**Date:** 8th January 2025

**Venue**: Thea Pharmaceuticals Ltd, IC5 Innovation Way, Keele University Science and Innovation Park, Keele, ST5 5NT

**Time:** 9.30am to approx. 5pm

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| **Purpose** | **Action** | **ENC** | **Lead** | **Status** | **Start** | **End** |
| **Morning group work** | | | | | | |
| Arrival, coffee and networking  Re-cap on LPC effectiveness  Gillian Mason, IT session – **please bring your laptops** |  |  | all | CLOSED | 9:30 | 10:30 |
| Succession planning |  |  |  | CLOSED | 10:30 | 11:30 |
| CPE update |  |  | LF | CLOSED | 11:30 | 12noon |
| *All to Plan for any short life/task & finish workstreams’ over next few months*   * **Finance and Audit**   + *update on SSOT finances/budget*   + *Project funds*   + *coaches* * **Governance**   + *Clyde & Co renewal*   + *Pharmacy Applications*   + *GPhC reporting* * **Communications**   + *Comms strategy & RACI matrix*   + *PF letter for schools and nursery* |  | 1 |  |  | 12noon | 1pm |
| **LUNCH** | 1pm to 1:30pm | | | | | |

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| **Business agenda** | | | | |
| **STANDING ITEMS 1:30pm – 2:45** | | | | |
| Welcome, apologies,  **We welcome Contractors and Observers to the non-confidential sessions of our meetings**.  *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 |  |  | Chair | open |
| Approval of minutes from previous meeting and Competition Law approval |  | 2 | Chair  EL | open |
| Matters arising from previous minutes |  |  | Chair | open |
| Action log – on **Teams** for everyone to update – **please check your actions** |  | On Teams | Chair | open |
| Commissioners and Stakeholders update   * ICB/CPCL * Pharmacy Leadership group | Discussion |  | Sam Travis (1:45pm) | open |
| Subgroup reports   * Finance and Audit * Governance * Communications -   + Update RACI doc for Comms key successes and areas of focus | any confidential items are for the morning session and closed part of the meeting | 1 | Chairs of subgroups | open |
| Chairs report  Chief Officers report  - Negotiations and upskilling training sessions  Treasurers report  Services report, CPSC report | Information & discussion | 3a&b  **TEAMS**  4 | LD  TC  AH  TC |  |
| **LOCAL BUSINESS - DISCUSSION ITEMS 2:45pm – 3:45pm** | | | | |
| Contractor virtual event – 27th Feb 2025   * PF, BP and contraception – challenges and how to improve figures | discussion |  | TC | open |
| Smoking cessation service - Stoke | discussion |  | TC | open |
| Naloxone service | discussion |  | TC | Open |
| PNA – update and contractor questionnaire | Update | 5 | TC | open |
| Inhaler sustainability project | Update |  | TC | open |
| Clinical senate – review of UTCs in BSOL | information |  | TC | open |
| STARs | discussion |  | TC | open |
| Original Pack Dispensing (OPD) | discussion |  | all | open |
| **Comfort/coffee break – 10minutes** |  |  |  |  |
| **POLICY AND ADVISORY - INFORMATION ONLY 3:45pm - 4pm** | | | | |
| CPE - [Our Meetings - Community Pharmacy England (cpe.org.uk)](https://cpe.org.uk/our-work/about-us/our-meetings/)   * Patient safety update * Extra GP appointments | 6a,b |  |  | open |
| **Closed Meeting 4pm – 4:30pm** | | | | |
| Market Entry   * Application for inclusion in a pharmaceutical list at 74 High Street, Burton on-Trent, Staffordshire, DE14 1LD in respect of distance selling premises by Delivering Healthcare Ltd **2nd application** * Change of ownership application for Higherland Pharmacy, Higherland Surgery at 3 Orme Road, Newcastle-under-Lyme, ST5 2U to Higherland Ltd * Change of ownership application for Well Pharmacy at 396 New Street, Biddulph Moor, Stoke on Trent, ST8 7LR to SNJ Health Ltd * Change of ownership application for Bereton Pharmacy at 88 Main Road, Bereton, Rugeley, WS15 1DY by Northwood Plus Limited * Change of ownership application for Aldergate Pharmacy at Fraser House, 75 Upper Gungate, Staffordshire, B79 8AX by Apothecary Aesthetics Ltd. | update | **TEAMS folder (pharmacies in SSOT, regulatory and prescribing)** | TC | closed |
| **Confidential matters/issues**  Changes to GPhC inspections and contractor support  Policy for GPhC reporting | information |  | Chair/  TC |  |
| **CCA, IPA questions**  [Q4 LPC Focus Areas and Reporting Questions October - December 2024 Survey](https://www.surveymonkey.com/r/LRB6KMK) |  |  | CCA members |  |
| **END OF MEETING 4:30pm** | | | | |
| Review of actions |  |  | AH |  |
| AOB |  |  | Chair |  |
| 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 |  |  |  |  |

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

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| **Date** | **time** | **Venue** | **chair** |
| Wednesday 12th March 2025 | 9.30 | Dean & Smedley | LD |
| Wednesday 14th May 2025 | 9.30 | Thea Pharma Keele | LD |
| Wednesday 25th June 2025 | 9.30 | Dean and Smedley | LD |
| Wednesday 10th sept 2025 | 9.30 | Dean and Smedley | LD |
| Wednesday 12th Nov 2025 +AGM | 9.30 | Thea Pharma, Keele | LD |