

Meeting of Surrey Local Pharmaceutical Committee – Agenda

Date Wednesday 8th May 2024
Time 9:30am – 4:00pm
Location Tyrrells Wood Golf Club, Leatherhead, KT22 8QP
 (This meeting will be recorded for minuting purposes and then deleted)
Circulation **Surrey Local Pharmaceutical Committee Members**
In attendance: Community Pharmacy Surrey & Sussex Team
Guests: Yinka Kuye, NHS Frimley

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	Chair, Vice-chair and Treasurer <ul style="list-style-type: none"> - Eol outcome and appointments 	Decision		JP
5	9.55am	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	As attached	Chair/all

6	10.10am	CEO report Update Integrated Community Teams AGM Sub-committees	For report	Verbal	JP
7	11.10am	Comfort Break			
8	11.25am	CPE Update – CPE Committee meeting – Forum of Chairs ToR	Discussion	As attached	JP
9	11.55am	Market Entry – Market entry summary – Discussion of market entry format	For report	Verbal	MH
10	12.15pm	Lunch			
11	1.15pm	Service Development and Support - Q4 LCS data - Local updates - Advanced Services - NHS Frimley: Yinka Update - Service update review – sent out in pack	For report	Verbal	MH/SJ
12	2.45pm	Comfort Break			
13	3.00pm	Finance Update – Surrey LPC accounts 2023-24 YTD – CPSS accounts 2023-24 YTD – Reserves guide – Monthly levy payment	For report Decision	To follow As attached	PS
14	3.30pm	Outcome of skills training questionnaire – Proposal moving forward	Discussion		MH
15	3.45pm	AOB	Standing item		Chair
16	3.55pm	Meeting wrap up			Chair
17	4.00pm	Close			Chair