**Date:** 14th May 2025

**Venue**: Thea Pharma Keele

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

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| **Morning Group Work** | | | | | |
| **Purpose** | **ENC** | **Lead** | **Status** | **Start** | **End** |
| Arrival, coffee and networking |  | all | CLOSED | 9:30 | 10:00 |
| Activities relating to Community Pharmacy Contractual Framework: 2024 to 2025 and 2025 to 2026   * Shared learning Q&A * SWOT analysis | **1,2** |  | CLOSED | 10am | 12noon |
| CPE update |  | LF | CLOSED | 12noon | 12:30 |
| **LUNCH 12:30 -1pm** | | | | | |
| *Sub group work*  **Finance and Audit**   * + *Budget check*   + *End of Year*   + *Project funds check*   **Governance**   * + *Policies*   + *Review dates of policies*   + *Appraisals update*   **Communications**   * + *Comms strategy & RACI matrix*   + Plan on a page re-visit | [TEAMS](https://derbyshirelpc.sharepoint.com/:f:/s/LPCcommitteemembers/EictfTG-FhhMiMjTShG7FsgBgvzwBUHH99rBc3G8pTEGXA?e=ZEFIUI)  [TEAMS](https://derbyshirelpc.sharepoint.com/:x:/s/LPCcommitteemembers/EanqSC0FEZxIry5m4RmN2NkBk4neDMYu7mTRupf0IEGBlA?e=uzCOXn) | All |  | 1pm | 1:45pm |

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| **Business agenda (AFTEROON)** | | | | |
| **Purpose** | **Action** | **Enc** | **Lead** | **Status** |
| **STANDING ITEMS 1:45pm – 2:45pm** | | | | |
| 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](https://cpe.org.uk/quality-and-regulations/other-regulatory-and-terms-of-service-requirments/uk-competition-law/) approval | Information | **3** | Chair  EL | open |
| Matters arising from previous minutes | Information |  | Chair | open |
| Review of logs   * Action log * RACI * Document review dates | Information | [**On Teams**](https://derbyshirelpc.sharepoint.com/:x:/s/LPCcommitteemembers/EQk9zcfYTEdIlTyQJhJkcQYB4di8tk_8BFBeykHmc-RHMA?e=eTVDBb)  [**TEAMS**](https://derbyshirelpc.sharepoint.com/:x:/s/LPCcommitteemembers/EanqSC0FEZxIry5m4RmN2NkBk4neDMYu7mTRupf0IEGBlA?e=p6kLTC) | Chair | open |
| Subgroup reports   * Finance and Audit * Governance * Communications | any confidential items are for the morning session and closed part of the meeting |  | Chairs of subgroups | open |
| Commissioners and Stakeholders update   * ICB/CPCL (2.30pm) | Information & discussion |  | ST  Sam Travis | open |
| Chair’s report  Chief Officer’s report  Treasurers report  Services Engagement Officer’s report | Information & discussion | **4a,b**  [**TEAMS**](https://derbyshirelpc.sharepoint.com/:f:/s/LPCcommitteemembers/ErKz87bM9ehBj__CJ8FV3esBTiQn-ZL6Ewy6_UjwVuxHKQ?e=YDILTZ)  **5** | LD  TC  LI |  |
| **LOCAL BUSINESS - DISCUSSION ITEMS 2:45pm – 3:45pm** | | | | |
| ICB cost reduction & potential re-structure | discussion | **6** | TC | open |
| PNA – update | discussion |  | TC | open |
| Mental health awareness training | discussion |  | TC |  |
| Prescribing of large quantities | discussion | **7** |  |  |
| RPS Greener Pharmacy Guide for community pharmacies | discussion | **8** |  |  |
| Employment Rights Bill and Amendments | discussion | **9** |  |  |
| Proposed constitutional changes | discussion | **10a,b,c** | LD/TC |  |
| INCREASING VACCINATION UPTAKE THROUGH COMMUNITY PHARMACY | discussion | **11** |  |  |
| AGM planning | discussion |  | all |  |
| **Comfort/coffee break – 10minutes** |  |  |  |  |
| **POLICY AND ADVISORY - INFORMATION ONLY 3:55pm – 4:05pm** | | | | |
| CPE - [Our Meetings - Community Pharmacy England (cpe.org.uk)](https://cpe.org.uk/our-work/about-us/our-meetings/)  MHRA Safety Roundup  Midlands Greener NHS newsletter  patient safety update | 12 a,b, c |  |  | open |
| **Closed Meeting 4:05pm – 4:30pm** | | | | |
| Market Entry   1. offering to secure identified improvements or better access at 92 Windmill Lane, Castlecroft, Wolverhampton, WV3 8LX by ElizabethPharma Ltd. - REFUSED | update | [**TEAMS**](https://derbyshirelpc.sharepoint.com/:f:/s/LPCcommitteemembers/EmdQNBP8UIRFryJAy4cnTVIBwtqBRR7T9Eq9HNsc-2slQg?e=mlBBps) | TC | closed |
| **Confidential matters/issues** | information |  | Chair/  TC | closed |
| **CCA, IPA questions**  [Q2 LPC Focus Areas and Reporting Questions April - June 2025 Survey](https://www.surveymonkey.com/r/D7FNBLT) | discussion |  | CCA members | closed |
| **END OF MEETING 4:30pm** | | | | |
| Review of actions |  |  | AH/TC |  |
| 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. |  |  | Chair |  |
| close |  |  |  |  |

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

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