

Citrus Hotel

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

LOCATION & LINKS	Box- see links below on agenda sections (pre-reading) – 1 hour
CHAIR	TBA
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, Zoe Ascott,
MEMBER APOLOGIES	
Guests & Observers expected to attend:	
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	We welcome Contractors and Observers to the open sessions of our meetings. 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. 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.
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	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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to closed session minutes.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. The Chair will invite observers / guests to contribute to discussions during agenda items or at the end of the open meeting.
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 9.15am	References / Links	Actions / Outputs
LUNCH		12:15	New and old members		
Welcome and introductions	Faye	13:00	DOI individual and collated sheet. To included list of regular meetings usually attend for the LPC for approval going forward after May meeting.		Exec to make recommendations for next main LPC in May.
Executive elections	Fiona	13:15	Ahead of Meeting confirm interest in Chair or Vice Chair position with a paragraph as to why interested / consider suitable for the role. This paragraph will be shared if a vote is required. It is proposed that Theresa Fryer continues as Treasurer at least for 12 months. For sample old JD – See: https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fpsnc.org.uk%2Fwp-content%2Fuploads%2F2013%2F07%2FJob-Description-Chair.doc&wdOrigin=BROWSELINK		Candidates will be asked to leave the room while vote takes place and Members consider the paragraphs provided.
Subgroup and PCN / buddy pharmacies allocations	Fiona	13:45	See subgroups from previous LPCs to update and provisional allocation of PCNs / buddy pharmacies Subgroups will be confirmed by Exec at the end of the meeting after EOIs viewed and appropriate balance made for each group – as they may well meet at the same time in meetings / have overlap etc.		EOI for subgroups and declaration of any not interested in supporting
Connected Pharmacy	Satyan	14:15			
PCN Lead Updates	Zoe	14:30			
Changes: IPMO, ICS/B, NHSEi and 8c role & LPN Funds	Satyan / Fiona	14:45			
Break		15:15	With working coffee break		
Advanced / New Services – DMS, Hypertension, SSS, ED / UTC - CPCS	Chair / FL / SK	15:30	NHSEi / LPN / Integrated Ph Role		
May Meeting – MOVED TO 5TH (DUE TO PSNC MEETING)	Chair	16:00	Launch of CPA and stakeholder / contractor engagement		
AOB	Chair	16:15			
Actions & Close	Chair	16:25			
NEW EXEC MEETING	Chair, Vice Chair, Treasurer, CO	16:30 – 17:00	Review Subgroup options and plan for Exec meeting in April Consider options for the LPN funding £25K 21-22 and £25K 22-23 – must be in agreement with ICS via IPMO		Preparation for Exec Meeting in April & subgroups regular meetings attended from DOIs recommendations

Next LPC Meetings

At Citrus Hotel CV8 3DY: 22nd March 2022 – Warks chair (new LPC in shadow to elect interim Chair, VC & Treasurer) **(booked)**

Citrus Hotel: April 7th 2022 – Interim Exec – Financials – interim 3 months budget – plans for May 12th **(booked)** 10-1

Citrus Hotel: May 5th 2022 – Full new LPC – Making connections review of stakeholders, commissioners, services, contractors etc in C&W

Thursday, 12 May, 2022 10am - 3pm – LPC - PSNC CONFERENCE (1 f2f place & 1 other place usually Chair & CO)

MS Teams: Thursday July 7th 2022;

Citrus Hotel: Thursday September 8th 2022

MS Teams: Thursday 10th November 2022

Citrus Hotel: Thursday January 12th 2023

MS Teams: Thursday March 9th 2023