

Agenda

Meeting of West Sussex Local Pharmaceutical Committee

Date Wednesday 1st February 2023
Time 09:30 – 16:00. Coffee available from 9.00am
Location The Old Tollgate Hotel, The Street, Steyning, BN44 3WE
 (This meeting will be recorded for minuting purposes and then deleted)
Circulation **West Sussex Local Pharmaceutical Committee Members**
In attendance: Community Pharmacy Surrey & Sussex Team
Guests: Ciara O’Kane and Eve Rockell, NHS Sussex

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	9.30am	Welcome and Introductions <ul style="list-style-type: none"> - Meeting etiquette & overview - Appointment of a next stepper - CCA reporter 	Standing item		Chair/All
2	9.35am	Apologies for absence <i>Quorum: Section 9 of the LPC Constitution, a simple majority of the membership of the committee = 5 if all appointed</i> Received prior to the meeting:	Standing item		Chair
3	9.40am	Governance Matters <ul style="list-style-type: none"> - Members are asked to note the contents of their own declaration of interests and governance principles. Inform the Chair of any changes to the declaration of interests. - Members are reminded of the LPC Constitution here 	Standing item	Attached to the agenda	Chair
4	9.45am	Minutes & Matters arising <ul style="list-style-type: none"> - Minutes of previous meeting to be checked for accuracy, approved, and signed by the Chair - 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	0223-01 0223-02	Chair/all Chair
5	10.15pm	PSNC <ul style="list-style-type: none"> - Update 	For report	Verbal	JP
6	10.25am	Market Entry <ul style="list-style-type: none"> - Market entry summary 	For report	Verbal	JP
7	10.30am	Ciara O’Kane & Eve Rockell <ul style="list-style-type: none"> - NHS Sussex update 	For report	Via Teams	CO/ER
8	11.00am	Comfort Break			
9	11.15am	Service Development and Support <ul style="list-style-type: none"> - Q3 LCS data - Update: Advanced services - Update: East Sussex and Surrey - Overview of projects and GP CPCS 	For report	Verbal	MH JT

10	12.15pm	Lunch			
11	1.15pm	CEO report - Q4 and Q1 Operating Plan - Community Pharmacy PCN Leads - MP Communication - Reports from local meetings	For report	Verbal	JP
12	2.00pm	TAPR update - SGM agenda and meeting - Next steps following SGM vote outcome	For report	Verbal	JP
13	2.30pm	Comfort Break			
14	2.45pm	Finance Update - Management accounts 2022-23 YTD - CPSS accounts 2022-23 YTD	For report	Verbal TF	AS
15	3.00pm	Operating Plan - Review of the draft Operating Plan	For discussion	0223-03	JP
16	3.50pm	AOB	Standing item		Chair
17	3.55pm	Meeting wrap up			Chair
18	4.00pm	Close			Chair

Future Dates for Reference – please add to your calendar:

Venues subject to HMG advice on social distancing

Committee Meetings:

3 May 2023 Venue: The Old Tollgate Hotel, The Street, Steyning, BN44 3WE. All day meeting to commence at 9.30am

12 July 2023 Venue: The Old Tollgate Hotel, The Street, Steyning, BN44 3WE. All day meeting to commence at 9.30am

13 September 2023 Venue: The Old Tollgate Hotel, The Street, Steyning, BN44 3WE. All day meeting to commence at 9.30am

22 November 2023 Venue: The Old Tollgate Hotel, The Street, Steyning, BN44 3WE. All day meeting to commence at 9.30am

7 February 2024 Venue: The Old Tollgate Hotel, The Street, Steyning, BN44 3WE. All day meeting to commence at 9.30am

Community Pharmacy Surrey & Sussex Executive Committee:

TBC

South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

TBC

PSNC (Conference)

National Meeting of PSNC and LPCs 2023: Thursday 18th May 2023, 10am-3pm, Location: Online

Annual Conference of LPC Representatives 2023: Thursday 12th October, 10am-3pm, Location: London