* **Date:** 10th January 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/** * **ENC** | **Lead** | **Status** | **Start** | **End** |
| **Morning group work** | | | | | | |
| * Governance framework presentation  1. Governance Framework, see [Governance-Framework-for-Community-Pharmacy-England-and-LPCs-CPL-Format-Dec-2023.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcpe.org.uk%2Fwp-content%2Fuploads%2F2023%2F12%2FGovernance-Framework-for-Community-Pharmacy-England-and-LPCs-CPL-Format-Dec-2023.docx&wdOrigin=BROWSELINK) 2. Code of Conduct, see [Code-of-Conduct-for-Community-Pharmacy-England-and-LPCs-CPL-Format-Dec-2023.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcpe.org.uk%2Fwp-content%2Fuploads%2F2023%2F12%2FCode-of-Conduct-for-Community-Pharmacy-England-and-LPCs-CPL-Format-Dec-2023.docx&wdOrigin=BROWSELINK) 3. LPC Governance Subcommittee Terms of Reference, see [LPC-Governance-subcommitte-template-terms-of-reference-CPL-Format-Dec-2023.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcpe.org.uk%2Fwp-content%2Fuploads%2F2023%2F12%2FLPC-Governance-subcommitte-template-terms-of-reference-CPL-Format-Dec-2023.docx&wdOrigin=BROWSELINK) 4. Slide deck <https://cpe.org.uk/wp-content/uploads/2023/12/LPC-Governance-Changes-Committee-PPT-December-2023.pptx> |  |  | * LD/TC | open | 10am |  |
| * CPE update |  |  | * LF |  | * 10.30 | * 11am |
| * Sub-group work * *Revisit any ‘short life/task & finish workstreams’.* * *LPN funds* |  | * Paper A |  |  | * 11am | * 12noon |
| * Feedback from each subgroup |  |  |  | open | 11:30 | 12pm |
| **Lunch break – 30 minutes** | | | | | | |
| **Business agenda** | | | | | | |
| Ice Breaker – The M&M Game!! |  |  |  |  | 12:30 | 1pm |
| Welcome, introductions, apologies,   * *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 | * 1.pm |  |
| Approval of minutes from previous meeting and Competition Law approval | Standing item | * 1 | Chair  EL | open |  |  |
| Matters arising from previous minutes | Standing item |  | Chair | open |  |  |
| * Action log – now on Teams for everyone to update – **please check your actions** | Standing item | * On Teams | Chair | open | * 1:10pm | * 1:20pm |
| Reports   * Finance and Audit   + update on SSOT finances   + payroll, PAYE, pension, Xero   + CPCS final figures   + Project funds   + Training session 12/3/24 -12.30-1pm * Governance   + Clyde & Co portal   + Applications   + New role for services support   + Framework and CoC * Communications   + Newsletter – contribution needed   + Website   + Social media * Chairs report * Chief officers report * Services report | discussion | * 2 * 3 | Chair   * TC   SH | open | * 1:20pm | * 2:pm |
| * Commissioners update * CPCL * ICB * NHSE |  |  | * ST * AP |  | * 2pm * 2.30pm |  |
| **Comfort/coffee break – 15minutes** | | | | | | |
| Pharmacy First | * discussion | * ENC 4 a&b |  |  | * 3pm | * 3:20pm |
| CPE UPDATE  [Our Meetings - Community Pha`rmacy England (cpe.org.uk)](https://cpe.org.uk/our-work/about-us/our-meetings/) | * Information * discussion |  | * Chair/TC |  | * 3:20 | * 3:25 |
| Pharmacy Leadership group | * information |  | * TC | * open | * 3:25 | * 3:30 |
| New reports and documents | * To note | * ENC5 & 6 | * TC |  | * 3:30 | * 3:35 |
| Patient safety report | * information | * ENC7a&b | TC | open | * 3.35 | * 3.40pm |
| Greener NHS | update | * ENC8abc | TC | open | * 3.40pm | * 3.45 |
| * CCA and AIMp questions * CPE committee representation * CPSSOT committee representation | discussion |  | * CW * Chair * TC | open | * 3:45 | * 4:10 |
| Review of actions | update |  | Chair | open | * 4:10 | * 4:15 |
| AOB - Items notified in advance to the Chair   * Letter from David Webb |  | * ENC9 | Chair | open | * 4.15 | * 4.25 |
| Meeting effectiveness   * Did we achieve the outcomes required? * Did we uphold the Nolan principles? * Any learning and how we can improve going forward. | discussion | * ENC10 | Chair | open | * 4.25 | 5pm |
| close |  |  |  |  | 5pm |  |

* **Date, times and venue for next LPC meeting**

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| **Date** | **time** | **Venue** | **chair** |
| Wednesday 13th March | 9:30 | Keele | LD |
| Wednesday 8th May | 9:30 | Dean & Smedley | LD |
| Wednesday 10th July | 9:30 | Keele | LD |
| Wednesday 11th September | 9:30 | Dean & Smedley | LD |
| Wednesday 13th November | 9:30 | Dean & Smedley | LD |