**Date:** 8th May 2024

**Venue**: Dean & Smedley Horninglow - 65-67 Horninglow Road, Burton-on-Trent, Staffordshire, DE14 2PP

**Time:** **10-10.30am** networking and coffee. **10.30 - 1pm** for subgroup work and feedback**. 1.30 -** **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 |  |
| Stakeholder mapping exercise and SWOT analysis |  |  | all | CLOSED | 10.30 | 11.30 |
| Sub-group work   * *Revisit any ‘short life/task & finish workstreams’.* * **Finance and Audit**   + LPC Finance survey and reserves   + update on SSOT finances   + payroll, PAYE, pension, Xero   + Project funds * **Governance**   + Clyde & Co portal   + Pharmacy Applications   + New recruits for CPSC * **Communications**   + *Survey for contractors*   + *Survey for locums*   + *Mailchimp data*   **ALL to look at Forum for Chairs ToR** |  | 1a&b  2   * 3 |  | closed | 11.30 | 1pm |
| **Lunch break – 30 minutes (1pm – 1.30pm)** | | | | | | |
| **Business agenda** | | | | | | |
| Path to remission (1:30pm) | Discussion |  | Jane Barnes/  Holly France | open | 1:30 | 1:50 |
| **Commissioners update**   * CPCL (1:50pm) * ICB * NHSE * IPMO | discussion |  | ST   * LD/TC | open | 1:50  2:10 | 2:10  2:20 |
| Welcome, introductions for new members, 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 | 2:20 | 2:25 |
| Approval of minutes from previous meeting and Competition Law approval | Standing item | 4 | Chair  EL | open | 2:25 | 2:30 |
| Matters arising from previous minutes | Standing item |  | Chair | open | 2:30 | 2:35 |
| Action log – now on Teams for everyone to update – **please check your actions** | Standing item | On Teams | Chair | open | 2:35 | 2:45 |
| **Reports**   * Finance and Audit – budget sign off * Governance * Communications * National community pharmacy engagement forum * Chairs report * Chief officers reports – New staff member * Services report   + Substance misuse (staffs and Stoke) update | Summary | * Late paper * (ENCxx)   5a&b  6 | Chairs of subgroups  LI  LD  TC  SH | open | 2:45 | 3:15 |
| **Confidential matters/issues** | information |  | Chair/TC | **CLOSED** | 3:15 | 3:25 |
| **GP Connect** | information |  | TC | open | 3:25 | 3:30 |
| **Numark**  Role   * Offering for contractors in Staffordshire | discussion |  | Peter Walker | open | 3:30 | 3:50 |
| **Comfort/coffee break – 15minutes** | | | | | | |
| **POD**   * Update on pilot * Next stages * Contractor feedback | update |  | SH/TC | open | 3:50 | 4pm |
| **CRIS**   * Re-launch – background and roll out | discussion | 7 | TC/SH | open | 4pm | 4:10 |
| **Count it out**   * Background * Potential pilot | discussion |  | TC | open | 4:10 | 4:15 |
| **Pharmacy First**   * data | discussion | 8 | SH | open | 4:15 | 4:25 |
| Policy and Advisory   * CPE meetings/updates ([Our Meetings - Community Pharmacy England (cpe.org.uk)](https://cpe.org.uk/our-work/about-us/our-meetings/) * NHSE – priorities and planning * ICB – Joint forward plan * Patient safety * Greener NHS | To note | * 9a&b   10a,b | TC | open | 4:25 | 4:35 |
| Market Entry | update | TEAMS |  | closed | 4:35 | 4:40 |
| Open invite for contractors / guests at LPC meetings | discussion |  |  | closed | 4.40 | 4.45 |
| Review of actions |  |  | AH |  | 4:45 | 4:55 |
| AOB |  |  | Chair |  | 4:55 | 5pm |
| 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 |  |  |  |
| close |  |  |  |  | 5pm |  |

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

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| **Date** | **time** | **Venue** | **chair** |
| Wednesday 10th July | 9:30 | Keele | LD |
| Wednesday 11th September | 9:30 | Dean & Smedley | LD |
| Wednesday 13th November | 9:30 | Dean & Smedley | LD |