

Community Pharmacy Arden (CPA) – Meeting 5th May 2022

Citrus Hotel

www.citrushotelcoventry.co.uk A45 London Rd Ryton On Dunsmore, Coventry CV8 3DY .

LOCATION & LINKS	<p>Box- see links below on agenda sections (pre-reading) – 1 hour</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> <p>Microsoft Teams meeting Join on your computer or mobile app</p> <p>Click here to join the meeting</p>
CHAIR	Vicki Roberts
MEMBERS	Jas Heer, Vicki Roberts, Bal Heer, Faye Owen, Theresa Fryer, Sat Kotecha, Sam Griffiths, Mike O'Donnell, Caroline Harvey, Baljit Chaggar
IN ATTENDANCE	Fiona Lowe, Kathy Robinson (apologies), Zoe Ascott,
MEMBER APOLOGIES	
Guests & Observers expected to attend:	Ali Mohammed Bayer, Altaz Dhani CCG, Jackie Buxton – Pharmacy Integration, Sandeep Dhani – RSG and local Contractor in afternoon
Voting	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 ahwlpc@gmail.com prior to the meeting starting along with any apologies.
LPC Meetings	<p>We welcome Contractors and Observers to the open sessions of our meetings.</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>We generally hold the open part of the meeting within the hours of 10.30 am and 1pm.</p> <p>The exact times will be confirmed 1-2 weeks before the meeting.</p>
Observers	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: ahwlpc@gmail.com at least two days prior to the meeting to allow time to be incorporated into the agenda.
Guests & Observers	<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>
Declarations of Interest	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.
Confidentiality	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.

Minutes	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 for	References / Links	Actions / Outputs
Executive & Finance Group Meeting	VR	09:00	Follow up actions from last Exec and update financials. Next Exec Wed 25 th May at Citrus Hotel or office TBC 9.30-12.30 Merger confirmation to Contractors	See Notes in Box On website	Vicki, Faye, Terry, Jas, Fiona
Main Meeting – starting 10.00					
AF proposition	AM - Bayer	10:00	AF linked with BP Check Service		
DOI, Minutes, Market Entry	ZA	10:30	Send any amends to ZA re DOI or Minutes	See Box	Agree closed / open minutes
CCG Update	AD	10:45	CCG – ICB, QUIPP programme		
NHSEI Update	FL	11:15	TBC – NHSEi post July 22 and April 23		
Pharmacy Integration	JB	11:45	TBC - National, Midlands, ICS roles		
IPMO and Clinical Networks	SK / FL	12:15	IPMO & CVD etc network meetings Updates		
Lunch – 12:45 – 13:45					
Finance Update	TF	13:45	C and W outgoing and CPA update on accounts and budget. Expense Policy		
Regulation Changes / return post pandemic	JH	14:15	See PSNC – Gordon Hockey info		
Personnel changes	FL	14:30	Support Officer	See Box JD etc	
PSNC Conference	VR / JH/ FL	14:45	David Webb, Janet new CEO, Clare Fuller, HEE – Training, NHSEI - ICBs		
RSG proposal	SD	15:00	Discussion around how engage Contractors – LPC role		
Services Update	FL	15:30	Local, GPCPCS, DMS, SSS	PSNC-services-dashboard-2021-22-Q3-website.xlsx (live.com)	
Coffee Break 15:45 – 16:00					
Subgroups Meeting	All	16:00 – 16:45	Contractor Support & Stakeholder – Plan July Event – confirm ToR Services – Review AF proposition & confirm ToR (Governance & Regs meet next meeting)	If your subgroup not meeting can leave early or join one of the groups	
Close Meeting CCA Report etc Claims	VR	16:45			

- Next LPC Meetings
- **Citrus Hotel:** Thursday July 7th 2022; Making connections review of stakeholders, commissioners, services, contractors etc in C&W
- **Citrus Hotel:** Thursday September 8th 2022 - AGMs will be in October
- **MS Teams:** Thursday 10th November 2022
- **Citrus Hotel:** Thursday January 12th 2023
- **MS Teams:** Thursday March 9th 2023