



Community Pharmacy Arden (CPA) – Meeting 3rd July 2025

Holiday Inn Coventry [Hinckley Road, Coventry CV2 2HP](#)

Main meeting at 09:30

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, Eva Cardall
MEMBER APOLOGIES	Caroline Harvey
Guests & Observers	ICB representatives: Taz Dhanani, Lisa Scullion, Natash Jacques – TBC. Sara Johnson, Georgina Cady 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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to closed session minutes.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
Arrival & Coffee	All	09:15			
Minutes, Matters arising, DOI	FL	09:30	Please feedback any queries re minutes ahead of the meeting to Fiona / Eva	CLOSED	
Market Entry & PNA & CO Report	FL	09:45	See Box Self-assessment on website Confidentiality and skills updates – media training	CLOSED	Charan projects
CPE Update	JH	10:15	See CPE documents – note webinars and roadshows	CLOSED	
Finance and Accounts	TF	10:30	AGM preparation – Constitution	CLOSED	
Guests – welcome		10:45	Coffee Break		
NHSE and ICB changes and updates	SG	11:00	ICB, LMC, LPC discussion on implications	OPEN	Supply Chain Referrals information
LMC Update	AW / ME	11:30	INT vs PCN	OPEN	
Strategy Update	FL / SK	12:00	Priorities, App, N Works activity	OPEN	



Lunch Break		12:30	Until 13:15		
Services Update	EC	13:15	Advanced and Local Services and Event on 6 th July		
Contractor Support & Engagement	SG / FL	13.45	Visits, contacting your networks – between LPC Meetings and feeding back		Visit schedules for July & Qs
AOB, CCA Qs	SG	14.15			
Meeting close by	SG	14:30	All LPC Members to do visits for rest of afternoon – min 2 preferably 3		
Next LPC Meetings	Location	Subgroups meeting	Guests	Notes	
3rd July 2025	Citrus Hotel	None		Visits	
18th September 2025	Citrus Hotel	AGM & Exec & Governance		Visits	
8 th January 2026	Citrus Hotel	Services and Exec and Gov			
5 th March 2026	Citrus Hotel	Exec and Governance		Visits	
7 th May 2026	Citrus Hotel			Visits	
2 nd July 2026	Citrus Hotel				
10 th September 2026	Citrus Hotel	AGM			
Other Meetings					
12 th June 2025	Teams 12-1	Transition Group			
14 th August 2025	Teams 12-1	Transition Group			
6 th & 13 th November 2025 am	Office	Planned CEO Interviews	Chairs, Vice Chairs, FL	Treasurers optional – combine one of dates with Joint Exec	