



Community Pharmacy Arden (CPA) – Meeting 7th September 2023

NOTE VIA TEAMS [Click here to join the meeting](#)

BOX LINK for LPC only	Box : 1 hour 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.
CHAIR	Fay Owen
MEMBERS	Jas Heer, Bal Heer, Faye Owen, Theresa Fryer, Sat Kotecha, Sam Griffiths, Mike O'Donnell, Caroline Harvey, Baljit Chaggar, Independent Vacancy
IN ATTENDANCE	Fiona Lowe, Eva Cardall
MEMBER APOLOGIES	Mike O'Donnell
Guests & Observers expected to attend:	ICB – Altaz Dhanani Deputy Director Medicine Optimisation (AD) TBC (11-12.00) CPCL – Arrandeep Konkon TBC (11 – 12.00) LMC – Andrew Warner / Maggie Edwards (11 – 12.00) Independent Rep Vacancy Applicants (11- 14:30)
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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to closed session minutes.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 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	Notes	Actions / Outputs
1. DOI & minutes & AOB & guest preparation & EOIs Independent Vacancy	FO / FL	09:30	DOI Guests preparation (minutes, tracker and AOB) Balance of Committee (Constitution)	DOI on Box CLOSED	Review minutes in advance of meeting and feedback any amends
2. Accounts & Finance Update	TF / FL	10:00	For note – on Box Banking and Insurance CPE Survey - waiting Updated Bank Governance VirtualOutcomes renewal £ approximately £2-3K pa	CLOSED	Accounts to be sent out 12 th September for approval
3. CPE Update	JH	10:30		CLOSED	
GUESTS JOIN			Morning Break 10:45-11:00		
4. Welcome Guests	FO	11:00	ICB, LMC, Independent Rep applicants	OPEN	
5. ICB Update & IPMO	AD / AK / SK	11:05	Paxlovid, EOL, QIPP, GPCPCS, DMS, Pharmacy Strategy, IP, EDCPCS AGM workshop event	OPEN	



5. LMC Update	AW/ ME	11:45	CPCS, CCS, Shortages, COO, capacity issues	OPEN	
6. Progress BP proposal	EC	12:00	NHS Funds allocated & Plan outline & next steps	OPEN	
7. Independents Applicants	EC	12:20	Discussion about role of LPC Members & hear from applicants - what can bring to the role (local knowledge, skills and capacity)	OPEN	
8. Skills and Capacity Audit Feedback	FL	INFO ONLY	For Note Only – pick up after next meeting for 2024 Plan	Summary on Box	
Lunch Break – 12:50–13:20					
9. New Services Update – Recovery Plan	FL / EC	13:20	Plan, training, support	OPEN	
10. Planning for AGM workshops	FL	13:35	AGM overview & facilitation & Fuller Team of Teams Topics and key points to cover within each Guests to invite (ICB, Trusts, Council, DUS, SH, NHSE, CPE, CHS, CPPE)	OPEN Fuller, Workforce, Stakeholder mapping and prioritising, New National Services, Contractor Engagement & Network stability, Website suggestions, Patient Safety, Local Services,	
11. Governance – Review of ToR	FO	14:30	Draft CPE Governance ToR	CLOSED On Box – review before meeting	To amend as necessary & approve



12. Independent Vacancy	FO / FL	14:45	Discussion and views of all LPC	CLOSED	Vote by Independent Members
12. AOB & CCA Qs	FO	15:15	Website Branding	CLOSED	HW have changed – view and compare
			Meeting close by 15.30		

Next LPC Meetings (19th Oct f2f HI Coventry – workshop & AGM, 11th Jan 2024 Teams, 7th 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

Common Condition Service

- Uncomplicated urinary tract infections in women
- Earache
- Sinusitis
- Sore throat
- Impetigo
- Insect bites
- Shingles

Newer National Services

- DMS
- CPCS all referral routes
- OC
- SCS
- CCS
- BP Check
- NMS new categories
- IP Pathfinder & Pilots