* **Date:** 13th March 2024

**Venue**: Thea Pharmaceuticals Ltd, IC5 Innovation Way, Keele Science and Innovation Park, Keele University, Newcastle-under-Lyme, Staffordshire, ST5 5NT

**Time:** **10-10.30am** networking and coffee. **10.30-11am** CPE update with Lindsey Fairbrother. **11-12.30** Subgroup work

12.30 to 5pm Business meeting

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| **Purpose** | **Action** | * **Paper/** * **ENC** | **Lead** | **Status** | **Start** | **End** |
| **Morning group work** | | | | | | |
| * Arrival, coffee and networking and introduction to new member |  |  | * all | * closed | * 10am |  |
| * CPE update |  | * 1 | * LF | * closed | * 10.30 | * 11am |
| * Sub-group work * *Revisit any ‘short life/task & finish workstreams’.* * **Finance and Audit**   + update on SSOT finances   + payroll, PAYE, pension, Xero   + CPCS final figures   + Project funds * **Governance**   + Clyde & Co portal   + Pharmacy Applications   + Gillin Mason Contract   + New role for services support   + Framework and CoC * **Communications**   + Newsletter   + Website   + Social media * *Plan on a page* |  | * 2abc * 3 |  | * closed | * 11am | * 1pm |
| * **Lunch break – 30 minutes (1pm – 1.30pm)** | | | | | | |
| **Business agenda** | | | | | | |
| 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 | * 1.30 |  |
| Approval of minutes from previous meeting and Competition Law approval | Standing item | * 4 | 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 |  |  |
| **Reports**   * Finance and Audit * Governance * Communications * Chairs report * Chief officers reports * Services report   + Substance misuse (staffs and Stoke) update | * Summary | * 5a&b * 6 | * Chairs of subgroups * LD * TC * SH | open |  | * 2pm |
| * **Commissioners update** * CPCL (2pm) * ICB * NHSE * POD team | * discussion |  | * ST * MS * AP * Rupesh/Jin |  | * 2pm * 2.30pm | * 3pm |
| **Extended care** | * discussion | * 7 | * chair/TC/SH | * closed | * 3pm | * 3:20 |
| * Pilot - Safer use of Opioids * Identify patient (by seeing they use a medication on the list we will provide) and put leaflet in prescription bag.   Keep record of any responses from the leaflet / consultations that take place following the leaflet.   * Display poster | * discussion |  | * TC |  | * 3:20 | * 3:30 |
| * **Governance Framework and Code of Conduct** * Votes * Sign copy | * discussion | * 2abc |  | * closed | * 3:30 | * 3:40 |
| * **Comfort/coffee break – 15minutes** | | | | | | |
| **Pharmacy First**   * How the event went * Need for more events * Any issues with the service * Any good news stories | * discussion | * 8 |  |  | * 3:40 | * 4pm |
| Business Strategy - plan on a page |  | * 9 |  |  | * 4pm | * 4:30 |
| CPE UPDATE  [Our Meetings - Community Pha`rmacy England (cpe.org.uk)](https://cpe.org.uk/our-work/about-us/our-meetings/)  **Background to the Margin Survey, process and methodology**, see: <https://cpe.org.uk/funding-and-reimbursement/pharmacy-funding/margins-survey/>  **PPV – background, approach and other reference information**, see: <https://cpe.org.uk/national-pharmacy-services/advanced-services/post-payment-verification-process-for-community-pharmacy-services-and-activity/> | * Information |  | * Chair/TC |  | * 4pm | * 4:10 |
| New reports and documents | * To note | * 10abc | * TC | * open | * 4:15 |  |
| Patient safety report | * information | * 11ab | TC | * open | * 4:20 |  |
| Greener NHS |  |  | TC | * open | * 4:25 |  |
| * CCA and AIMp questions | discussion | * 12 |  | * open | * 4:30 |  |
| * Independent elections - results |  | * 13 |  | * closed | * 4:40 |  |
| * Market Entry | update | * 14abcd |  | * closed | * 4:45 |  |
| * AOB * [Exploring the potential extended role of community pharmacy in the management of osteoarthritis: A multi‐methods study with pharmacy staff and other healthcare professionals - Simkins - 2024 - Musculoskeletal Care - Wiley Online Library](https://onlinelibrary.wiley.com/doi/10.1002/msc.1873) |  |  | * Chair * TC |  |  |  |
| * Review of actions |  |  | * AH |  |  |  |
| Meeting effectiveness   * Did we achieve the outcomes required? * Did we uphold the Nolan principles? * Any learning and how we can improve going forward. | discussion |  | Chair |  |  | * 5pm |
| close |  |  |  |  | 5pm |  |

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

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| **Date** | **time** | **Venue** | **chair** |
| 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 |