

Agenda

Meeting of the Community Pharmacy Surrey & Sussex Executive Committee

Date Thursday, 5th Dec 2019
Time 3.00pm – 4.30pm
Location Toronto 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	3.00pm	Welcome and Introductions <ul style="list-style-type: none"> Appointment of a Chair and next stepper 	Standing item		Chair/all
2	3.05pm	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	3.05pm	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	3.05pm	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	1219-01	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	1219-02	Chair/JW
6	3.10pm	Finance <ul style="list-style-type: none"> Accounts 2019-20 MTD – and commentary for H2 2019-20 Capacity releasing funds HLP Training January 2020 	Matter for report Matter for decision	1219-03 1219-04	PA JW
7	3.25pm	CEO Report for QTR3 to-date 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 Progress against high level action plan 	Matter for report	Slides 1219-05	JW
8	3.45pm	HR <ul style="list-style-type: none"> Update on general HR Matters CEO Half Year Review Christmas arrangements <ul style="list-style-type: none"> Office hours & leave Holiday celebration 	Report Report Matter for decision	Verbal Tabled Verbal	JW/All SD JW

9	3.55pm	Business Planning for 2020-21 <ul style="list-style-type: none"> Operating Plan 2020-21 – outline themes CPSS Executive meeting dates 2020 onwards 	Matter for discussion Matter for decision	Verbal 1219-06	JW JW/All
10	4.15pm	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
11	4.20pm	Closed Session (if required)	Standing item		Chair
12	4.30pm	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)

5th March 2020 –3:30pm – 5.00pm The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

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
16th Jan 2020 – Combined meeting at Sandman Signature Hotel		
12th Mar 2020	11th Mar 2020	18th Mar 2020

Dates for 2020-21 in paper 1219-06

**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: