

## Agenda

### Meeting of the Community Pharmacy Surrey & Sussex Executive Committee

**Date** Thursday 8<sup>th</sup> October 2020  
**Time** 10am – 12pm  
**Location** Zoom Video Call <https://us02web.zoom.us/j/86210176023>  
 Meeting ID: 862 1017 6023 Password: 172910  
**Circulation** **Executive Committee Members** (Chairs, Vice Chairs, Treasurers of East Sussex, West Sussex and Surrey LPCs)  
**In attendance:** James Wood, Chief Executive Officer

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	10am	<b>Welcome and Introductions</b> <ul style="list-style-type: none"> <li>Appointment of a Chair</li> <li>Overview of the meeting</li> <li>Notes &amp; action arrangements</li> </ul>	Standing item		Chair/all All JW JW
2	10am	<b>Apologies for absence</b> <i>Quorum at least one officer representative from each of the three LPCs, plus at least one Chair</i>	Standing item		Chair
3	10.05am	<b>Governance for Executive Committee Members</b> <ul style="list-style-type: none"> <li>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</li> <li>CPSS Collaboration Agreement available <a href="#">here</a></li> <li>Forward Agenda 2020-21</li> </ul>	Standing item	Page 4 Below  Verbal	Chair
4	10.05am	<b>Minutes of the last meeting</b> <ul style="list-style-type: none"> <li>Minutes to be checked for accuracy, approved and signed by the Chair</li> </ul>	Standing item	1020-01	Chair/all
5	10.10am	<b>Matters arising</b> <ul style="list-style-type: none"> <li>Matters arising from the minutes, not already on the agenda to be reviewed</li> <li>Review of the action log and progress update against open actions</li> </ul>	Standing item / matter for report	1020-02	Chair/JW
6	10.15am	<b>Finance</b> <ul style="list-style-type: none"> <li>Accounts 2020-21 MTD</li> <li>Covid related costs &amp; commentary inc                             <ul style="list-style-type: none"> <li>Office Rent</li> <li>HEE bid for evaluation funds</li> </ul> </li> <li>Update on accounting software</li> </ul>	For report For report  For report	1020-03 Verbal 1020-04 1020-05 Verbal	PA PA/JW JW JW PA/JW
7	10.30am	<b>CEO Report for QTR 2 2020-21</b> <ul style="list-style-type: none"> <li>A highlight report will be provided by the CEO on key activities over the last quarter &amp; opportunity for questions</li> <li>H2 2020-21 Operational plans</li> </ul>	For report & questions  <b>For discussion</b>	Slides Verbal  Verbal	JW  JW
8	11am	<b>Independent Review of Representation and Support</b> <ul style="list-style-type: none"> <li>Latest recap &amp; CPSS considerations</li> </ul>	For report	Verbal	JW/all
9	11.10am	<b>Comfort break</b>			All
10	11.20am	<b>HR Update</b> <ul style="list-style-type: none"> <li>Update on general HR matters</li> <li>Covid related HR matters inc risk</li> </ul>	Report/to note Report	Verbal Verbal	JW JW

		assessments <ul style="list-style-type: none"> <li>Update to HR policies – staff handbook</li> <li>CEO performance review update</li> </ul>	<b>To approve</b> Report	1020-06 Verbal	JW JW SD
11	11.35am	<b>Governance</b> <ul style="list-style-type: none"> <li>Policy and procedure assurance</li> <li>Governance audit</li> </ul>	Report Report	Verbal Verbal	JW JW
12	11.45am	<b>Closed session (Members only)</b> <ul style="list-style-type: none"> <li>If required</li> </ul>	Standing item		Chair
13	11.55am	<b>Any other business</b> <ul style="list-style-type: none"> <li>Wherever possible, please notify to the Chair at the start of the meeting of any items</li> </ul>	Standing Item		Chair/all
14	12 noon	<b>Close &amp; note dates of next meetings</b>	Standing item		Chair

## Future Meeting Dates

### Community Pharmacy Surrey & Sussex Executive Committee:

(Chairs, Vice Chairs and Treasurers to attend)

**14<sup>th</sup> January 2021** – 15:30 – 17:00 Venue TBC

**31<sup>st</sup> 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 05/11/20	Wednesday 04/11/20	Wednesday 11/11/20
Thursday 11/02/21	Wednesday 10/02/21	Wednesday 17/02/21

Committee Business Forward Schedule

Committee	FY & Committee Year 2020-21											
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
CPSS Executive Committee			1				2			3		4
<b>Governance</b>												
Governance Audit												
Self Evaluation												
Scheme of delegation r/v												
Annual report												
AGM												
Declaration of interests												
Collaboration Agreement r/v												
H&S Policy r/v												
<b>Fiduciary</b>												
Management Accounts												
Annual Accounts												
Expenses Policy												
Value for money review												
Set Budget												
<b>Shaping and Strategy</b>												
Set operating plan												
Achievement and progress reporting												
CEO Report												
Strategy refresh												
<b>Talent</b>												
Appoint Chair, Treasurer												
Appoint HR lead												
Training register												
Skills analysis												
Staff HR policies & procedures												
Performance & Pay												
<b>2020-21 Specific</b>												
Independent review response												
Review recommendations												
Beyond Apr 2022 planning												
<b>Standing items</b>												
Minutes review												
Matter arising												
Action log												
AOB												
Review of meeting												

**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:
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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.
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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: