

Meeting of Sussex Local Pharmaceutical Committee – Agenda

Date Thursday 21st November 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 (Online), Ciara O’Kane, NHS Sussex (part), Melandi Van den Berg, Vital Care (part)

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	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 	Standing item	As attached	Chair/all

		- Review of the action log and progress update against open actions			
5	10.00am	CEO report - KPI Progress - Update - CPPE Contraception event	For report	Attached	JP
6	10.30am	Vital Care, Melandi Van den Berg - Website project proposal	Discussion		MVB
7	11.00am	Comfort Break			
8	11.15am	CPE Update - CLOT update - Forum of chairs - CPE conference	Discussion		GW/JP SD SD/MD
9	12.00pm	Lunch			
10	1.00pm	NHS Sussex, Ciara O'Kane, CPCL - Update	Discussion		COK
11	1.20pm	Sussex LPC Post-Training Report and Insights Splitting into small groups for 15 mins to discuss and then feedback to the wider room. 1. What is the main benefit from the training day for you personally? 2. What is the main benefit for the committee? 3. Did anything surprise you or particularly strike you from the insights? 4. What do we need to do now to ensure the day is worthwhile for the long term	Discussion	Attached	SD
12	2.20pm	Comfort Break			
13	2.35pm	Service Development and Support - LCS data - Local updates - Advanced Services - Integrated Community Teams	For report	Verbal	MH/SJ
14	3.35pm	Finance Update	For report	Attached	JP



		<ul style="list-style-type: none"> - Sussex LPC accounts 2024-25 YTD - CPSS accounts 2024-25 YTD 		To Follow	
15	3.45pm	Market Entry <ul style="list-style-type: none"> - Market entry summary - PNAs 	For report	Verbal	JP
16	3.50pm	AOB	Standing item		Chair
17	3.55pm	Meeting wrap up			Chair
18	4.00pm	Close			Chair