



## Community Pharmacy Arden (CPA) – Meeting 9<sup>th</sup> May 2024

### MICROSOFT TEAMS

Join on your computer, mobile app or room device: email for link [ahwlpc@gmail.com](mailto:ahwlpc@gmail.com)

**09.45 – 15.00 Main Meeting and Exec & Finance 09.15-09.45 – External**

|                               |  |
|-------------------------------|--|
| <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> | Ruth Light – CEO Healthwatch Coventry<br>Altaz Dhanani – IMPO Chair and Deputy Director Medicine Optimisation ICB - TBC<br>Arran Konkon – CPCL ICB - TBC<br>LMC - TBC  |
| <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><br>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.<br><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><br>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> |
| <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.<br>The Chair will invite observers / guests to contribute to discussions during agenda items or at the end of the open meeting.  |



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|---------------------------------|---|
| <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   |
|---|---------|-------|---|---------------------------------------|---|
| PRE-MEETING FINANCE & EXECUTIVE GROUP         | TF      | 09.15 | Accounts<br>Guest preparation   | FO, TF, JH, SG, FL & ZA<br><br>CLOSED |   |
|   |         |       | MAIN MEETING – CLOSED SESSION   |                                       |   |
| 1. Welcome, DOI, Minutes AOB, matters arising | FO / FL | 09:45 | Minutes in Box – closed sections marked (March 2024), including subgroup feedback.                    | CLOSED                                | Agree any changes to minutes and closed sections  |
| 2. Market Entry and PNA                       | FL / ZA | 10.00 | PNA, Supplementary statement and recent changes – Refer to April database pull and notes on Box       | CLOSED                                |   |
| 3. Exec & Finance Update                      | TF      | 10.20 | Feedback on accounts meeting and Exec Meeting. Finance Survey and Corporation Tax, Banking Governance | CLOSED                                | Agree when accounts ready to submit to accountants and when next appointment / vote for Chair / Vice Chair – due July 2024 and Review of Members Day rate |
|   |         | 10.50 | Comfort Break before open session   |                                       |   |
|   |         | 11.00 | MAIN MEETING – OPEN SESSION   |                                       |   |
| 4. Welcome guests                             | FO      | 11.00 | Ruth Light, Arran Konkon, Altaz Dhanani, LMC - tbc  |                                       |   |



|                              |        |       |   |      |  |
|------------------------------|--------|-------|---|------|--|
| 5. ICB Updates               | AD, AK |       |   |      |  |
| 6. LMC Updates               | TBC    |       |   |      |  |
| 7. Healthwatch Update        | RL     |       |   |      |  |
| 8. CEO Update                | FL     |       | Verbal. Various to include spokesperson – media, Team Day etc   |      |  |
| <b>LUNCH 12.30–13.30</b>     |        |       |   |      |  |
| 9. Advanced Services         | EC     | 13.30 | Data discussion and follow up to External Pack  |      | Fiona CLOT (1-2.30)                      |
| 10. CPE Update               | JH     | 14.00 | Update and feedback to CPE from CPA   |      |  |
| 11. Contractor Support       | FO     | 14.30 | Contractor resilience and pressures case studies  |      |  |
| 12. Visit Planning           | FL     | 14.45 | Visit plans July & Sept – topics for discussion – platform for collating information – PCNs to target and arrange PCN Lead / GP Federation meetings |      | Coventry – July<br>Warks - September     |
| AOB and meeting close<br>CCA | AH     | 15.00 | AOB and close by 15.00<br>See draft responses to CCA Qs on Box  | OPEN | AOB: AIMp document tabled for discussion |
|                              |        |       | <b>Meeting close by 15.00</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       |



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| 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 <b>VISITS?</b><br><b>Exec &amp; Gov pre-meeting as needed</b> |
| September 19 <sup>th</sup> (guest slots usually 11-1 (AGM at 1)) | F2F Venue HI – AGM to be included 9-4 <b>VISITS?</b>                           |
| January 9 <sup>th</sup> , 2025 (guest slots usually 11-1)        | Teams  |
| Other Meetings   | Joint Exec & Finance Meeting 31 <sup>st</sup> October in H&W                   |