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

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| **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 | Chair  EL | 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 | Chair   1. 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 |  |