

Meeting of Surrey Local Pharmaceutical Committee – Agenda

Date Wednesday 10th July 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/Al I
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	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/al I
5	10.00am	Frimley ICB – Yinka Kuye <ul style="list-style-type: none"> - Update 	For report	Verbal	YK

6	10.20am	CEO report – KPI Progress – Update – General Election Support – AGM and Annual Report	For report	Attached Verbal	JP
7	11.00am	Comfort Break			
8	11.15am	CPE Update – CLOT update – Forum of Chairs – Regional Event 24 th July	Discussion	Verbal	GW/JP
9	12.15pm	Lunch			
10	1.15pm	Service Development and Support - LCS data - Local updates - Advanced Services - Integrated Neighbourhood Teams	For report	Verbal	MH/SJ
11	2.45pm	Comfort Break			
12	3.00pm	Finance Update – Surrey LPC accounts 2023–24 YTD – CPSS accounts 2023–24 YTD – Surrey draft accounts 23/24	For report	To follow Attached	PS
13	3.30pm	Market Entry – Market entry summary – Surrey PNA	For report	Verbal	JP
14	3.45pm	AOB	Standing item		Chair
15	3.55pm	Meeting wrap up			Chair
16	4.00pm	Close			Chair

Future Dates for Reference – please add to your calendar:

Committee Meetings:

18th September 2024: (LPC meeting + AGM) Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead KT22 8QP from 9.30am till 4.00pm

27th November 2024: Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead KT22 8QP from 9.30am till 4.00pm

12th February 2025: Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead KT22 8QP from 9.30am till 4.00pm