Community Pharmacy Arden

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

Holiday Inn Coventry, Hinckley Road, Coventry CV2 2HP

Main meeting starts at 09:30 – closes by 16:00 (Executive Meeting & Governance Subgroup 09:00–09:30)

Sharepoint LINK for LPC Members only	
CHAIR	Sam Griffiths
MEMBERS	Jas Heer, Bal Heer, Faye Owen, Theresa Fryer, Sam Griffiths, Mike O'Donnell, Steve Brown, Baljit Chaggar, Sumeet Randhawa, Shoheb Ali
IN ATTENDANCE	Conor Price, Eva Cardall, Zoe Ascott, Jas Kaur
MEMBER APOLOGIES	
Guests & Observers	Fiona Lowe (Treasurer)

Agenda

Item	Lead	Time	Status	Notes
Executive Meeting	SG	09:00		SG, SR, CP, FL
Governance Sub committee meeting	FO	09:00		FO, BH, MO + ZA
1.0 Arrival & Coffee	All	09:20		Main Meeting
2.0 Meeting Starts	SG	09:30	**CLOSED**	Minutes, matters arising, DOI – members to complete form sent out and return to ZA, attendance sheet and AOB
3.0 Finance Update	FL	10.00	**CLOSED**	Finance Update, Xero progress
4.0 Market Entry	ZA	10:30	**CLOSED**	
5.0 Services Report	EC	10.45	**CLOSED**	
		11:30		Coffee Break
6.0 CEO Update	CP	11:45	**CLOSED**	
Lunch Break		12:30		
7.0 Committee Workshop	All	13:00	**CLOSED**	LPC Strategy and Priorities

8.0 AOB, Future guests & Close	SG	15:30		CCA questions. Note – Confirm date of subsequent January LPC Meeting at end.

Confidentiality & Minutes

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appear in public minutes, this should be declared prior to sharing and the minute taker will note that this topic will not be published within the open minutes.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.

Next LPC Meetings

Date	Location	Subgroups meeting	Notes
January TBC			

Other Meetings

Other Meetings	Location	Joint Exec Attendees	Notes
November 19th 2026	Office	Joint Exec	Chairs, Vice Chairs, Treasurer, CEO

Committee Meeting Guidance

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 September. 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 to Office Team. Guests, Contractors and Observers will be asked to make any declarations of interest when they join.