

### NOTE VENUE REGENCY ROOM - HOLIDAY INN COVENTRY CV2 2HP

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

In Bar / Lounge - Services Group +: 9:30 – 10:30 (BH, CH, EC) + if available: SK + BC + MOD (note AD left and SG at Exec)

### Regency Suite - Main Meeting 10:45 – 15:30 (All)

<b>BOX LINK for LPC only</b>	Box – <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, CCA Vacancy
<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) LMC – Andrew Warner CPCL – Arrandeep Konkon
<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	Accounts, Bank position and AR supporting statement. HR Update & Collaborative MOU	CLOSED	FO, SG, TF, JH, FL
SERVICES GROUP +	EC	09:15	NHS Funds – unallocated monies 18 months plan – align with MOU restrictions	CLOSED	EC, BH, CH, (BC, SK, MOD)
			<b>Break 10:30– 10:45 break</b>		
<b>MAIN LPC MEETING</b>					
1. DOI & guest preparation	FO	10:45	DOI Guests preparation (minutes, tracker and AOB deferred to after lunch)	Circulate DOI OPEN	
2. Guests – welcome & introductions	FO	11:00	Refreshments available	OPEN	
3. ICB Update & IPMO	AD / SK	11:10	Paxlovid, EOL, QIPP, GPCPCS, DMS, Pharmacy Strategy, MDS, IT solutions	OPEN	
4. IP Programme	SK	12:00	IP Pathfinder Update	OPEN	
5. CPCL	AK	12:15	CPCL – 1 month into role	OPEN	
6. LMC Update - TBC	AW	12:30		OPEN	
7. Feedback from Contractor contacts and calls	FO	12:50	Plus, skills and capacity audit (send completed form to <a href="mailto:fionalowe@nhs.net">fionalowe@nhs.net</a> ahead of meeting or complete at lunchtime)	Fiona attend PLOT 12.55- 14.00	
<b>Lunch – 13.00 – 13.45</b>					
8. Minutes, matters arising, tracker and AOB.	EC / FO	13:45	Send any amends to <a href="mailto:ahwlpc@gmail.com">ahwlpc@gmail.com</a> re DOI or Minutes		
9. Executive Meeting Feedback	FO	14:00	Accounts, Bank position and AR supporting statement. HR Update & Collaborative MOU	(EC – attend DMS call) CLOSED	
10. CPE Update	JH	14:30	September LPC Conference – London 12 <sup>th</sup> (Fiona f2f plus 2 others online 10-3)		
<b>Refreshments 14:45 – 15:00</b>					
11. Next two LPC Meetings overview	FL	15:00	<u>September</u> – Strategy / priorities update (non BAU – already in workplan) – in preparation for October AGM workshop sessions. Plus, review of PSNC Finance and Governance guides checklists. <u>October AGM</u> – workshop sessions facilitated and discussion on Fuller team of teams & implications. Option to add BAU meeting items as needed.	For Note	
12. Services Update + Group Feedback	EC	15:05	(National & Local) and Feedback re NHS Funds spending	OPEN	
13. AOB & CCA questions	FO	15:30		OPEN	

**Next LPC Meetings** (6<sup>th</sup> July f2f – HI Coventry, 7<sup>th</sup> Sept Teams, 19<sup>th</sup> Oct f2f – business workshop with colleagues & AGM, 11<sup>th</sup> Jan 2024 Teams, 7<sup>th</sup> March 2024 f2f)

**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
- Workforce