

## Agenda

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

**Date:** Thursday 5<sup>th</sup> October 2023

**Time:** 13:45 – 15:00

**Location:** Teams Meeting

**Circulation:** **Executive Committee Members** (Chairs & Vice Chairs, of Sussex, and Surrey LPCs and Treasurer Sussex)

**In attendance:** Micky Cassar, Julia Powell

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	13:45	<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	13:50	<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	13:55	<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		Chair
4	14:00	<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	1023-01	Chair/all
5	14:10	<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
6	14:15	<b>Finance</b> <ul style="list-style-type: none"> <li>Accounts 2023-24 MTD &amp; commentary</li> </ul>	For report	1023-02	JP
7	14:20	<b>CEO Report</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

		<ul style="list-style-type: none"> <li>CP PCN Leads funding and support.</li> <li>SE Forum feedback on morning session.</li> </ul>			
8	14:45	<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
9	14:50	<b>Close &amp; note dates of next meetings</b>	Standing item		Chair
		<b>Closed session (Members only if required)</b>	To note		Chair

### Future Meeting Dates 2023-24

#### Community Pharmacy Surrey & Sussex Executive Committee:

(Chairs, Vice Chairs and Treasurers to attend)

11<sup>th</sup> January 2024 – 13:45-15:00 Venue TBC

28<sup>th</sup> March 2024 – 13:45-15:00 Venue TBC

6<sup>th</sup> June 2024, 13:45-15:00 – Venue: Sandman Signature London Gatwick Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH – To be Chaired by

3<sup>rd</sup> October 2024 – 13:45-15:00 Venue TBC

9<sup>th</sup> January 2025 – 13:45-15:00 Venue TBC

27<sup>th</sup> March 2025 – 13:45-15:00 Venue 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 23/11/23	Wednesday 29/11/23
Thursday 08/02/24	Wednesday 14/02/24
Thursday 16/05/24	Wednesday 08/05/24
Thursday 18/07/24	Wednesday 10/07/24
Thursday 12/09/24 Short meeting + AGM – Venue TBC	Wednesday 18/09/24 Short meeting + AGM – Venue TBC
Thursday 21/11/24	Wednesday 27/11/24
Thursday 06/02/25	Wednesday 12/02/25

**\*Note we will still need to run two AGM's – in December one for West Sussex and one for East Sussex as this relates to 30<sup>th</sup> June 2023**

#### PSNC/LPC Conference Dates 2023-24

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