

Agenda

Meeting of the Community Pharmacy Surrey & Sussex Executive Committee

Date Thursday 5th March 2020
Time 9.45am – 11.15am
Location Lambert Suite, Hilton, Cobham, Seven Hills Road, Cobham, KT11 1EW. Please find the directions to the location [here](#)
Circulation **Executive Committee Members** (Chairs, Vice Chairs, Treasurers of East Sussex, West Sussex and Surrey LPCs)
In attendance: James Wood, Chief Executive Officer, Michaela Cassar, Business Administrator (minute taker)

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	9.45am	Welcome and Introductions <ul style="list-style-type: none"> Appointment of a Chair and next stepper 	Standing item		Chair/all
2	9.45am	Apologies for absence – Craig McEwan <i>Quorum at least one officer representative from each of the three LPCs, plus at least one Chair</i>	Standing item		Chair
3	9.45am	Governance for Executive Committee Members <ul style="list-style-type: none"> Members are asked to note the contents of their own LPC governance principles and inform the Chair of any changes to the declaration of interests CPSS Collaboration Agreement available here 	Standing item		Chair
4	9.50am	Minutes of the last meeting <ul style="list-style-type: none"> Minutes to be checked for accuracy, approved and signed by the Chair 	Standing item	0320-01	Chair/all
5	9.55am	Matters arising <ul style="list-style-type: none"> Matters arising from the minutes, not already on the agenda to be reviewed Review of the action log and progress update against open actions 	Standing item / matter for report	0320-02	Chair/JW
6	9.55am	Finance <ul style="list-style-type: none"> Accounts 2019-20 MTD and projected year end totals – commentary 	Matter for report	0320-03	PA
7	10.05am	CEO Report for QTR4 2019-20 <ul style="list-style-type: none"> A highlight report will be provided by the CEO on key activities over the last quarter & opportunity for questions 	Matter for report	Slides	JW
8	10.25am	HR <ul style="list-style-type: none"> HR support package for 2020-21 Consultancy Agreement – Julia Powell Update on general HR Matters 	For decision Report Report	0320-04 0320-05 Verbal	JW/All
9	10.35am	Governance <ul style="list-style-type: none"> Scheme of delegation to review & re-approve H&S action plan – to note progress 	For decision Report	0320-06 0320-07	JW
10	10.45am	Business Planning for 2019-20 <ul style="list-style-type: none"> CPSS Executive meeting dates and revised locations 2020 -21 Committee Business forward planner 	Report For decision	Below 0320-08	JW JW

		<ul style="list-style-type: none"> Annual re-calculations of contractors CPSS Expenses Policy revision CPSS Expense & parking policy (current) Budget for 2020-21 to sign off Operating plan for 2020-21 	Report For decision For decision Table Top	0320-09 0320-10 &10a 0320-11 0320-12	JW PA/JW PA All
11	11.10am	Any other business <ul style="list-style-type: none"> Wherever possible, please notify to the Chair at the start of the meeting of any items 	Standing Item		Chair/all
12	11.10am	Closed Session (if required)	Standing item		Chair
13	11.15am	Close	Standing item		Chair

Future Meeting Dates

Community Pharmacy Surrey & Sussex Executive Committee:

(Chairs, Vice Chairs and Treasurers to attend – options for conference call dial in & skype for business available)

4th June 2020 – 15:30 – 17:00 The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

8th October 2020 – 10:00 – 12:00 Venue TBC

14th January 2021 – 15:30 – 17:00. TBC (Kent Venue)

31st March 2021 – 10:00 – 12:00 Venue TBC

LPC Committee Meetings

East Sussex LPC	West Sussex LPC	Surrey LPC
The East Sussex National, Uckfield, TN22 5ES 9.30am – 4.00pm	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm
Thursday 12/03/20	Wednesday 11/03/20	Wednesday 18/03/20
Monday 11/05/20	Wednesday 06/05/20	Wednesday 13/05/20
Thursday 02/07/20	Wednesday 01/07/20	Wednesday 08/07/20
Tuesday 22/09/20 Short meeting + AGM – Venue TBC	Tuesday 15/09/20 Short meeting + AGM – Venue TBC	Thursday 17/09/20 Short meeting + AGM – Venue TBC
Thursday 05/11/20	Wednesday 04/11/20	Wednesday 11/11/20
Thursday 11/02/21	Wednesday 10/02/21	Wednesday 17/02/21

**Declarations of Interest
Update Form for Members**

Members are asked that any changes in their declarations affecting work with the LPC, must be notified to Chief Executive Officer, as soon as practicable and no later than 28 days after the interest arises. The attached form should be used.

Name of Member / Officer:

1	Remunerated Directorship of company(s) (public or private) and businesses owned personally or in partnership	
2	Remunerated employment or offices	
3	Remunerated Consultancy(s)	
4	Remunerated work performed under contract	
5	Names of companies or other bodies in which I have an interest, either on my own account, my spouse or children, for a beneficial interest in shareholdings greater than the 10% of the share capital	
6	Remunerated contributions to professional and scientific Publications	
7	Other sources of income or pecuniary support relevant to my membership of the LPC	
8	Membership of other pharmaceutical bodies	

I confirm that the information provided above is complete and correct. I acknowledge that any changes in these declarations during my work with the LPC, must be notified to Chief Executive Officer, as soon as practicable and no later than 28 days after the interest arises.

I do / do not [delete as applicable] give my consent for this information to be published in the LPC governance register and online. If consent is not given, please state reasons: (please note this will be agreed in exceptional cases only).	
Signed:	Dated: