



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

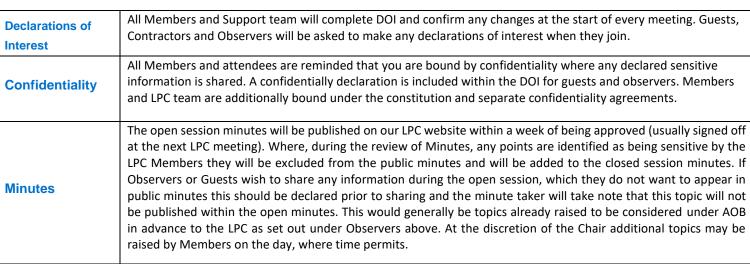
Holiday Inn Coventry CV2 2HP

09.30 - 14.15 Main Meeting and Visits 14.15-16.15

Exec & Finance 09.00-09.30

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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to closed session minutes.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.					





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		
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 selecte
5. Retained margin example	FO	10.45	Contractor example anon – see Box	CLOSED	
Working coffee break 11.00		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	



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	СВ	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	АН	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		