



Community Pharmacy Arden (CPA) – Meeting 12th January 2023

Main meeting starts 10.30 am – 3.30pm preceded by Executive & Finance 9-10am

VIA MS TEAMS

Main Meeting Link: [Click here to join the meeting](#)

Exec Only Meeting 9.00 – 10.00 Link: within agenda

Links have also been sent via outlook invites

BOX LINK for LPC only	<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>
CHAIR	Fay Owen
MEMBERS	Jas Heer, Bal Heer, Faye Owen, Theresa Fryer, Sat Kotecha, Sam Griffiths, Mike O'Donnell, Caroline Harvey, Baljit Chaggar, Adel Ghulam
IN ATTENDANCE	Fiona Lowe, Zoe Ascott, Eva Cardall
MEMBER APOLOGIES	
Guests & Observers expected to attend:	<p>LMC – Dr Andrew Warner + TBC</p> <p>ICB – Altaz Dhanani</p>
Voting	<p>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.</p>
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. The exact times will be confirmed 1-2 weeks before the meeting.</p>
Observers	<p>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.</p>
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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to closed session minutes.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	<p>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.</p>
Confidentiality	<p>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.</p>

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	References / Links	Actions / Outputs
EXEC & FINANCE MEETING	FO	09.00	LPC – AIMp / Indep changes implications / frequency meetings & Financials Governance and updates Exec Only Meeting 9.00 – 10.00 Link: Click here to join the meeting		FO, SG, TF, JH, FL (ZA if available)
Break 10:00– 10:30					
DOI, Minutes, Market Entry Matters arising and action tracker	ZA	10.30	Send any amends to ZA re DOI or Minutes	See Box CLOSED	Agree closed / open minutes
Transformation Proposal	FL	10.45	For note sent to Contractors – as agreed last meeting New Constitution – for approval SGM arrangements – proposed date 9 th February 2023 (min 7 days notice)	OPEN See Box	
ICB Update	AD / DGH	11.00	Workforce and Supply Chain	CLOSED	AD confirmed
LMC	AW / ME	11.45	Supply Chain, Contacts, Services, Representation	CLOSED	LMC TBC
IPMO	FL / SK	12.15		OPEN	
PSNC Update	JH	12.45		OPEN	
Lunch – 13.00 – 13.30					
Services Update	EC	13.30	Before lunch if time allows	OPEN See Box	
CPM (was CPWM)	FL	14.00	Subgroups and joint working	OPEN	
NHSE Regional Update	FL / SK	14.15		CLOSED	
Non BAU Priorities to include in workplan for 23-24	FO	14.30	Supply Chain, Current Advanced Services implementation, New Advanced Services implementation, MP and other external engagement, Contractor Engagement, LRCs work, Workforce etc TOP 3 to be agreed plus secondary 3 (exclude BAU generic workplan which will roll over and must be thinks can influence)	OPEN	
Frequency of meetings post March 2023	FO	15.00	Proposal: March f2f. Then post April – move to 3 f2f full day and 2 Teams ½ day meetings per year. Plus - Execs on the Teams f2f days as needed. Effectively combining Sept and Nov meetings into one in Oct when can also have AGM. (e.g.: May T, July F2F, Oct F2F + AGM, Jan T, March F2F) Joint Exec AHW – Sept or Nov – sort accounts/ MOU joint budget for BAU shared areas. Allows time for any working groups to meet up between. We can do updates between meetings and fit in another meeting if needed.	OPEN	Jan meetings – agree non BAU priorities + add to budget. March F2F confirm non BAU plan. BAU plan July / Oct update.

Actions	FO	15.15			
AOB and meeting close CCA questions	FO	15.30			
			Meeting close by 15.45		

Next LPC Meetings

Teams – we may need SGM: Thursday January 12th 2023

SGM planned for 9th February 2023 Teams 7-8pm – we must be quorate (alternative to leave to March 9th and add to end of meeting)

TBC f2f or Teams: Thursday March 9th 2023

11th May, 6th July, **7th Sept 2023** – subject to change