

Agenda

Meeting of the Community Pharmacy Surrey & Sussex Executive Committee

Date Thursday, 2nd May 2019
Time 3.30pm – 5pm
Location Victoria Room, The Sandman Signature Hotel, 18-23 Tinsley Lane South, Three Bridges, Crawley, West Sussex, RH10 8XH. 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	3.30pm	Welcome and Introductions <ul style="list-style-type: none"> Appointment of a Chair and next stepper 	Standing item		Chair/all
2	3.30pm	Apologies for absence <i>Quorum at least one officer representative from each of the three LPCs, plus at least one Chair</i>	Standing item		Chair
3	3.30pm	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	3.00pm	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	0519-01	Chair/all
5	3.05pm	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	0519-02	Chair/JW
6	3.10pm	Communications <ul style="list-style-type: none"> An update will be provided on work against the interim communications and engagement objectives - to enhance our visual identity and website optimisation 	Matter for report for information	0519-03 0519-04	SL
7	3.25pm	CEO Report for QTR4 2018-19 <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	3.45pm	Governance <ul style="list-style-type: none"> An update will be provided about insurance arrangements An update will be provided about data management issues 	Matter for report Matter for report	Verbal Verbal	JW JW
9	3.55pm	HR / Performance <ul style="list-style-type: none"> CEO Annual performance review 2019-20 PDP process for 2019-20 Update on general HR Matters & team development 	Matter for report	0519-05 Verbal	JW/All

10	3.50pm	Finance <ul style="list-style-type: none"> Draft Accounts for 2018-19 Accounts 2019-20 MTD – commentary 	Matter for report	Tabled Tabled	PA
11	4.00pm	Working with other LPCs <ul style="list-style-type: none"> An update will be provided about Kent LPC – slide set previously circulated LPC in the spotlight with PSNC 	Matter for report	0519-06	JW
12	4.05pm	Business Planning for 2019-20 <ul style="list-style-type: none"> Forward business schedule 2019 	Matter for discussion	Verbal	JW
13	4.20pm	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
14	4.25pm	Closed Session (if required)	Standing item		Chair
15	4.45pm	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 July 2019 – 15:30 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

1st October 2019 – 15:30 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

***5th December 2019** – 14.00 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

5th March 2020 –15:30 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**longer running time to allow for business planning for FY year ahead*

LPC Committee Meetings

East Sussex LPC	West Sussex LPC	Surrey LPC
Ashdown Room, Barnsgate Manor, Heron Ghyll, Crowborough, TN22 4DB 9.30am – 4pm	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm
9th May 2019	8th May 2019	15th May 2019
10th Jul 2019: The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH, 9.30am – 4pm Separate meeting of all LPCs followed by combined plenary session		
AGM 17th Sep 2019	AGM 10th Sep 2019	AGM 18th Sep 2019
3rd Oct 2019	9th Oct 2019	8th Oct 2019
9th Jan 2020	8th Jan 2020	15th Jan 2020
12th Mar 2020	11th Mar 2020	18th Mar 2020

**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: