**Date:** 9th August 2023

**Venue**: Thea Pharmaceuticals Ltd, IC5 Innovation Way, Keele Science and Innovation Park, Keele University, Newcastle-under-Lyme, Staffordshire, ST5 5NT

**Time:** 9.30-10am networking and coffee. 10-11.45am Subgroup working. 12.30 to 5pm Business meeting

|  |  |  |  |  |  |  |
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| **Purpose** | **Action** | **paper** | **Lead** | **Status** | **Start** | **End** |
| **Morning group work** |
| Networking – getting to know your LPC colleagues*Who are you, what you can bring, any pertinent updates across pharmacy and health* |  |  |  | open | 9:30 | 10am |
| Working within your subgroups - Papers for each group will be supplied on the day |  |  |  | open | 10am | 11:20 |
| Feedback from each subgroup |  |  |  | open | 11:20 | 11:45 |
| Talk from Thea |  |  |  |  | 11:45 | 12noon |
| **Lunch break – 30 minutes** |
| **Business agenda** |
| Welcome, introductions and apologies | Standing item |  | Chair | open | 12:30 | 12:35 |
| Declarations of interestsConfidentiality forms and DOI forms | Standing item |  | Chair | open | 12:35 | 12:40 |
| Approval of minutes from previous meeting and Competition Law approval  | Standing item | 1 | ChairEL | open | 12:40 | 12:45 |
| Matters arising from previous minutes  | Standing item |  | Chair | open | 12:45 | 12:50 |
| Action log | Standing item | 2 | Chair | open | 12:50 | 1pm |
| Reports  * Finance and Audit
* Governance
* Communications
* Chairs report
* Chief officers report
* Services
 | discussion | 34a&b | TC/ChairTCSH | open | 1pm | 1.45 |
| Merger progression * ICB recognition
* Finance payroll, PAYE, pension, Xero
* emails
* website
* Social media
* Clyde & Co
 | Update and discussion  | 5 | Chair/TCChair/TCGMGMGMChair | open | 1:45 | 2:30 |
| **Comfort/coffee break – 15minutes** |
| Patient safety report | update | 6a,b,c | TC | open | 2:45 | 2:50 |
| Greener NHS | update |  | TC | open | 2:50 | 2:55 |
| Commissioner reports* NHSE – written report
* CPCL - virtual
* ICB Medicines Management - virtual
* PH
 | Update and discussion | 7(to follow) | APSTSB | open | 2:553pm3.30pm | 3:304pm |
| Budget consideration* Staff costs and pay reviews
* CPCS service implementers
* CPE levy
* Attendance fee
 | discussion |  | Chair/TC | **closed** | 4pm | 4.30 |
| CCA and AIMp questions | discussion | 8 | CW | open | 4.30 | 4.35 |
| Review of actions | update |  | Chair | open | 4.35 | 4.40 |
| AOB - Items notified in advance to the Chair |  |  | Chair | open | 4.40 | 4.45 |
| Date, time and venue of next meetings | discussion |  | Chair | open | 4.45 | 4.50 |
| Meeting effectiveness* Did we achieve the outcomes required?
* Did we uphold the Nolan principles?
* Any learning and how we can improve going forward.
 | discussion | 9 | Chair | open | 4.50 | 5pm |
| close |  |  |  | open | 5pm |  |