

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: Gary Warner

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: Mark Donaghy, Sam Ingram, Yola Barnard	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/all

5	10.00am	CEO report - KPI Progress - Update - General Election Support - AGM and Annual Report	For report	Attached	JP
6	11.00am	Comfort Break			
7	11.15am	CPE Update - CLOT update - Forum of Chairs - Regional Event 24 th July	Discussion	Attached	GW/JP
8	12.15pm	Lunch			
9	1.15pm	Service Development and Support - LCS data - Local updates - Advanced Services - Integrated Community Teams	For report	Verbal	MH/SJ
10	2.30pm	Comfort Break			
11	3.00pm	Finance Update - Sussex LPC accounts 2024-25 YTD - CPSS accounts 2024-25 YTD - Sussex LPC draft accounts 23-24 - CPSS draft accounts 23-24	For report	To follow	JP
12	3.40pm	Market Entry - Market entry summary	For report	Verbal	JP
13	3.50pm	AOB	Standing item		Chair
14	3.55pm	Meeting wrap up			Chair
15	4.00pm	Close			Chair