



Community Pharmacy Arden (CPA) – Meeting 7th March 2024

Holiday Inn Coventry CV2 2HP

09.15 – 15.00

BOX LINK for LPC only	Box 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, Sumeet Randhawa
IN ATTENDANCE	Fiona Lowe, Eva Cardall
MEMBER APOLOGIES	Mike O'Donnell
Guests & Observers	Altaz Dhanani – ICB, LMC - TBC
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	<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 11am and 1pm. The exact times will be confirmed 1-2 weeks before the meeting.</p> <p>If you would like to attend one of the meetings or have any questions / comments please contact the LPC admin email: ahwlpc@gmail.com</p>
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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to closed session minutes.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.

Item	Lead	Time	Discussion points	Notes	Actions / Outputs
Arrival and coffee			Subgroup Meetings	Complete DOI and form groups below	
Governance Group Meeting (Mike), Bal H, Zoe, Sumeet	ZA until chair elected	09.15 – 10.30	ToR Governance from CPE Scope Plan for new Gov Framework and support banking governance	Propose meet at each f2f meeting when other subgroups meet	Agree ToR and outline plan and frequency of meetings Elect Chair
Services Group Eva, Sam, Caroline, Bal C, Sat	EC until chair elected	09.15 – 10.30	External Pack – review services pack and old PCN pack Local Services opportunities in H@H Intervention Service		List of inserts for an external service pack Local Service action plan Elect Chair
Finance and Market Entry Faye, Terry, Fiona, Jas	TF	09.15 – 10.30	Review preparation for accounts, levy holiday Market Entry issues discussion		Plan for accounts Market Entry Update
		10.30	MAIN MEETING		
1. Welcome, DOI, Minutes AOB, Market Entry, matters arising	FO / FL	10:30	Minutes in Box – closed sections marked (January 2024), Updated Networks and Subgroups based on skills / capacity audit and new rules re governance group	CLOSED	Agree any changes to minutes and closed sections



2. Executive, Finance and Market Entry Update	FO / FL	10:45	Refer to Folder on Box – Joint Exec ToR and meeting notes Feedback from pre-LPC meeting subgroup	CLOSED	Note proposals and agree ToR Accounts preparation Market Entry actions
		11.00	BREAK		
3. ICB Update	AD	11.10	Primary care strategy, IPMO, EOL, ED-CPCS, Deficit – invest to save, H@H	OPEN	
4. LMC Update	ME / AW	11.50	TBC	OPEN	
5. Services Update	Chair of subgroup	12.10	Report on Box – Local Services Information, Advanced Service Performance Update. Feedback from pre-LPC meeting subgroup	OPEN	Agree any proposals and next steps for local services and external pack
LUNCH 12.30-13.30					
6. Governance Group Feedback	Chair of subgroup	13.30	Feedback from pre-LPC meeting subgroup	OPEN	Confirmation of chair ToR approved
6. Primary Care Strategy	FL / SK	13.45	Pharmacy aspects of the strategy – link to feedback from POD meeting on 29 th Feb	OPEN	List of additions to plan
7. Contractor Support	FL	14.30	Visiting cycle planning – May / July	OPEN	Proposal visit half the PCNs each year over 1-2 visits – mix LPC Members and Team
8. AOB and meeting close CCA	AH	14.45	AOB and close by 15.00 See draft responses to CCA Qs on Box	OPEN	AOB: AIMp document tabled for discussion
			Meeting close by 15.00		



Next LPC Meetings

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