

Agenda

Meeting of the Community Pharmacy Surrey & Sussex Executive Committee

Date Thursday 8th June 2023
Time 13:45 – 15:00
Location Sandman Signature London Gatwick Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH
Circulation **Executive Committee Members** (Chairs & Vice Chairs, of East Sussex, West Sussex, and Surrey LPCs and Treasurer East Sussex)
In attendance: Micky Cassar, Julia Powell

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	13:45	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
2	13:50	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	13:55	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	14:00	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	2306-01	Chair/all
5	14:10	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		Chair/JP
6	14:15	Finance <ul style="list-style-type: none"> Accounts 2023-24 MTD & commentary Budget 2023-24 	For report		PA
7	14:20	CEO Report <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 Next steps new LPC committees – new member progress, actions needed CP PCN Leads funding and support SE Forum feedback on morning session Annual Report Collaborative Agreement 	For report & questions	Slides	JP
8	14:45	Any other business Wherever possible, please notify to the Chair at the start of the meeting of any items	Standing Item		Chair/all
9	14:50	Close & note dates of next meetings	Standing item		Chair

		Closed session (Members only if required)	To note		Chair
10	14:50	HR Update <ul style="list-style-type: none"> • End of year staff review • CPSS expenses claim form - accommodation 	Discussion	Verbal	SD

Future Meeting Dates 2023-24

Community Pharmacy Surrey & Sussex Executive Committee:

(Chairs, Vice Chairs and Treasurers to attend)

TBC

LPC Committee Meetings

Sussex LPC	Surrey LPC
The East Sussex National, Uckfield, TN22 5ES 9.30am – 4.00pm	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm
Thursday 20/07/23	Wednesday 19/07/23
Thursday 14/09/23 Short meeting + AGM – Venue TBC	Wednesday 20/09/23 Short meeting + AGM – Venue TBC
Thursday 23/11/23	Wednesday 29/11/23
Thursday 08/02/24	Wednesday 14/02/24

***Note we will still need to run two AGM's – in September one for West Sussex and one for East Sussex as this relates to 2022/23**

PSNC/LPC Conference Dates 2023-24

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

Committee Business Forward Schedule												
Committee	FY & Committee Year 2022-23											
	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
CPSS Executive Committee			1				2			3		4
Governance												
Governance Audit							Discuss					
Self Evaluation							Discuss					
Scheme of delegation r/v												
Annual report												
AGM planning												
Declaration of interests												
Collaboration Agreement r/v			Discuss									
IG & ICO registration												
H&S Policy r/v												
Fiduciary												
Management Accounts												
Annual Accounts												
Expenses Policy												
Value for money review												
Set Budget												
Shaping and Strategy												
Set operating plan										Draft		Sign off
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												
RSG Recommendations												
Independent review next steps												
CPSS Future			Discuss				Discuss			Discuss		Discuss
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: