

Community Pharmacy Arden (CPA) – Meeting 9th January 2025

MS Teams 9.30 am start – External Version

Request Teams Link if wish to attend open session 11-12.45 by emailing fionalowe@nhs.net

BOX LINK for LPC only	Box THIS LINK MUST NOT BE SHARED WITH ANYONE OUTSIDE OF THE LPC.
CHAIR	Sam Griffiths
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, Zoe Ascott, Eva Cardall
MEMBER APOLOGIES	Caroline Harvey
Guests & Observers	ICB representatives Arran Konkon & Taz Dhanani LMC representatives Dr Andrew Warner & Maggie Edwards
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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to closed session minutes.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.
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
1. Welcome, DOI, Minutes AOB, matters arising	SG	09.30		CLOSED	
2. Market Entry	FL / ZA	10.00		CLOSED	
3. Executive Feedback from Joint Executive in November	SG	10.30	Budgets, Team, Transition Planning, Resources, Event, Visits	CLOSED	
Break		11.00	Welcome guests 11.10		
4. LMC Update	LMC	11.15	Primary Care Strategy, Representation on Collaboratives Supply Chain Collective Action Pharmacy First, Hypertension, OC Services PCN Engagement Leads – Arran	OPEN	
5. ICB Update	AK / TD	11.45	Strategy, Representation, Medicines Group – when be set up, Outstanding issues (Phlebotomy, Antivirals, Covid claims, PCN Engagement Leads, Strategy, DMS data, PhF data, LRCs, etc)	OPEN	



6. PNA	FL / AK	12.30	PNA allocations to review when available – several border C&W. No Contractor Survey. Public questionnaire done Services and ME data being collated.		
		12.45	LUNCH 12.45 – 13.15		
7. Services	EC	13.15	Local Service & Advanced Service update and data.	CLOSED	Actions to increase delivery
8. CPE Update	JH	13.45	See November slides	CLOSED	
9. KPI / Self-assessment RAG	FL	14.00	If shared – due to be shared in Dec to CLOT members	CLOSED	Financial and other
10. Top 3 Priorities for 25-26	SG / FL	14.15	e.g. NHS Plan, Vision, Negotiations, Services, Transition, KPIs, PNA, Local Pharmacy Strategy etc	CLOSED	MP visits – problematic with lot of cancellations so review approach
11. CCA Questions	SG	14.40	See responses once Qs shared	CLOSED	
12. AOB	SG	14.50		CLOSED	
EXEC Meeting if needed	SG	15.00	FL, SG, TF, MOD as needed		

Next LPC Meetings	Date	Location	Subgroups meeting	Guests	Notes
	9th January 2025	Teams	As needed	TBC	Subgroups at end as needed TBC
	6th March 2025	Citrus Hotel	Exec & Finance & Governance if needed	TBC	Visits TBC if not undertaken in Sept
	8th May 2025	Teams			
	3rd July 2025	Citrus Hotel			
	18th September 2025	Citrus Hotel	None as AGM (1-2)		
Other Meetings					
	14th November 2024	Perdiswell	Joint Exec Meeting		
	13th February 2025	Citrus Hotel	Joint Exec Meeting		