



Agenda

Community Pharmacy Herefordshire & Worcestershire (H&W LPC)

Meeting 25th May 2023

VIA MS TEAMS

Exec & Finance – 9.15 – 10.30

Main Meeting – 10.45 – 14.30 [Click here to join the meeting](#) Meeting ID: 341 478 715 290

Contractor Support – Calls 14.30 – 15.30 – your networks (Box will have list of phone numbers)

Box Links	
CHAIR	Anurag Hegde
MEMBERS CP H&W LPC	Wayne Ryan, Sally Rowberry, Mitesh Bhalla, Akwal Singh, Jeetendra Patel, Salman Ahmad, Anurag Hegde, Danielle Brennan, CCA Vacancy
IN ATTENDANCE (non-voting)	Fiona Lowe, Eva Cardall
APOLOGIES	
GUESTS	Alison Rogers ICB – Pharmacy Integration and Medicines Assurance Lead Caroline Horton - Commissioning Manager ICB; Siobhan Hemans – Pharmacy Integration Support ICB TBC – Carl Rose, Am Tanday, Harpal Bhandal (New Indep Members from July 2023) , Lucy Corner (CCA)
START & FINISH	Main Meeting 09.30 – 14.30 (lunch 12.30 – 13.15) (coffee from 9.15)

Item	Lead	Time	Discussion points References / Links	Open / closed	Actions / Outputs
Executive & Finance Group (AH, WR, JP, SR, FL + EC)	WR	09:15	22-23 Accounts – feedback from 19 th April Accountant meeting. (Payment handling, new debit card, signatories etc). Non-levy standings	See Box financial update and predicted end of year	CLOSED
Break	All	10.30-10.45	MAIN MEETING		
Welcome, DOI, Minutes, AOB, Market Entry, action tracker – matters arising	AH / FL	10.45	Minutes in Box – closed sections marked proposal passed including increase in Levy		Agree any changes
Welcome to guests	AH	11.00	Introductions		
ICB Update	AR	11.15			
PSNC Update from Conference on 18 th & Recovery Plan Update	FL	12.00			
Feedback from Exec & Accountants	WR	12.30			
LUNCH Break	All	13 - 13.30			
Transition to new LPC and ways of working	FL	13.30			
New OC Service – launched and SCS Update	EC	13.45			
Messaging for the Contractor calls	FL / EC	14.15			
AOB, actions and meeting close CCA questions	AH	14.30	Vote of thanks to retiring Members		

Contractor Networking- Target 50%	ALL	14.30	Refer to list on Box and network assignment below	Share notes FL/ EC and rest to be contacted at next meeting	Working break
Next Meetings	13th July New LPC at Countryside Centre – Woodland Room 21st September TEAMS – will include Change Management session and skills mapping 26th October – AGM at PYPLC Worcester 9.30-3.30 Activity 3 – workshop 18th January 2024 – TEAMS 14th March 2024 – PYPLC – Activity 3			Joint Execs Nov 16 th PYPLC – Beech – team build – TRUST pyramid and strategy 26-28 th TBC Feb 2024	

Name	Member / Team	PCN Leading	Subgroups (Lead in Red)	Other roles
Fiona Lowe	Team	Worcester (Wyre Forest HP and IP – Am or Carl to take on)	Exec & Finance, Governance & Regs, Contractor Support, Stakeholder, (Support for Services & Comms)	CEO, Workforce, IPMO, Safety, APC, PNA, CPM
Zoe Ascott	Team	n/a	Exec & Finance, Governance & Regs, Contractor Support & Comms	Administrator & Gov Lead & Signatory
Eva Cardall	Team	pick up gaps	Services & Stakeholder Engagement (Support Comms)	Services Support Officer
Susan Karoly-Smith	Team	n/a	Comms & Contractor Support (website)	Digital Admin & Website
Danielle Brennan	AIMp Member	Malvern	Governance & Regs	
Wayne Ryan	CCA Member	East, Hereford HMG and Hereford WBC	Exec & Finance, Services, Stakeholder	Treasurer
Sally Rowberry	Indep Member	N&W Herefordshire and S&W Herefordshire	Finance & Contractor Support	Signatory
Mitesh Bhalla	Indep Member	Droitwich & Ombersley	Governance & Regs	
Akwai Singh	Indep Member	Evesham	Governance & Regs	
Salman Ahmad	AIMP Member	Nightingale	Services	
Vacancy	CCA Member	Kingfisher (Office)	Governance & Regs, Stakeholder	
Anurag Hegde	CCA Member	Upton & Pershore	Contractor Support, Exec & Finance	Chair, Exec & Finance Group, Safety & Quality ICS Group (Signatory)
Jeet Patel	CCA Member	Bromsgrove	Services, Exec & Finance	Vice- Chair, Exec & Finance Group Workforce ICS Group

Harpal to take on

Am or Carl to take on

New AIMp take on

Eva take on

Priorities agreed	LPC
contractor engagement	Both
adv services	Both
max revenue services	CPHW
making things easy	CPHW
ICB engagement	Both
new CPCF	Both
workforce	Both
stakeholder management	Both

Group / Report	May-23	Jul-23	Sep-23	AGM - October	Jan-24	Mar-24	Notes
Services Report FtF meetings		Yes		Annual Report		Yes	Draft annual report for September
Services Subgroup meeting		Yes				Yes	Adhoc as needed - plus support for events
Exec & Finance	Yes		Yes		Yes		Plus, Nov & Feb as AHW
Finance Reports	Yes		Yes	Annual Report	Yes		Plus, Nov & Feb as AHW
Governance & Regulatory		Yes				Yes	Regs as needed to support market entry. PSNC RAG. Support Exec - banking governance
Contractor Support	Yes		Yes	AGM	Yes	Visits	Calls before / after meetings. Visits - new Contractors
Stakeholder / Comms							Adhoc as needed - plus support for events