

Agenda

Meeting of the Community Pharmacy Surrey & Sussex Executive Committee

Date Wednesday 31st March 2021
Time 9:30am – 11:30am
Location Teams meeting online
Circulation **Executive Committee Members** (Chairs, Vice Chairs, Treasurers of East Sussex, West Sussex and Surrey LPCs)
In attendance: Micky Cassar

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	9.30am	Welcome and Introductions <ul style="list-style-type: none"> Appointment of a Chair Overview of the meeting Notes & action arrangements 	Standing item		Chair/all All JP JP
2	9.35am	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	9.40am	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	Page 4 Below Verbal	Chair
4	9.45am	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	0321-01	Chair/all
5	9.50am	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	0321-02	Chair/JP
6	10.05am	Finance <ul style="list-style-type: none"> Accounts 2020-21 MTD & commentary 	For report	Tabled	PA
7	10.20am	CEO Report for QTR 4 2020-21 <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. 	For report & questions	Slides	JP
8	10.45am	Business Planning 2021-22 <ul style="list-style-type: none"> Update on the business planning process 	For report	Verbal	JP
9	11.00am	HR Update <ul style="list-style-type: none"> Update on general HR matters Recruitment for Service Lead 	Report/to note	Verbal	JP
10	11.10am	Closed session (Members only)	To note		Chair/SD
11	11.20am	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	11.30am	Close & note dates of next meetings	Standing item		Chair

Future Meeting Dates 2021-22

Community Pharmacy Surrey & Sussex Executive Committee:

(Chairs, Vice Chairs and Treasurers to attend)

3rd June 2021 – 15:30 – 17:00 Venue TBC

7th October 2021 – 10:00 – 12:00 Venue TBC

13th January 2022 – 15:30 – 17:00 Venue TBC

31st March 2022 – 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 13/05/21	Wednesday 05/05/21	Wednesday 12/05/21
Tuesday 20/07/21	Thursday 15/07/21	Monday 19/07/21
Tuesday 21/09/21 Short meeting + AGM. Venue TBC	Tuesday 14/09/21 Short meeting + AGM. Venue TBC	Thursday 16/09/21 Short meeting + AGM. Venue TBC
Thursday 25/11/21	Wednesday 24/11/21	Tuesday 30/11/21
Thursday 10/02/22	Wednesday 02/02/22	09/02/22

PSNC/LPC Conference Dates 2021-22

Wed 23rd June 2021- online

Thurs 16th September 2021- online

Wed 10th November 2021 – venue booked

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
Governance												
Governance Audit												
Self Evaluation												
Scheme of delegation r/v												
Annual report												
AGM												
Declaration of interests												
Collaboration Agreement r/v												
H&S Policy r/v												
Fiduciary												
Management Accounts												
Annual Accounts												
Expenses Policy												
Value for money review												
Set Budget												
Shaping and Strategy												
Set operating plan												
Achievement and progress reporting												
CEO Report												
Strategy refresh												
Talent												
Appoint Chair, Treasurer												
Appoint HR lead												
Training register												
Skills analysis												
Staff HR policies & procedures												
Performance & Pay												
2020-21 Specific												
Independent review response												
Review recommendations												
Beyond Apr 2022 planning												
Standing items												
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:

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: