* **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

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

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