* **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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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
 | ChairEL | 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |