

## Community Pharmacy Arden (CPA) – Meeting 8<sup>th</sup> September 2022

### Teams – main meeting starts 9.30am

### Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

<b>LOCATION &amp; LINKS</b>	Box- see links below on agenda sections (pre-reading) – <b>1 hour</b>  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.
<b>CHAIR</b>	Fay Owen
<b>MEMBERS</b>	Jas Heer, Bal Heer, Faye Owen, Theresa Fryer, Sat Kotecha, Sam Griffiths, Mike O'Donnell, Caroline Harvey, Baljit Chaggar, Adel Ghulam
<b>IN ATTENDANCE</b>	Fiona Lowe
<b>MEMBER APOLOGIES</b>	
<b>Guests &amp; Observers expected to attend:</b>	No guests
<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>	<b>We welcome Contractors and Observers to the open sessions of our meetings.</b> 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. <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>
<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>	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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to closed session minutes.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.
<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 09:15	References / Links	Actions / Outputs
DOI, Minutes, Market Entry Matters arising and action tracker	FL	09:30	Send any amends to ZA re DOI or Minutes	See Box CLOSED	Agree closed / open minutes
Voting for Vice Chair	FO	09:45			OPEN
Finance Update	TF	10:00	Accounts & explanatory notes + AOB financial		CLOSED
AGM preparations	FL	10:30	Encouraging attendance		OPEN
New starters	FL	10:45	2 to join team build on 12 <sup>th</sup> October at office		OPEN
<b>Break 11:00– 11:15</b>					
New Discount Scheme	FO	11:15	See PSNC briefing - <a href="#">PSNC-Briefing-027.22-Discout-Deduction-Scale-changes-explained.pdf</a>		Try and dial into Zoom call
RSG – Transformation Work	FL	11:45	After the discount briefing		
<b>Lunch – 12.00 – 12:45- continued through lunch</b>					
PSNC Update & Conference expectations	JH	12:45			
IPMO, LPN and APC Update Connected Pharmacy	SK	13:00	Provided in morning		
GPCPCS / Closures / Surgery Relationships / CGL	FL	13:30	Provided in morning		
CCA Questions	FO	13:45	All covered		
AOB	FO	14:00			

## Next LPC Meetings

**AGMs will be 5<sup>th</sup> October Teams**

**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**