**Date:** 11th Oct 2023

## **Venue**: Dean & Smedley Horninglow - 65-67 Horninglow Road, Burton-on-Trent, Staffordshire, DE14 2PP

**Time:** 9.30-10am networking and coffee. 10-12noon Subgroup working. 12.30 to 5pm Business meeting

|  |  |  |  |  |  |  |
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| **Purpose** | **Action** | **paper** | **Lead** | **Status** | **Start** | **End** |
| **Morning group work** | | | | | | |
| CPE regional update | discussion |  | Lindsey Fairbrother |  | 9.30 | 10am |
| Working within your subgroups, *developing task and finish projects* |  |  |  | open | 10am |  |
| 1. LPC Strategy – *all subgroups to feedback any comments / changes in light of the recent paper ‘ A vision for Community Pharmacy’* |  | Paper A and Enc9 |  |  |  | 11:30 |
| Feedback from each subgroup |  |  |  | open | 11:30 | 12pm |
| **Lunch break – 30 minutes** | | | | | | |
| **Business agenda** | | | | | | |
| Ice Breaker – True or False |  |  |  |  | 12:30 | 1pm |
| Welcome, introductions, apologies,   1. *Where an elected or appointed member of the Committee has been absent from****three consecutive ordinary meetings****of the Committee to which the member was summoned, the Committee shall invite an explanation and declare the seat vacated, unless satisfied that the absence was due to reasonable cause. A member disqualified for non-attendance shall not be eligible to be appointed or elected to the Committee for the remainder of the Term of Office of the Committee.*   Declarations of interests | Standing item |  | Chair | open | 1pm | 1:05 |
| Approval of minutes from previous meeting and Competition Law approval | Standing item | 1 | Chair  EL | open | 1:05 | 1:10 |
| Matters arising from previous minutes | Standing item |  | Chair | open | 1:10 | 1:15 |
| Action log – now on Teams for everyone to update | Standing item | 2 | Chair | open | 1:15 | 1:25 |
| Reports   * Finance and Audit   + update from CPE event   + payroll, PAYE, pension, Xero   + CPCS service implementers   + Attending events – prior permission required * Governance   + HR * Communications   + Newsletter   + website   + Social media * Chairs report  (update from CPE event) * Chief officers report * Services report | discussion | 1. 3a&b 2. 4 3. 5a&b   6a&b | Chair  TC  SH | open | 1:25 | 2pm |
| A conversation with ICB Chief Pharmaceutical Officer | discussion |  | Mark Seaton | open | 2pm | 2.30pm |
| **Comfort/coffee break – 15minutes** | | | | | | |
| Patient safety report | update | 1. 7a&b | TC | open | 2:45pm | 2:50 |
| Greener NHS | update |  | TC | open | 2:50 | 2:55 |
| Covid-19 and Flu vaccination programme  New dashboard [UKHSA data dashboard](https://ukhsa-dashboard.data.gov.uk/) | Discussion  Information |  | Chair/TC | open | 2:55 | 3:05 |
| New reports   * ICB Quality Strategy * Major conditions Strategy, * A vision for community pharmacy(discussed in the morning session) | information | 8,9,10 | TC | open | 3:05 | 3:15 |
| Rebalance of contractors in Staffordshire   * Change of contractors * LPC representation * Elections |  |  |  | open | 3:15 | 3:45 |
| CCA and AIMp questions | discussion | 11 | CW | open | 3:45 | 3:50 |
| Review of actions | update |  | Chair | open | 3:50 | 4pm |
| Commissioners update   * CPCL | discussion |  | TK | open | 4pm | 4.30 |
| AOB - Items notified in advance to the Chair |  |  | Chair | open | 4.30 | 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 | 12 | Chair | open | 4.50 | 5pm |
| close |  |  |  |  | 5pm |  |