



Community Pharmacy Arden (CPA) – Meeting 5th March 2026

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

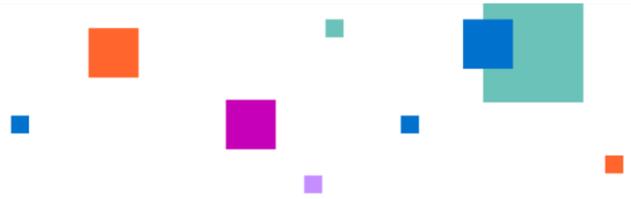
Main meeting starts at 09:20 – closes by 14:50 for visits

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, Zoe Ascott, 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be welcome to provide an update to the LPC during a pre-arranged slot on the agenda, if any areas are sensitive and not to be published in public minutes this should be made clear before sharing and will be noted and added to closed session minutes.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				Notes
1.0 Arrival & Coffee	All	09:00	Welcome back to Zoe		
2.0 Meeting Starts: Minutes, Matters arising, DOI, Attendance Sheet, table AOB	FL	09:20	Please feedback any queries re minutes ahead of the meeting to Eva / Zoe	CLOSED	Photos required for Sumeet, Bal C & Steve B. Plus LPC team photo
3.0 Market Entry & CEO Report	FL / ZA	09:30	See Box	CLOSED	
4.0 Joint Exec Update to include financial	TF / SG	09:50	See Box	CLOSED	
5.0 CPE Update	JH	10: 10	Negotiations etc.	CLOSED	
6.0 Working Groups	FO / ZA EC	10:30	Governance Group review RAG self-assessment Rest of LPC to Review INT resource pack	CLOSED	
Guests - Welcome		11:00	Coffee Break		
7.0 ICB & LMC & INT / PCN	SG	11:15	Updates on exec team at cluster level, Neighbourhoods, Commissioning and Collaboratives	OPEN	
Lunch Break		12:45	Thank you to guests		
8.0 Feedback from working groups & review of morning	SG	13.15		OPEN	



9.0 Services	EC	13:30	OPIP, Advanced and Local Services – following shortened session last meeting	
10.0 RSG Follow Up And ICB changes Concerns	FL	14:00	See Box with draft questions for CPE information gathering	
11.0 Visits set up, AOB & close	SG	14:30	CCA Qs on Box. then visits	Note dates of subsequent LPC Meeting at end
Post Meeting Visits	All members	14:45 – 16:45	2 visits per pair to complete – google form to complete	See Box

Next LPC Meetings	Location	Subgroups meeting	Guests	Notes
5 th March 2026	Holiday Inn	Governance		Visits
7 th May 2026	Holiday Inn	Exec		
2 nd July 2026	Holiday Inn			Visits or Project work in afternoon
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	Exec Call 2 nd March 7pm
November date TBC 12 th or 19 th provisionally 2026	Office or Worcester	Joint Exec	Chairs, Vice Chairs, Treasurer, CEO	
Support between meetings		From skills and Cap audit		
Visits between meetings	SK, SB, SG, SR, BC, JH	The latest lists to be shared at July meeting to complete during Summer /Autumn		
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			