

West Sussex LPC Governance Checklist

Business and Strategic Planning

Area	RAG rating	Notes
Strategic Plan	Purple	
Work Programme	Purple	

Governance

Area	RAG rating	Notes
Written Governance Arrangements	Purple	
Declarations of Interest	Purple	
Chief Officer	Purple	
LPC Reporting	Purple	
LPC Agendas and Minutes	Purple	
Chief Officer and Treasurer Roles	Green	

LPC Management and Structure

Area	RAG rating	Notes
Operational Capacity	Green	
Capability and Expertise	Green	
Size and Structure	Green	
Working Together to Support Capacity	Purple	
Members' Competence	Amber	
PSNC Regional Representative	Purple	
Sharing Innovation	Purple	

Financial Management

Area	RAG rating	Notes
Budget	Purple	
Expenditure	Purple	
Reserves	Purple	
Expenses	Green	

Communication

Area	RAG rating	Notes
Communications Plan	Purple	
Communication Mechanisms	Purple	
Informing Contractors about Commissioning Matters	Purple	
Press Relations	Amber	
Contractor Passive Engagement	Purple	
Contractor Proactive Engagement	Amber	
Local MPs	Purple	

Community Pharmacy Surrey & Sussex

On behalf of East Sussex, West Sussex and Surrey LPCs



Contract Development

Area	RAG rating	Notes
Essential Services	Purple	
Advanced Services	Purple	
Commissioning Environment for Local Services	Purple	
Negotiation of Local services	Purple	
Supporting Delivery of Local Services	Purple	
PSNC Services Database	Purple	

Stakeholder Relationships

Area	RAG rating	Notes
Needs Assessments and Strategic Plans	Purple	
Patients and Representatives	Green	
General Practitioners	Purple	
Other Professionals	Purple	
NHS England Local Team	Purple	
Local Authorities	Purple	
Clinical Commissioning Groups	Purple	
Strategic Health Partnerships	Green	

Date Completed:	24/11/21
Completed by:	Julia Powell
Review:	24/11/22