



Date: 21st January 2026

Venue: Dean and Smedley – Burton upon Trent

Time: 10am to approx. 4:30pm

Arrival, coffee and networking	10am (please arrive prompt by 10am)			
Business agenda				
<u>STANDING ITEMS</u> 10:30 – 11:45				
Purpose - (I = Information, D = Discussion, U = Update)	Action	Enc	Lead	Status
Welcome, apologies, Declarations of interests We welcome Contractors and Observers to the non-confidential sessions of our meetings. <i>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.</i>	I		Chair	open
CPE update (10:30 virtual)	D	1a&b	LF	open
Vent, validate, vision – a safe space to share Discussion on current affairs			all	
Approval of minutes from previous meeting and Competition Law approval	I	2	chair	
Matters arising from previous minutes	I		chair	
Review of action tracker		<u>TEAMS</u>	chair	
REPORTS <ul style="list-style-type: none"> • Chairs <ul style="list-style-type: none"> ○ conference • Chief Officers <ul style="list-style-type: none"> ○ Conference planning group 		3a&b	Chair TC	



<ul style="list-style-type: none"> ○ PNA meeting • Treasurers <ul style="list-style-type: none"> ○ Profit and loss ○ CPE finance levy ○ Xero work • Service Engagement's • Commissioners & Stakeholders 		<p style="text-align: center;"><u>TEAMS</u> 4a&b</p> <p style="text-align: center;">5</p>	<p style="text-align: center;">AH</p> <p style="text-align: center;">LI</p>	
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LOCAL BUSINESS - DISCUSSION ITEMS 11:45 – 1:15pm

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A Prescription for success	D	6 a&b	TC	open
Contractor composition and LPC representation	D		TC	open
POD – decommissioned	D		TC/LI	
LPN funded projects	D		TC	open
IP <ul style="list-style-type: none"> • Evaluation report • future funding 	D	7	LD/TC	open
Media Training for LPC Leaders	I		TC	open
Local funding potential <ul style="list-style-type: none"> • Obesity Pathway Innovation Programme application SSOT • Drugs & Alcohol OHID funding • Sexual health (Stoke) • NHS checks 	D		TC/LI	open
GPhC <ul style="list-style-type: none"> • Supervision changes • Draft rules for Responsible Pharmacists and standards for Responsible Pharmacists and Superintendent Pharmacists • New Drug Tariff Part VIIIA category, Category H 	D	8	all	open
Patient facing website proposal https://www.pharmacycoventryandwarwickshire.co.uk/	D	9	TC	open



<u>Subgroup work 2:45 – 4pm (including comfort break)</u>				
<p>Finance and Audit</p> <ul style="list-style-type: none"> ○ <i>Levy calculations from CPE</i> ○ <u>Self assessment</u> <p>Governance and policies</p> <ul style="list-style-type: none"> ○ <i>Patient nominations</i> ○ <i>H&S and general risks</i> ○ <u>Self assessment</u> – Governance section <p>Communications</p> <ul style="list-style-type: none"> ○ <i>Social media</i> ○ <u>Self assessment</u> – comms section & stakeholder relationships 				
<ul style="list-style-type: none"> • REVIEW OF LOGS • <u>RACI</u> • <u>Document review dates</u> • <u>Succession planning</u> 	I & D	<u>TEAMS</u> <u>TEAMS</u> <u>TEAMS</u>	all	
Subgroup reports	I & D		Subgroup chairs	
<u>END OF MEETING 4pm</u>				
Review of actions	I		AH/TC	
AOB	D		Chair	
Confirm next meeting	I		chair	
<p>Meeting effectiveness</p> <ul style="list-style-type: none"> • 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

Date	time	Venue	chair
Wednesday 21 st January 2026	10am	Dean & Smedley	LD
Wednesday 11 th March 2026	10am	Thea Pharmaceuticals	LD
Wednesday 13 th May 2026	10am	Dean & Smedley	LD
Wednesday 8 th July 2026	10am	Thea Pharmaceuticals	LD
Wednesday 9 th September 2026	10am	Dean & Smedley	LD
Wednesday 11 th November 2026	10am	Dean & Smedley	LD