



Agenda

Community Pharmacy Herefordshire & Worcestershire (H&W LPC)

Meeting 13th July 2023

Woodland Room - Worcester Woods Countryside Centre

Services Group – 9.15 – 10.30 (FL, WR, JP, CR, KT, AT) plus any others wishing to join

Governance & Regs Group plus Exec& Finance – will be in September / October 2023 due to new Committee

Main Meeting – 10.45 – 15.15

Box Links	
CHAIR	Anurag Hegde
MEMBERS CP H&W LPC	Wayne Ryan, Akwal Singh, Jeetendra Patel, , Anurag Hegde, Danielle Brennan, Harpal Bhandal, Carl Rose, Kuljit Takhar, Lucy Corner, Amarjit Tanday
IN ATTENDANCE (non-voting)	Fiona Lowe
APOLOGIES	Eva Cardall
GUESTS	Alison Rogers ICB – Pharmacy Integration and Medicines Assurance Lead. Matina Smith ICB – Commissioning Manager, Caroline Horton ICB Commissioning Manager, Siobhan Hemans ICB – Medicines Assurance and Pharmacy Integration Pharmacist
START & FINISH	Main Meeting 10.45 – 15.15 (lunch 12.30 – 13.45)

Item	Lead	Time	Discussion points References / Links	Open / closed	Actions / Outputs
Services Group + interested parties	FL in EC absence	09:15	NHS unallocated funds plan for 18 months (separate from allocated funds)	See Box draft plan template and NHS Funds	CLOSED
Break	All	10.15: 10.30	MAIN MEETING		
1.Welcome, DOI, Minutes, AOB, Market Entry, action tracker – matters arising	AH / FL	10.30	Welcome to new members Minutes in Box – closed sections marked		Agree any changes
2.Welcome to guests	AH	10.45	Introductions as needed (refreshments available)	OPEN	
3.ICB Update	AR	11.00	5* Workforce event, Faculty, Intervention Service and Paxlovid. SCS, DMS, GPCPCS, OC, BP etc. ICB contracting Pharmacies like GPs for services like CEIF and workforce info etc. SharePoint – communication platform.	OPEN	
4.NHS Funds allocated to CPCL & LPC Managed funds	FL	12.15	12 months plan CPCL £10,000 plus matching LPC contribution (NHS Funds) proposal	OPEN	
LUNCH Break	All	12:30 - 13.15	Refreshments provided		
5.Feedback from calls/ emails made by Members last meeting	AH	13:15	(28 th June evening event cancelled – rearrange as on demand online session)		



6. Finance Update - Accounts	WR	13:30	Accounts any explanations to accompany them	CLOSED	Approve Accounts
7. CPE Update & website	FL	13:45	https://hw.communitypharmacy.org.uk , see guides on box – finance, HR (CCA) and old Governance). Also, 12 th September CPE Conference attendees (1 f2f and 2 online – NB FL attend with CPA)	OPEN	Agree attendees
8. Services Report	FL for EC	14:15	Services Report and feedback from NHS Funds – 18 months plan. Confirmation of Vacc training dates and costs. (Provisionally 30 th July and 3 rd September)	OPEN / Plan CLOSED	Agree Plan
9. Confirmation subgroups and officers	AH / FL	14:30	Interim as set out below – proposal to review along with Chair & Vice Chair roles in March 2024 – once new members settled in.	OPEN	
10. Next 2 meetings outline	FL	14:45	September 21 st online – am Change Management session (Activity Group – funded) – Afternoon BAU meeting plus preparation for AGM workshops. JH CPE Regional Rep will attend afternoon to provide an update. Exec Meeting prior to main meeting. AGM – October 26 th f2f Worcester – workshop sessions on priorities / planning. Fuller facilitated session – team of teams (funded). BAU session and AGM at lunchtime or end of day TBC. Governance Group Meeting prior to start of meeting.		For note
AOB, actions and meeting close CCA questions	AH	15.00	Feedback from new members	OPEN	
				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	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
Amarjit Tandy	Independent	Wyre Forest HP and IP	Services & Contractor Support	
Danielle Brennan	AIMp Member	Malvern	Governance & Regs	
Wayne Ryan	CCA Member	East, Hereford HMG and Hereford WBC	Exec & Finance , Services , Stakeholder	Treasurer
Harpal Bhandal	Indep Member	N&W Herefordshire and S&W Herefordshire	Finance & Contractor Support	



Carl Rose	Indep Member	Droitwich & Ombersley	Governance & Regs & Services	
Akwai Singh	AIMp Member	Evesham	Governance & Regs	
Kuljit Takhar	AIMP Member	Nightingale	Services & Contractor Support	Workforce ICB Group
Lucy Corner	CCA Member	Kingfisher	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 (Signatory)

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	Accounts update in meeting	Yes		Yes		Plus, Nov & Feb as AHW
Finance Reports	Yes		Yes	Annual Report	Yes		Plus, Nov & Feb as AHW
Governance & Regulatory		Yes – move to Sept or Oct due to new LPC	moved to Sept or Oct	moved to Sept or Oct		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