

## Agenda

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

**Date** Thursday 13<sup>th</sup> January 2022  
**Time** 15:30 – 17:00  
**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	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
2	15:35	<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	15:40	<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 here</li> </ul>	Standing item	Page 4 Below  Verbal	Chair
4	15:45	<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	0222-01	Chair/all
5	15:50	<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		Chair/JP
6	15:55	<b>Finance</b> <ul style="list-style-type: none"> <li>Accounts 2021-22 MTD &amp; commentary</li> <li>Draft Budget 2022-23</li> <li>Financial Governance</li> </ul>	For report Discussion	0222-02 0222-03	PA
7	16:10	<b>CEO Report for QTR 3 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> <li>Draft Operating plan 2022-23</li> <li>Forward plan 2022-23</li> </ul>	For report & questions  Discussion Discussion	Slides  0222-04 0222-05	JP
8	16:25	<b>Documentation Updates</b> <ul style="list-style-type: none"> <li>Expense Policy</li> <li>Equality, diversity and inclusivity</li> <li>Governance sub-committee</li> <li>Public Liability Insurance</li> </ul>	Discussion	0222-06 0222-07 0222-08	JP
9	16:40	<b>HR Update</b> <ul style="list-style-type: none"> <li>Current CPSS structure</li> <li>Staff HR policies and procedures</li> </ul>	Discussion	Verbal	SD/JP

10	16:45	<b>Any other business</b> Wherever possible, please notify to the Chair at the start of the meeting of any items	Standing Item		Chair/all
11	16:50	<b>Closed session (Members only)</b>	To note		Chair
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)

31<sup>st</sup> March 2022 – 10:00 – 12:00 Venue TBC

2<sup>nd</sup> June 2022 – 15:30 – 17:00 Venue TBC

6<sup>th</sup> October 2022 – 10:00 – 12:00 Venue TBC

12<sup>th</sup> January 2023 – 15:30 – 17:00 Venue TBC

30<sup>th</sup> March 2023 – 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 <b>Please note these will be online Zoom meetings until further notice.</b>	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm <b>Please note these will be online Zoom meetings until further notice.</b>	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm <b>Please note these will be online Zoom meetings until further notice.</b>
Thursday 10/02/22	Wednesday 02/02/22	Wednesday 09/02/22
Thursday 19/05/22	Wednesday 04/05/22	Wednesday 11/05/22
Thursday 21/07/22	Wednesday 13/07/22	Wednesday 20/07/22
Thursday 15/09/22 Short meeting + AGM – Venue TBC	Wednesday 14/09/22 Short meeting + AGM – Venue TBC	Wednesday 21/09/22 Short meeting + AGM – Venue TBC
Thursday 24/11/22	Wednesday 23/11/22	Wednesday 30/11/22
Thursday 09/02/23	Wednesday 01/02/23	Wednesday 08/02/23

### PSNC/LPC Conference Dates 2022-23

LPC Members Day 24<sup>th</sup> January 2022

National Meeting of LPC Treasurers 16<sup>th</sup> February 2022

National Meeting of LPCs and PSNC 12<sup>th</sup> May 2022

LPC Conference 2022 22<sup>nd</sup> September 2022

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: