



Community Pharmacy Arden (CPA) – Meeting 8th January 2026

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

Main meeting starts at 09:00 – closes by 16:00

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, Sam Griffiths, Mike O'Donnell, Steve Brown, Baljit Chaggar, Sumeet Randhawa, Satyan Kotecha
IN ATTENDANCE	Fiona Lowe, Eva Cardall
MEMBER APOLOGIES	
Guests & Observers	ICB representatives & LMC representatives TBC INT / PCN representatives
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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to closed session minutes.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	Open / Closed	Notes
1.0 Arrival & Coffee	All	08:45	Welcome to Steve Brown and introductions		
2.0 Meeting Starts: Minutes, Matters arising, DOI, Attendance Sheet, table AOB	FL	09:00	Please feedback any queries re minutes ahead of the meeting to Fiona / Eva	CLOSED	Photos required for Sumeet, Bal C & Steve B. Plus LPC team photo
3.0 Market Entry & CEO Report	FL	09:10	See Box	CLOSED	ME, Team, Marketing, Recruitment, New website and marketing and visits undertaken
4.0 Joint Exec Update to include financial	TF / SG	09:40	See Box	CLOSED	
5.0 Kaenect App	SK & Victor	10:00	Booking App revisited – via teams link Microsoft Teams Join the meeting now Meeting ID: 338 151 383 775 5 Passcode: QQ6HN6kx	CLOSED	Placed on hold until Jan / Feb 2026
6.0 CPE Update	JH	10:20	Update on negotiations, changes to CPE Committee	CLOSED	
Guests - welcome		10:45	Coffee Break		
7.0 ICB & LMC	SG	11:00	Updates on exec team at cluster level, Neighbourhoods, Commissioning and Collaboratives	OPEN	



8.0 PCN – INT Collaboration	FL	11:30	Opportunities and sharing of information and priorities	OPEN	Could split by PLACE if several areas represented
Lunch Break		12:30			
9.0 Review of morning	SG	13.00		OPEN	
10.0 Services Data overview & feedback from November event	EC	13.15	RAG for local services and proposed summary for Pharmacies. Advanced Services data – thresholds / activity / concerns	OPEN	See Box for data Also, OPIP update
11.0 Services Workshop	EC	13.30	Following on from data and INT priorities shared – 2 workshops: 1 – National Services – How are we doing re thresholds etc? How do we do more? How increase referrals? How link with INT / system priorities 2- Local Services – RAG summary – issues; opportunities; what could be developed that meets an identified need?	OPEN	
12.0 Workshop Feedback	EC / FL	14.45	Feedback and actions identified	OPEN	
13.0 AOB & close	SG	15.00	CCA Qs on Box (when available)		Note dates of subsequent LPC Meeting at end
14.0 Chair & Member 121	SG	15:00 – 15:45	Planned 121 (15 mins each at end of main meetings)	CLOSED	(SB, BH, SK Jan); (JH, FO, TF March) <i>(MOD, SR and BC completed September 2025)</i>

Next LPC Meetings	Location	Subgroups meeting	Guests	Notes
5 th March 2026	Holiday Inn	Exec and Governance		Visits
7 th May 2026	Holiday Inn	Exec and Governance		
2 nd July 2026	Holiday Inn	Services, Exec and Gov		Visits
10 th September 2026	Holiday Inn	AGM		
Other Meetings				
12 th February 2026 am	Holiday Inn 9.30-12.30	Joint Exec	Chairs, Vice Chairs, Treasurers, FL	
Support between meetings		From skills and Cap audit		
Visits between meetings	SK, SB, SG, SR, BC, JH			
Projects 1-2 months	SK, SB, FO, TF, SR, BC, JH			
Support meetings at short notice	SK, SB, TF, SR, JH, MOD			
Interested in Media training	SK, SG, JH & Team			