

## Agenda

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

**Date:** Thursday 11<sup>th</sup> January 2024

**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, Marie Hockley

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 two 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	0124-01	Chair/all
5	14:05	<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	14:10	<b>Finance</b> <ul style="list-style-type: none"> <li>Accounts 2023-24 MTD &amp; commentary</li> <li>Levy holiday</li> </ul>	For report	0124-02	PA
7	14:15	<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>Pharmacy First training</li> <li>CPE letter re representation</li> <li>CP PCN Leads funding and staff support</li> <li>February Joint LPC meeting agenda</li> <li>Captivating Solutions proposal</li> </ul>		To follow  0124-03	
8	14:40	<b>Any other business</b> Wherever possible, please notify the Chair at the start of the meeting of any items.	Standing Item		Chair/all
9	14:45	<b>Close &amp; note dates of next meetings</b>	Standing item		Chair
10	14:50	<b>Closed session (Members only)</b>	To note		SD

### Future Meeting Dates 2023–24

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

(Chairs, Vice Chairs and Sussex Treasurer to attend)

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

**6<sup>th</sup> June 2024, 13:45–15:00 Venue TBC**

**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 08/02/24	Wednesday 08/02/24 – Uckfield
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

### PSNC/LPC Conference Dates 2024–25

TBC