



## Community Pharmacy Arden (CPA) – Meeting 6<sup>th</sup> March 2025

### Citrus Hotel CV8 3DY

<b>BOX LINK for LPC only</b>	Box THIS LINK MUST NOT BE SHARED WITH ANYONE OUTSIDE OF THE LPC.
<b>CHAIR</b>	Sam Griffiths
<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>	TBC - ICB representatives Arran Konkon & Taz Dhanani, Tim Sacks, TBC - LMC representatives Dr Andrew Warner & Maggie Edwards Contractors - 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> 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. <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> 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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to closed session minutes.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. The Chair will invite observers / guests to contribute to discussions during agenda items or at the end of the open meeting.
<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
<b>Coffee from 8.45</b>					
1. Welcome, DOI, Minutes AOB, matters arising. Attendance sheet	SG	09.00	Review minutes	CLOSED	
2. Market Entry & PNA	FL / ZA	09.15	Reminder that PNAs will be coming thick and fast for consultation end March onwards	CLOSED	Worcestershire & Staffordshire – FL & EC; Coventry & Warks – all; Leicestershire – SK; Northamptonshire – Faye; Birmingham & Solihull – MOD; Dudley & Sandwell – JH; Oxfordshire - TF
3. Executive Feedback from Joint Executive in February	SG	09.30	Accounts, Team, Transition Planning, Plan on a page. Communications Plan - See Box	CLOSED	
<b>Guests – open session</b>					
4. Introductions & Welcome	SG	10.00	Any ICB / LMC updates prior to strategy session		Supply Chain; LRC Meetings; CPCL transition
5. Community Pharmacy Strategy scene setting	FL / AK / SK	10.15	PC – ICB Strategy, CPE Vision, NHS Plan – 3 shifts, Integrated Networks, PCN Lead feedback, PHM, Outputs from 26 <sup>th</sup> Feb, IP implications, PNA, CPCF, Workforce, local needs and priorities.	Develop CP Strategy; 1-2 years; 2-5 years	Enablers; Assumptions; Funding; Actions; Aligning with PC Strategy



6a. Strategy Session	LS	10.30	Part 1		
<b>Break</b>		<b>11.15</b>			
6b. Strategy Session	LS	11.30	Part 2		
6c. Strategy Session	LS	12.30	Summary and next steps		
			<b>LUNCH 13.00 – 13.45</b>		
7. CPE Update	JH	13.45		CLOSED	
8. Services Update	EC	14.00	See information provided for PNA – local services focus. Plans for OC promotion	CLOSED	
9. Self –assessment RAG	FL	14.15	See Box for draft version and action plan	CLOSED	Governance Group to pick up next meeting
10. AOB & CCA Qs	SG	14.30	Same as Jan Qs – see Jan Meeting	CLOSED	
Executive Group Meeting if needed					

<b>Next LPC Meetings</b> Date	Location	Subgroups meeting	Guests	Notes
8th May 2025	Teams			
3rd July 2025	Citrus Hotel			Visits
18th September 2025	Citrus Hotel	None as AGM (1-2)		Visits
8th January 2026	Teams			
<b>Other Meetings</b>				
29 <sup>th</sup> & 30 <sup>th</sup> April	Office am 29 <sup>th</sup> and pm 30 <sup>th</sup>	SAPS interviews planned		SG / AH + FL + EC
12 <sup>th</sup> June 2025	Teams 12-1	Transition Group		
14 <sup>th</sup> August 2025	Teams 12-1	Transition Group		
6 <sup>th</sup> & 13 <sup>th</sup> November 2025	Office am	Interviews CEO planned		Chairs. Vice Chairs, FL (Treasurers optional)