1. **Date:** 7th Nov 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. 10-12noon Subgroup working. 12.30 to 5pm Business meeting

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Purpose** | **Action** | **paper** | **Lead** | **Status** | **Start** | **End** |
| **Morning group work** |
| 1. Working within your subgroups, *developing task and finish projects*
 |  |  |  | open | 10am |  |
| 1. Sub-group work
2. *using the recent CPE documents to form ‘short life/task & finish workstreams’. In addition, ensure the LPC plan on a page links with CPE guidance*
 |  | 1. 1
2. 2a&b
3. 3 (to follow)
 |  |  |  | 11:30 |
| Be familiar with the CP-vision and ensure LPC plan on a page links accordingly [A Vision for Community Pharmacy Animation - YouTube](https://www.youtube.com/watch?v=SoEbePk_2Q8) |  | 1. 4
 |  |  |  |  |
| 1. Feedback from each subgroup
 |  |  |  | open | 11:30 | 12pm |
| **Lunch break – 30 minutes** |
| **Business agenda** |
| 1. Ice Breaker – what animal am I?
 |  |  |  |  | 12:30 | 1pm |
| 1. Commissioners update
* CPCL
 | 1. discussion
 |  | 1. ST
 |  | 1. 1pm
 | 1. 1:30pm
 |
| 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 | 1. 1.30pm
 | 1. 1:35pm
 |
| Approval of minutes from previous meeting and Competition Law approval  | Standing item | 1. 5
 | ChairEL | open | 1. 1:35
 | 1. 1:40
 |
| Matters arising from previous minutes  | Standing item |  | Chair | open | 1. 1:40
 | 1. 1:45
 |
| 1. Action log – now on Teams for everyone to update – **please check your actions**
 | Standing item | 1. On Teams
 | Chair | open | 1. 1:45
 | 1. 2pm
 |
| Reports  * Finance and Audit
	+ update on SSOT finances
	+ payroll, PAYE, pension, Xero
	+ CPCS service implementers
* Governance
	+ HR
	+ applications
* Communications
	+ Newsletter
	+ website
* Chairs report (LPC conference update) [Annual LPC Conference 2023: Resources - Community Pharmacy England (cpe.org.uk)](https://cpe.org.uk/lpcs-and-local/lpc-members-area/lpc-training-and-events/annual-lpc-conference-2023-resources/)
* Chief officers report
* Services report – include discussion for LFT service
 | discussion | 1. 6
2. 7
 | Chair1. TC

SH | open | 1. 2pm
 | 1. 2.45pm
 |
| CPE UPDATE[Our Meetings - Community Pha`rmacy England (cpe.org.uk)](https://cpe.org.uk/our-work/about-us/our-meetings/) | 1. Information
2. discussion
 |  |  |  | 1. 2.45
 | 1. 2.55
 |
| **Comfort/coffee break – 15minutes** |
| Patient safety report | update | 1. 8a&b
 | TC | open | 1. 3.10
 | 1. 3.15pm
 |
| Greener NHS | update | 1. 9
 | TC | open | 1. 3.15pm
 | 1. 3.20
 |
| 1. Extended care service and ideas for using the money when CCS arrives
 | Discussion |  | Chair/TC | open | 1. 3.20
 | 1. 3:30
 |
| Pharmacy Leadership group | 1. discussion
 | 1. 10
 | TC | open | 1. 3:30
 | 1. 3:45
 |
| 1. CCA and AIMp questions
 | discussion | 1. 11
 | CW | open | 3:45 | 3:50 |
| Review of actions | update |  | Chair | open | 3:50 | 4pm |
| AOB - Items notified in advance to the Chair |  | 1. 12
 | Chair | open | 4.30 | 4.45 |
| 1. Date, time and venue of next meetings for 2024
 | 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 | 1. 13
 | Chair | open | 4.50 | 5pm |
| close |  |  |  |  | 5pm |  |