same link to access documents for each meeting and we will add expense forms / expense policies ToR etc to this folder. There are also subfolders for the Exec and Subgroups – which you will all be able access. THIS LINK MUST NOT BE SHARED WITH ANYONE OUTSIDE OF THE LPC.</p>
<b>CHAIR</b>	Fay Owen
<b>MEMBERS</b>	Jas Heer, CCA Vacancy, Bal Heer, Faye Owen, Theresa Fryer, Sat Kotecha, Sam Griffiths, Mike O'Donnell, Caroline Harvey, Baljit Chaggar
<b>IN ATTENDANCE</b>	Fiona Lowe, Zoe Ascott,
<b>MEMBER APOLOGIES</b>	
<b>Guests &amp; Observers expected to attend:</b>	Altaz Dhanani CCG / ICB from 10 am Dr Sarah Matthews LMC Coventry, Dr Andrew Warner LMC Warks, Maggie Edwards CEO LMC from 10 am
<b>Voting</b>	Any voting will be undertaken following discussion during the closed sessions of the meeting. Where an agenda item is expected to result in a vote it will be flagged and any Member who is not able to attend the LPC Meeting may ask another Member to act as Proxy. This should be communicated to the Chief Officer through <a href="mailto:ahwlpc@gmail.com">ahwlpc@gmail.com</a> prior to the meeting starting along with any apologies.
<b>LPC Meetings</b>	<p><b>We welcome Contractors and Observers to the open sessions of our meetings.</b></p> <p>We hold our meetings on alternate months and the dates and agendas are available on our LPC websites. (January, March, May, July, September, November). The AGM is planned for October. The public minutes will also be posted on the website following approval.</p> <p><b>We generally hold the open part of the meeting within the hours of 10.30 am and 1pm. The exact times will be confirmed 1-2 weeks before the meeting.</b></p>
<b>Observers</b>	Contractors and Observers are welcome to pose questions in advance to the LPC on any open agenda item or relevant Community Pharmacy topic to be considered in AOB. These should be sent to the admin LPC email account: <a href="mailto:ahwlpc@gmail.com">ahwlpc@gmail.com</a> at least two days prior to the meeting to allow time to be incorporated into the agenda.
<b>Guests &amp; Observers</b>	<p>Guests will be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to closed session minutes. They may attend the rest of the open meeting if they so wish.</p> <p>The Chair will invite observers / guests to contribute to discussions during agenda items or at the end of the open meeting.</p>
<b>Declarations of Interest</b>	All Members and Support team will complete DOI and confirm any changes at the start of every meeting. Guests, Contractors and Observers will be asked to make any declarations of interest when they join.
<b>Confidentiality</b>	All Members and attendees are reminded that you are bound by confidentiality where any declared sensitive information is shared. A confidentiality declaration is included within the DOI for guests and observers. Members and LPC team are additionally bound under the constitution and separate confidentiality agreements.

<b>Minutes</b>	The open session minutes will be published on our LPC website within a week of being approved (usually signed off at the next LPC meeting). Where, during the review of Minutes, any points are identified as being sensitive by the LPC Members they will be excluded from the public minutes and will be added to the closed session minutes. If Observers or Guests wish to share any information during the open session, which they do not want to appear in public minutes this should be declared prior to sharing and the minute				
Item	Lead	Time	Discussion points Refreshments from 08:45	References / Links	Actions / Outputs
Executive & Finance Group Meeting	FO TF, FL, JH	09:00 – 09:30 (closed)	Merger completed transfers and levy vs non levy accounts Plans AGMs and accounts – dates	Follow up at end main LPC Meeting as needed	AGM date Recommendations to LPC
<b>Main Meeting – starting 09:30</b>					
Preparation LMC guests	FO	09:30			
LMC guests – Shortages – HRT  AOB – BP and CPCS and script ordering	FO / SM / AW	10:00 (closed)	Shortages HRT in particular  AOB Script ordering BP and CPCS	<a href="#">Prescribing available HRT products – SPS - Specialist Pharmacy Service – The first stop for professional medicines advice</a> <a href="#">PSNC-Briefing-014.22-HRT-SSPs-FAQs-document-1.pdf</a> <a href="#">Medicine Shortages : PSNC Main site –</a>	
CCG / ICB Update	AD	11:00			
<b>Break 11:30 – 11:45</b>					
DOI, Minutes, Market Entry	ZA	11:45	Send any amends to ZA re DOI or Minutes	See Box	Agree closed / open minutes
Voting for Vice Chair	FO	12:00			
Carmen – NRT in pregnancy	CB	12:15	TBC		
IMPO / ICB and other network updates	FL / SK	12:30	Include LPN 22-23 £25K Also, GPCPCS and DMS updates	See template on Box for funding	Follow up in subgroup
<b>Lunch – 13.00 – 13:30</b>					
Finance Update	TF	13:30 (closed)	Accounts, AGMs, Levy vs Non-Levy Xero. RSG – vote implications		Accounts to be ready for mid-August at latest for review and circulation ahead of Sept LPC
Outcome of SO / EO interviews	FL	14:00	Interviews held – 17 <sup>th</sup> -23 <sup>rd</sup> June	NB – Sept LPC to have a session on Advanced and Local Services	
Subgroup Set Up	FO	14:15			
Subgroup 1: Planning for the AGM – stakeholder event	3 TBC	14:30	Making connections review of stakeholders, commissioners, services, contractors etc in C&W		
Subgroup 2: Follow on from LMC discussion any actions	3 TBC	14:30	See info from session – and outputs		
Subgroup 3: Completion of template for LPN funds	3 TBC	14:30	Suggestions for spending it – note the template and ICS and NHSEI agreement required		
<b>Coffee available from 15.00 – working break</b>					

<b>Subgroup collated written feedback</b>	<b>All</b>	<b>15:45</b>			
<b>AOB</b>	<b>FO</b>	<b>16:00</b>			
<b>Close Meeting CCA Report etc Claims</b>	<b>FO</b>	<b>16:15</b>			

- Next LPC Meetings
- **Citrus Hotel:** Thursday September 8<sup>th</sup> 2022 - AGM planning, Services Session, RSG implications, Review accounts and LPC sign off
- **AGMs will be in October – date TBC C&W same day & stakeholder event**
- **MS Teams:** Thursday 10<sup>th</sup> November 2022
- **Citrus Hotel:** Thursday January 12<sup>th</sup> 2023
- **MS Teams:** Thursday March 9<sup>th</sup> 2023

### Teams Link (only for guests)

**Join on your computer or mobile app**

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)