

## Community Pharmacy Arden (CPA)

### Minutes for the Meeting held on 11<sup>th</sup> January 2024 (Teams)

**Members:** Jas Heer (JH), Bal Heer (BH), Faye Owen (FO), Theresa Fryer (TF), Caroline Harvey (CH), Baljit Chaggar (BC), Mike O'Donnell (MD), Sumeet Randhawa (SR), Sam Griffiths (SG) part morning; Satyan Kotecha (SK) morning session.

**In attendance:** Fiona Lowe (FL) and Eva Cardall (EC)

**Apologies:** LMC – Andrew Warner / Maggie Edwards, Satyan Kotecha (SK) in pm, Sam Griffiths (SG) from mid-morning

**Guests:** ICB – Altaz Dhanani (AD) Deputy Director Medicine Optimisation, Arrandeep Konkon (AK) CPCL

#### **DOI & minutes & AOB, market entry**

Website topic raised by SK. Discussion on how to make website font size larger. **Action: EC and SKS attend the CPPE training on 16<sup>th</sup> Jan – completed**

Change of ownership (COO) and changes in number of pharmacies in CW. FL estimates soon will be around 180 pharmacies in CW, down from over 200 1-2 years ago.

JH mentions the issues with core hour applications and the lack of knowledge in how that process works is weak within the office that deals with the applications. JH notes he has been allowed to appeal core hours change refusal, this is not usually permitted.

Review of minutes from September, AGM and November – all approved

#### **10am Accounts & Finance Update (see box for detail)**

TF provided an update – refer to documents on Box

Recommendations accepted in full, refer to notes from the Executive Meeting (Team Review, HR Governance, Exec and Finance Group ToR)

Draft budget agreed

Banking to look at options re: Government backed Bonds, restricting access to Nat West as not double signatures – arrange standing orders equivalent of monthly levy (whether have it or not levy collected) – then have cards available at LPC f2f meetings to do any other transfers.

#### **10:30 Service Pack**

Quick overview of services pack by EC. Files on box

EC leaves ahead of break for call. SG leaves call.

-----Break-----

**11:00** AK joins to give update as CPCL, slides on Box.

FL comments that digital solutions of Common Record offers view of hospital and GP notes

**LPC Office: Unit 24 Basepoint Business Centre; Crab Apple Way, Vale Park, Evesham, WR11 1GP**

11:15 AD joins

FL asks if funding for PhO license has been approved by ICB for CW trusts. AD confirms it has. **Action – EC and AK to work towards implementation of PharmRefer at Coventry UTC site, meeting with CSU to look at what support is required**

Advanced SC service – discussion over start date. Issue with registration being inaccurate and referrals going to pharmacies who may not be able to provide. **Action – communication to each pharmacy registered about live date in March and need to withdraw 30 days before this if not able to provide service – completed.**

### **Draft Workplan and Priorities**

Workplan and four main priorities agreed and to be published on LPC website. Subgroups to consist of Committee Members from both LPCs, ICB reps and FL/EC.

Hypertension – PR (CPHW), SK (CPA), CR (CPHW)

Contraception – TF (CPA), AH (CPHW), CH (CPA)

PFS – LC (CPHW), JP (CPHW), JH (CPA)

CPA Integration Group – SK and FL

Microlife Stuart Wilson – to contact to see if can offer discount and check if any uptake.

### **LUNCH BREAK**

SK and EC leave meeting.

### **Finance Update and Budget 24-25**

Budget and Finance pack and discussion on increase in levy holiday extension (Dec, Jan, Feb and Mar)

Draft Budget agreed – to be added to website and shared with CPE and ICB

Draft monthly accounts agreed

### **Governance – CPE Documents**

CPE Governance documents – run through pf the presentation. Code of Conduct and Framework agreed and to be badged and added to website and old governance WOW docs removed – and to inform CPE when adopted - **completed**.

At March meeting Governance subcommittee will be set up (not officers) but including Zoe as support. Set up in time for April 2024 deadline and ToR to be published on website. Propose that meet at LPC meetings (f2f) when exec meet or online when exec meet in separate virtual room as needed.

### **AOB & CCA questions**

CCA questions reviewed and all covered.

*3.30pm – meeting ends*

Minutes prepared by: EC