

Chief Officer: Janet Clark B. Pharm. F.R.Pharm.S
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This meeting will be conducted in line with the LPC Code of Conduct and Accountability

AGENDA – OPEN/CLOSED

Date & time of meeting: **Wednesday 4 March 2020 commencing 11am prompt**
Venue of meeting: **The City of Culture Suite, Mercure Grange Park, Willerby, HU10 6EA**

		Lead	Paper	Desired Outcome
1	Apologies for absence	Chair		
2	Governance			1) LPC code of Conduct/Governance documents 2) Declarations of interest/confidentiality agreement 3) Competition Law guidelines
3	Minutes – 8 January 2020	Chair	Yes	To agree accuracy of Open/Closed and Strategy meeting minutes
4	Matters Arising	Chair		To allow discussion or clarification of issues within the minutes not on the agenda
5	Commissioning support	HM		Feedback on current issues
6	Finance report	Treasurer	Yes	1) Update the committee of current financial status
7	7.1 Committee Update Report 7.2 PSNC Representative	CO DB	Yes Yes	To update committee To update on PSNC activity
8	LPC work plan 8.1 2019/20 8.1.1 PCN update	Chair	Yes	To update committee on 2019/20 work plan
9	Advanced services 9.1 NHS CPCS	CO	Verbal	To receive an update on current referrals
10	NHS England 10.1 Pharmacy Issues	CO	Verbal	To update the committee
11	Control of Entry/Exit & PCSE 11.1 Area Team 11.1.1 Pharmacy closure & relocation	CO	Verbal	To update the committee
12	CPPE	JL	Verbal	To update committee
13	LPC buddy system	All	Verbal	To feedback on recent contact with your pharmacies and agree next topic

14	AOB			To be notified to the Chair
	Lunch 12:30 to 13:30			
15	LPC Strategy Session 13:30 to 14:15	PR	Yes	To review the draft LPC Work Plan for 20/21 and consider CPCF announcement/changes
	Comfort break			
	Closed Session			
16	LPC members only issues [14:30]			
	16.1 Finance 16.1.1 Budgeting for 20/21 16.1.2 Funding backfill PCN leads	Treasurer		To agree process
	16.2 Executive Minutes 16.2.1 Mentoring / workforce	CO PR	Yes	For ratification For discussion
	16.3 Extra Zoom LPC minutes			For ratification
	16.4 Sub-group feedback 16.4.1 Task sub-group 16.4.2 Governance sub-group	JL JW		To update the committee on activities
	16.5 Risk Log 16.5.1 Data Protection Officer 16.5.2 Humber LPC Ltd 16.5.3 Facebook	CO	Verbal	To update the committee
	16.6 Email communications	CO	Verbal	To capture way forward Boots/Tesco
	16.7 CCA reporting questions	CCA reps		To agree who is responsible for completing
	16.8 LPC meeting dates	All		To discuss / review options for LPC meetings in 2020/21
	16.9 LPC Conference 5.5.20			To agree attendance
	16.7 Review of decisions	Chair		To ensure capture of decisions
	AOB – members items [16:30]			To be notified to the Chair prior to the meeting

Future meeting dates:		
Wednesday 6 May 2020	09.30-16.30 TBC	TBC
Wednesday 1 July 2020	09.30-16.30 TBC	TBC
Wednesday 9 September 2020	13.00 – 19.00 followed by AGM	TBC
Wednesday 4 November 2020	09.30-16.30 TBC	TBC
Wednesday 6 January 2021	09.30-16.30 TBC	TBC
Wednesday 3 March 2021	09.30-16.30 TBC	TBC