



## Community Pharmacy Arden (CPA) – Meeting 11<sup>th</sup> January 2024

**NOTE VIA TEAMS 09.30 – 15.00**

**Exec & Finance Group 9-9.30 and 15.00 – 15.30 if needed same link**

<b>BOX LINK for LPC only</b>	Box 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, Sumeet Randhawa
<b>IN ATTENDANCE</b>	Fiona Lowe, Eva Cardall
<b>MEMBER APOLOGIES</b>	
<b>Guests &amp; Observers</b>	
<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>	<p><b>We welcome Contractors and Observers to the open sessions of our meetings.</b></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><b>We generally hold the open part of the meeting within the hours of 11am and 1pm. The exact times will be confirmed 1-2 weeks before the meeting.</b></p> <p>If you would like to attend one of the meetings or have any questions / comments please contact the LPC admin email: <a href="mailto:ahwlpc@gmail.com">ahwlpc@gmail.com</a></p>
<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>	<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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to closed session minutes.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>
<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.

Item	Lead	Time	Discussion points	Notes	Actions / Outputs
Exec & Finance Group	FO	09.00	Follow up to Joint Exec Meeting	CLOSED	
1. Welcome, DOI, Minutes AOB, Market Entry, action tracker – matters arising	FO / FL	09:30	Minutes in Box – closed sections marked (September & October),  Updated Networks and Subgroups based on skills / capacity audit	CLOSED	Agree any changes to minutes and closed sections
2. Executive Update	FO / FL	10:00	Refer to Folder on Box	CLOSED	Ratify proposals from joint Executive
3. AGM Follow Up	FL	10:30	Priorities falling out of plans, AGMs and New Services – links to later session on agenda	OPEN	For note voting at AGM – on website
		10:45	BREAK		
4. ICB Update	AD	11.00		OPEN	
5 CPCL Update	AK	11.30		OPEN	
6. LMC Update	ME / AW	11.45		OPEN	
7. Services Update	EC	12.15	Report on Box – Local Services Information, Services Pack Details and Advanced Service Performance Update	OPEN	For information and discussion
8. Draft Work Plan and Priorities	FO / FL	12.45	Plan for 24-25 based on agreed priorities, BAU workplan, AGM outputs etc. Including support for 4 Working Groups (PhF, OC, BP, Integration)	OPEN	Agree plan and support for actions to implement Pharmacy First, OC and BP relaunch



LUNCH 13.15 – 13.45					
9. Finance Update & Budget 24-25	TF	13:45	Budget and Finance Pack and discussion on increase in levy holiday extension (Dec Jan, Feb and March proposed)  NHS Funds – budget outline budget to meet MOU requirements  Banking governance update	CLOSED	Agree budget and review dates (quarterly?)  Budget to be on website by end February 2024
10. Governance	FO	14:15	Interim ToR previously shared previously (no comments received) – will be updated when CPE update. Latest CPE governance documents on Box for discussion.	OPEN	Agree next steps
11. AOB and meeting close CCA / AIMp questions	AH	14.45	AOB and close by 15.00	OPEN	
Exec & Finance Group	FO	15.00	Exec Meeting if needed	CLOSED	
			<b>Meeting close by 15.30</b>		

### Next LPC Meetings

2024 Meeting Dates	F2F or Teams
January 11 <sup>th</sup> (guest slots usually 11-1)	Teams include Exec Meeting 9-4
March 7 <sup>th</sup> (guest slots usually 11-1)	F2F Holiday Inn Coventry
May 9 <sup>th</sup> (guest slots usually 11-1)	Teams 9-4
July 4 <sup>th</sup> (guest slots usually 11-1)	F2F Venue HI 9-4
September 19 <sup>th</sup> (guest slots usually 11-1 (AGM at 1))	F2F Venue HI – AGM to be included 9-4
January 9 <sup>th</sup> , 2025 (guest slots usually 11-1)	Teams