

Committee Meeting

Agenda

Wednesday 8th March 2023

Leicester Tigers

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| **Present:** | Rajshri Owen (RO)  Altaf Vaidya (AV)  Clare Kerr (CK)  Satyan Kotchea (SK)  Jane Lumb (JL)  Gareth McCauge (GM)  Ron Gregson (RG)  David Evans (DE)  Viral Patel (VP)  Vinay Mistry (VM)  Kehul Shah (KS)  Kate Blockley-Smith | **Apologies**  Mohammed Bharuchi (MB)  **Guests**  Miral Joshi (MJ) CPPE  Lindsey Fairbrother (LF) Regional PSNC Representative |

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|  | Welcome  AV welcomed everyone to the meeting and thanked the committee for attending.  Apologies for Absence  Mohammed Bharuchi (MB) sent apologises  Declarations of interest  Forms available for completion at every meeting which are to be circulated for review by individual members of the committee and amended if required. This practice will ensure that there is no opportunity for criticism in the future. Declarations of interest forms have been uploaded to the LPC website.  No objections were raised about  Minutes of Committee Meeting  The minutes of the above meeting had been circulated by email to committee, AV asked if there were any changes to be made minor spelling changes made. AV asked for a proposer and seconder for the minutes – RG proposed, and VM seconded. The minutes, subject to the above, will be uploaded to the LPC website in due course.  Strategy  The first part of the meeting was to discuss the current strategy and how the committee sees this moving forward. RO had shared the strategy document with some suggestions ahead of the committee meeting and had invited the committee to provide comments and feedback. RO also stated the strategy is a committee strategy and not a chief officer strategy so feedback and comments from all committee members was fundamental. RO also suggested the updated strategy be for a duration of 12 months as landscape is changing. RO reminded the committee of the 7 pillars weaved into the strategy.  SK suggested allocating a budget against the strategy.  Some excellent points were raised RO to add them to the strategy and asked for comments back from the committee by Friday 14th March 2023.  Lindsay Fairbrother Update  Link to slides  [HERE](file:///C:\Users\admin\Dropbox\Leicestershire%20and%20Rutland%20LPC%20members%20folder\LPC%20Meetings%202022%20onwards\March%202023\Slides%20for%20LPCs%20JM%20JW%20Feb%202023.pptx)  Meera Joshi Update  Link to slides  [HERE](file:///C:\Users\admin\Dropbox\Leicestershire%20and%20Rutland%20LPC%20members%20folder\LPC%20Meetings%202022%20onwards\March%202023\What's%20new%20at%20CPPE%20FINAL%20-%20March%202023.pptx)  [HERE](file:///C:\Users\admin\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\LSMI4AYG\CPPE%20online%20workshops%20-%20apr-sept%2023%20(002).pdf)  Break for Lunch  Chairs Report  AV’s report no comments raised.  Exec minutes – Approved.  AV updated the committee on the results of the recent LPC constitution SGM vote. AV raised the point on delaying the LPC election.  The committee voted on if the LPC elections should take place or be deferred for 12 months.  The vote was 6 for vote to take place, 1 to defer and 3 not at the meeting quora was meet. New committee to be set up as soon as possible after July.  Returning officer was agreed to be RO.  Email committee to confirm that the vote has taken place and outcome.  Office space – Leicester business centre £265+vat a month – everything included other than wifi. £750 deposit paid.  It has been agreed for a pre paid card to be set up for expenses within the LPC. As currently admin team members are having to pay for subscription renewals and claim back.  SK raised the as to whether the first hour of the LPC should be dedicated to committee members reading all the material and reports. It was agreed that members can attend meetings earlier (9-10am) if they need extra time to read the documents.  Treasurer’s Report  MO had shared all documents before the meeting.  Gave outline of accounts and cash flow.  SK state the committee would like to thank MB for the way reports are sent as they are very clear and easy to read.    RO to write options of how-to incentive the PCN leads using the funding we have for them.  Chief Officer Report  RO circulated her report before the meeting.  RO invited questions from the committee before presenting her report. RO shared details of additional funding having been secured for CPCS activity.  Smoking Cessation service was discussed. RO shared details of total referrals made from TAD.  Pathfinder IP proposal was shared and discussed. SK suggested RO confirm whether LPC would be allowed to input into the funding model.  RO confirmed work on the website to update links and restructure had started. It is a large project and KBS is leading on with the support of Jimena.  Service Delivery Update  Link to presentation: [HERE](file:///C:\Users\admin\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\LSMI4AYG\230220%20Facilitator%20Report%20to%20LPC.pdf) Any Questions regarding the report – none raised.  GM circulated the planned CPCS resource pack for the committee, it was agreed to print and send to all pharmacies. KBS to organise printing.  Google analytics of links being used within website and if contractors are looking at the website, KBS to provide committee and GM before next meeting.  Service Development Update  Link to presentation: [HERE](file:///C:\Users\admin\Dropbox\Leicestershire%20and%20Rutland%20LPC%20members%20folder\LPC%20Meetings%202022%20onwards\March%202023\LPC02702023%20.pptx)  Exec meeting  Minutes circulated.    Any Other Business  Date of next meeting June 9th face to face meeting.  Email address change agreed to leave as is.  Payment for committee members time to be changed to £300 full day £150 half day. | AV  AV  AV  RO  SK  LF  MJ  AV          SK  RO  GM  VM | |  |
|  | **Date of next meeting ……. (tbc) will be face to face (full day) and venue will be sourced and advised in due course**  Signed ……………………………………………………………. ( Chair)  Name ………………………………………………………………..  Date………………………………………………………………… |  |  | |