

Meeting of Sussex Local Pharmaceutical Committee – Agenda

Date Thursday 16th May 2024

Time 9:30am – 4:00pm

Location East Sussex National, Uckfield, TN22 5ES

(This meeting will be recorded for minuting purposes and then deleted)

Circulation **Sussex Local Pharmaceutical Committee Members**

In attendance: Community Pharmacy Surrey & Sussex Team

Guests: Kirstie Ingram. SDHC

| Item Ref | Indicative Time | Purpose | Action | Paper Ref | Lead |
|----------|-----------------|---|---------------|------------------------|-----------|
| 1 | 9.30am | Welcome and Introductions <ul style="list-style-type: none"> - Meeting etiquette & overview - Welcome to new LPC member | 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 = 7 if all appointed</i> Received prior to the meeting: Paul Antenen, Michaela Tytherleigh, James Grieves. | 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 and Treasurer <ul style="list-style-type: none"> - Eol outcome and appointments | Decision | | JP |
| 5 | 10.00am | Minutes & Matters arising <ul style="list-style-type: none"> - Minutes of previous meeting to be checked for accuracy, approved, and signed by the Chair | Standing item | As attached | Chair/all |

| | | | | | |
|----|---------|--|----------------------------|------------------------------|----------|
| | | <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 | | | |
| 6 | 10.15am | Captivating Solutions <ul style="list-style-type: none"> - Proposal for next meeting | Discussion | | JP |
| 7 | 10.25am | Meetings Update <ul style="list-style-type: none"> - Report of APC meeting - CPO Clinical Leadership Event | For report | Verbal | MD SD |
| 8 | 10.35am | CPE Update <ul style="list-style-type: none"> - CPE Committee meeting - Forum of Chairs ToR | Discussion | As attached | Chair |
| 9 | 11.00am | Comfort Break | | | |
| 10 | 11.15am | Service Development and Support <ul style="list-style-type: none"> - Q4 LCS data - Local updates - Advanced Services - Service update review - sent out in pack | For report | As attached | MH/SJ |
| 11 | 12.30pm | Lunch | | | |
| 12 | 1.30pm | CEO report <ul style="list-style-type: none"> - Update - Integrated Community Teams - AGM - Sub-committees | For report | Verbal | JP |
| 13 | 2.30pm | Comfort Break | | | |
| 14 | 2.45pm | SDHC – Kirstie Ingram <ul style="list-style-type: none"> - Introduction | For report | Verbal | KI |
| 15 | 3.00pm | Finance Update <ul style="list-style-type: none"> - Sussex LPC accounts 2023-24 YTD - CPSS accounts 2023-24 YTD - Reserves guide - Monthly levy payment | For report Decision | To follow As attached | JP |
| 16 | 3.30pm | Market Entry <ul style="list-style-type: none"> - Market entry summary - Discussion of market entry format | For report | Verbal | JP |
| 17 | 3.50pm | AOB | Standing item | | Chair |
| 18 | 3.55pm | Meeting wrap up | | | Chair |
| 19 | 4.00pm | Close | | | Chair |