**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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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&b2* 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 | 1:502:10 | 2:102:20 |
| 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 | ChairEL | 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&b6 | Chairs of subgroupsLILDTCSH | 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**

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