

## Agenda

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

<b>Date</b>	Wednesday 16 <sup>th</sup> June 2021
<b>Time</b>	15:30 – 17:00
<b>Location</b>	Teams meeting online
<b>Circulation</b>	<b>Executive Committee Members</b> (Chairs, Vice Chairs, Treasurers of East Sussex, West Sussex, and Surrey LPCs) <b>In attendance:</b> Micky Cassar

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	15:30	<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 JP JP
2	15:35	<b>Apologies for absence</b> Mark Donaghy <i>Quorum at least one officer representative from each of the three LPCs, plus at least one Chair</i>	Standing item		Chair
3	15:35	<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> </ul>	Standing item	Page 4 Below  Verbal	Chair
4	15:35	<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	0621-01	Chair/all
5	15:40	<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	0621-02	Chair/JP
6	15:50	<b>Finance</b> <ul style="list-style-type: none"> <li>Accounts 2020-21 MTD &amp; commentary</li> </ul>	For report	Tabled	PA
7	16:00	<b>CEO Report for QTR 1 2021-22</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> </ul>	For report & questions	Slides	JP
8	16:15	<b>Business Planning 2021-22</b> <ul style="list-style-type: none"> <li>Update on the business planning process</li> <li>PSNC and LPC Elections</li> <li>CPSS MOU</li> </ul>	For report Discussion Discussion	Verbal	JP JP JP
9	16:30	<b>HR Update</b> <ul style="list-style-type: none"> <li>Induction for Service Lead</li> </ul>	Report/to note	Verbal	JP
10	16:40	<b>Closed session (Members only)</b>	To note		Chair/SD
11	16:50	<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
12	17:00	<b>Close &amp; note dates of next meetings</b>	Standing item		Chair

## Future Meeting Dates 2021-22

### Community Pharmacy Surrey & Sussex Executive Committee:

(Chairs, Vice Chairs and Treasurers to attend)

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
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
<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: