

Sub-Committee Terms of Reference

All sub-committees will be formed through expression of interest from members. If more members express interest in being part of a sub-group than are required, a vote will take place. All LPC members will be entitled to take part in such a vote. Membership of the sub-group will be reviewed if any member leaves.

Executive Group

Membership:

5 members – Chair, Chief Officer, Vice-chair, elected independent representative, multiple representative

Chris Gifkins (Chair); David Evans (vice-chair); Gary Barber (independent); Sian Williams (multiple); Fiona Castle (Chief Officer)

Remit:

- to meet in months where there is no LPC meeting
- to ensure progress against actions agreed in LPC meetings
- to discuss issues arising between meetings which require steer from committee, but which cannot be effectively agreed via email communication
- to provide guidance and support to employed officers
- sign-off extra-ordinary expenditure outside of budget up to £500

Contracts Sub-group

Membership:

Gary Barber; Chris Gifkins; David Evans; Abs Bashir (with members excluded where there is a conflict of interest)

Remit:

- Any two non-conflicted members to approve or amend proposed contract application responses prepared by Chief Officer

Finance Sub-Group

Membership:

Mike Powis (Treasurer); Wayne Ryan; Vanessa Chelu-Walmsley; Aitzol Calleja, Peter Badham

Remit:

- To propose budgets for committee approval
- To support treasurer in monitoring expenditure against budget
- To meet as group during (or on the same day as) LPC committee meetings

Healthy Living Pharmacy Project Board

Members:

Rebecca Myers (lead), Sian Williams (CCG Liaison), Abs Bashir, Vishant Patel

- To provide recommendations to the committee regarding HLP initiatives
- To provide LPC representation (excluding SW) at HLP Steering Group meetings

Employment Group

Members: Vanessa Chelu-Walmsley, Sian Williams, (Chris Gifkins)

- To deal with employment issues, including appraisal, relating to the Chief Officer
- To pass any “appeals” to Chairman for resolution

Governance sub-group

Not currently constituted