

**NOTE VENUE Holiday Inn Coventry - Hinckley Road, Coventry, England, CV2 2HP (j2 M6)**

**Exec & Finance Meeting 9:15 – 10:30 (FO, TF, SG, FL, JH)**

**Services Subgroup 9:15 – 10:30 (EC, CH, BH, **SG (in Exec)** – but if anyone else want to join feel free to do so)**

<b>BOX LINK for LPC only</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, Eva Cardall
<b>MEMBER APOLOGIES</b>	
<b>Guests &amp; Observers expected to attend:</b>	ICB – Altaz Dhanani Deputy Director Medicine Optimisation (AD) & Tim Sacks Director Primary Care (TS) NHSEi National Policy Team – Vicki Roberts CPCL – designate – TBC
<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 taker will take note that this topic will not be published within the open minutes. This would generally be topics already raised to be considered under AOB in advance to the LPC as set out under Observers above. At the discretion of the Chair additional topics may be raised by Members on the day, where time permits.
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Item	Lead	Time	Discussion points	References / Links	Actions / Outputs
EXEC & FINANCE MEETING	FO	09:15	Refreshments from 9:00 SGM outcome and impact, financial position, 8c role update, documents to update (Expenses Policy annual review & Payment handling, bank complaint update, WOW etc)	See Box financial update and predicted end of year CLOSED	FO, SG, TF, JH, FL
SERVICES SUBGROUP	EC	09:15	Discuss how members can support by linking in with their PCN networks assigned previously see subgroups sheet	EC to share resources available Also – SH Integrated Service	EC, BH, CH +?
<b>Break 10:30– 10:45 working break - MAIN LPC MEETING</b>					
DOI, Minutes, Market Entry Matters arising and action tracker	FL / FO	10:30	Send any amends to <a href="mailto:ahwlp@gmail.com">ahwlp@gmail.com</a> re DOI or Minutes	See Box CLOSED	Agree closed / open minutes
Preparation for guests	FO	10:45		CLOSED	
Guests – ICB – AD & TS & CPCL	FO	11:00	Welcome guests – introductions	OPEN	
ICB Update	AD / TS	11:00	ICB Priorities, integrating CP, Involving CP in ICB workstreams / board. APC – new version Working collaboratively	OPEN - TBC	
<b>Lunch – 12.30 – 13.30</b>					
Services Update & feedback from subgroup session	EC	13:30	Tender – integrated sexual health tbc	OPEN See Box	
Exec feedback	FO	14:15		CLOSED - TBC	
Workforce & closures	FO / FL	14:30	Impact, Market Entry / FTP etc	OPEN	
NHSEi – Midlands Region	FL / SK	14:50	IP, Rota, CPM – bid, working with ICBs	OPEN	
CPM – Services & Taiwo	FL	15:20	April 25 <sup>th</sup> CPM Meeting	OPEN	
IP pathfinder and CPCL – 8c role	FL / SK	15:30		OPEN	
AOB & CCA questions	FO	15:45		OPEN	
Update NHSEI national	VR	16:00	National Update	CLOSED	
<b>Meeting close by 16.30</b>					

**Next LPC Meetings** (11<sup>th</sup> May Teams, 6<sup>th</sup> July f2f, 7<sup>th</sup> Sept Teams, 19<sup>th</sup> Oct f2f – business workshop with colleagues & AGM, 11<sup>th</sup> Jan 24 Teams, 7<sup>th</sup> March 23 f2f)

Meeting	Comments	February	March	April	May	June	July	August	September	October	November	December	January	February	March	24-25
AHW Execs + Team Strategy	23-24										TBC			TBC		
AHW Execs Finance				Treasurers Day 19th - office			Accounts to accountants				TBC			TBC		
SGM CPA		9th - Teams														
Exec CPA			first hour - 9th		11th Teams - first hour				Accounts - 7th - Teams							
CPA & Services Group - on Teams					11th Teams (invite Yasser)				7th LPC & Plan prework for Oct				11th			
CPA F2F			9th Holiday Inn - Coventry				6th - TBC								7th TBC	
Strategy / Workshop day CPA f2f										19th TBC						
AGM evening CPA										19th TBC						
Training dates CPA			DMS - 28th (15th & 30th GPCPCS)													

### Top 3 priorities ex BAU

- New Advanced Services
- Contractor Engagement
- Workforce - local ICB

### ICB priorities

- DMS
- GPCPCS
- Patient Safety
- Reducing Inequalities
- Reducing costs
- Improving quality
- Digital transformation

[Arden LPC – Representing Community Pharmacies in Coventry & Warwickshire \(communitypharmacy.org.uk\)](https://ardencommunitypharmacy.org.uk)

Newsletters: <https://ardencommunitypharmacy.org.uk/news/newsletters/>