

CPA (C&W LPC) Subgroups – Updated May 2024

Subgroups to meet for an hour on same day as LPC meeting as needed after the main meeting or between meetings.

Sub Committee	Area of responsibility	Meeting frequency	Minimum Proposed Membership <i>(all Members should be in at least one Group and a mix CCA, AIMp, Indep where possible)</i>	Support	(CHAIR)
Exec & Finance & Audit	Drafting Strategy, Leadership and Financial policies, accounts & budget. Expense policy	Twice a year with CPHW and during meetings as needed	Chair, Vice Chair, Treasurer, CO, signatories	Zoe	Fiona, Faye, Terry Jas, Sam
Governance (April 2024)	RAG, subgroups operation, minutes sign off process, WoW, meeting etiquette, voting process and result recording etc	Two or three times a year during LPC Meetings (e.g. while Exec Meet) or as needed	Three Members (not officers) + Zoe as support and governance lead	Zoe	CCA - Bal H + Mike + Sumeet + Zoe
Regulatory Group	Market Entry and Regulatory FtP, Complaints – Direction Pharmdata and Pharmacy Manual review as needed	As needed depending on timing of response	3 Members + 2 reserves if conflicts + Zoe	CO	Jas, Terry, Zoe , Sumeet (Fiona, Mike and Caroline as needed)
Contractor Support & Engagement Group & Marketing	Encourage engagement -e.g. LPC Meetings, Contractor Issues, Covid PCNs, CPCF / PQS Visit cycle	After LPC Meetings as needed Between Meetings as needed	2 Members + LPC Team + CO	Support Office Susan – website & Social Media	Bal C, Sat, Fiona , LPC Team.
Services	Review old services, Support for implementation National and local services, Opportunities Data review Link with: Stakeholders, Contractor Support and Communications	After LPC Meetings as needed	3 Members + Support Officer	CO	Bal H, Sam , Caroline, Eva, Bal C, (Sat & Fiona as needed)
Stakeholder Engagement	STP, NHSEI, CCG, Council, IPMO, APC, PNA, CVD, Diabetes, Resp, AMR, SMI etc	Agree at LPC Meetings any support needed for meetings etc	Members, CO	Support Office	Fiona, Sat, Exec & LPC Team
Communications	Website / social media / emails / Newsletters	Items raised at LPC Meetings for inclusion or through email / WhatsApp between meetings	Support Office + adhoc as needed from Members / Groups for particular topics e.g. PQS / Merger	Support Office	Zoe & LPC Team

Fiona Lowe	CEO	North & Rural	Exec & Finance, Regulatory, Contractor Support, Stakeholder	
Zoe Ascott	Team	Alcester & North (Arden) - South Warks	Governance, Regulatory, Contractor Support & Comms (Support Finance)	Administrator & Gov Lead
Eva Cardall	Team	Cover missing Members / Team	Services & Stakeholder Engagement (Support Comms)	Services Support Officer
Susan Karoly-Smith	Team	n/a	Comms & Contractor Support (website)	Digital Admin & Website
Jas Heer	Indep Member	Coventry Central & Navigation 1	Exec & Finance, Regulatory	Signatory
Sumeet Randhawa	Indep Member	SOWE & Go West	Regulatory & Governance	
Baljit Chaggar	Indep Member	GP Connect – Coventry & Skyward	Contractor Support & Services	
Bal Heer	CCA Member	Coventry North & Unity	Services, Governance	
Faye Owen	CCA Member	Rugby	Exec & Finance,	Chair, signatory
Theresa Fryer	Indep Member	Leamington North & South	Exec & Finance, Regulatory	Treasurer, signatory
Satyan Kotecha	Indep Member	Nuneaton & Bedworth (formerly 3 PCNs)	Contractor Support, Stakeholders, Services as needed	
Caroline Harvey	Indep Member	Warwick & Kenilworth, East	Services, Regulatory – market entry reserve	
Mike O'Donnell	AIMP Member	North & Rural	Governance, Regulatory – market entry reserve	
Sam Griffiths	CCA Member	Dene & Stour, Stratford Central, (Arden while Zoe off)	Services, Exec & Finance	Vice-Chair