



Community Pharmacy Arden (CPA) – Meeting 4th July 2024

Holiday Inn Coventry CV2 2HP

09.30 – 14.15 Main Meeting and Visits 14.15-16.15

Exec & Finance 09.00-09.30

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| 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, Zoe Ascott |
| MEMBER APOLOGIES | |
| Guests & Observers | Chris Bain – CEO Healthwatch Warwickshire ICB representatives Altaz Dhanani, Arran Konkon LMC representatives Dr Andrew Warner |
| 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 | We welcome Contractors and Observers to the open sessions of our meetings. 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. 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. If you would like to attend one of the meetings or have any questions / comments please contact the LPC admin email: ahwlpc@gmail.com |
| 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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to closed session minutes.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. |



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| 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 |
|---|---------|-------|--|-------------------------|---|
| PRE-MEETING FINANCE & EXECUTIVE GROUP | TF | 09.00 | Accounts & Officer Roles & Annual Report | FO, TF, JH, SG, FL & ZA | (Governance Group to meet at same time if required) CLOSED |
| MAIN MEETING – CLOSED SESSION | | | | | |
| 1. Welcome, DOI, Minutes AOB, matters arising | FO / FL | 09:30 | Minutes in Box – closed sections marked (May 9 th , 2024) | CLOSED | Agree any changes to minutes and closed sections |
| 2. Market Entry & Supplementary Statement | FL / ZA | 09.45 | Update on applications and outcomes. Planned statement and plans for next PNA | CLOSED | |
| 3. Exec & Finance Update | TF | 10.00 | Feedback on accounts and LPC sign off | CLOSED | Accounts Sign Off |
| 4. Officer Roles | FL | 10.30 | Chair and Vice Chair – nominations / re-election | CLOSED | Chair and Vice Chair selected |
| 5. Retained margin example | FO | 10.45 | Contractor example anon – see Box | CLOSED | |
| Working coffee break 11.00 | | | | | |
| MAIN MEETING – OPEN SESSION | | | | | |
| 6. Welcome guests | FO | 11.05 | Chris Bain, ICB and LMC colleagues | OPEN | |
| 7. ICB Updates | AD | 11.00 | IPMO, Representation on Collaboratives following on from Tim Sacks meeting, 56-84 days prescribing, QUIPP – brand switches and process for engagement of the LPC – e.g. BG meters / strips | OPEN | |



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| 8. ICB – PCN Engagement Leads | AK | 11.30 | PCN Engagement Lead proposal – any suggestions of interest SW, NW, Rugby, Coventry | | 20–23 Cov, 4 R, 10 WN, 14 SW hours per month approx. (151 per quarter total) |
| 9. LMC Updates | AW | 11.45 | Pharmacy First, DSP marketing, Collaboratives | OPEN | |
| 10. Healthwatch Update | CB | 12.00 | Warwickshire focus | OPEN | |
| LUNCH 12.30–13.15 | | | | | |
| 11. Services | EC | 13.15 | Update – local and advanced and any data | | Fiona CLOT 1-2.30pm |
| 12. CPE Update | FO | 13.30 | Committee Meetings / Negotiations / Election Impact – MPs engagement | | |
| 13. Contractor Visits | ZA / EC | 14:00 | Coventry Visit Preparation – google form link and Visit pairs and pharmacies 2-3 each pair. Packs etc – Box has list | | |
| 14. AOB and meeting close CCA Qs | AH | 14.15 | AOB and close by 14.30 CCA Qs | OPEN | |
| VISITS | | 14.30 – 16.15 | Feedback through google form | | |

Next LPC Meetings

| Date | Location | Subgroups meeting | Guests | Notes |
|-----------------------|-----------------|---------------------------------------|---|--------------------------------------|
| 19th September | Holiday Inn | None as AGM (1-2) | Contractors invited & Guests – PCN Engagement Leads | Visits at end |
| 9th January 2025 | Teams | As needed | TBC | Subgroups at end as needed TBC |
| 6th March 2025 | Holiday Inn TBC | Exec & Finance & Governance if needed | TBC | Visits TBC if not undertaken in Sept |
| 8th May 2025 | Teams | | | |
| 3rd July 2025 | Holiday Inn TBC | | | |
| 18th September 2025 | Holiday Inn TBC | None as AGM (1-2) | | |
| Other Meetings | | | | |
| 14th November 2024 | Perdiswell | Joint Exec Meeting | | |
| 13th February 2025 | Coventry TBC | Joint Exec Meeting | | |