

## LPC Governance Checklist for West Sussex LPC

Completed by: Sara Paxton (Member Sponsor) and James Wood, Chief Executive, October 2018  
Review date: October 2019, or earlier if requested, governance issue or changes to LPC Constitution

### Committee Procedures

Area	RAG rating	Notes
LPC Governance Principles agreed and adopted at an LPC meeting, minuted and document annotated with date of agreement	Green	Completed March 2018
LPC Governance Principles accompany all LPC meeting papers LPC Governance Principles posted on the LPC website	Green	Both Agenda with principles available on the web
Check decisions or actions are within the powers of the LPC provided in the constitution	Orange	Constitution available at the meetings Check as part of minutes sign off
Have Declarations of Interests available for inspection at all LPC meetings	Green	Available online & at meetings
Make LPC meeting agendas and minutes available to contractors e.g. on a website	Green	Available in full and meeting digest by email
Keep contractors informed of committee business your newsletters, website etc	Green	Website, Email and meeting disgest
Consult contractors when appropriate before significant decisions	Green	Pre-meeting engagement questionnaire
If delegating responsibility to a sub committee set remits and conditions and minute	Green	Yes – Market Entry, agreed July 2018
Minute LPC meetings clearly and fully and publish on the webiste once adopted	Green	Minute taking style guide agreed April 2018
Provide an induction procedure for new LPC members to include LPC governance	Green	Available using PSNC template
Hold an AGM each year in accordance with the constitution	Green	Held accordance within the rules, notice, notification, publication and voting
Prepare a Annual report to contractors in accordance with the consitiuioin	Green	Published online
Appoint a member or subcommittee to monitor governance	Green	Sara Paxton appointed
Chairman to be enabled to rule on dealing with conflicts of interest and to conduct meeting in accordance with standard meeting procedures	Green	Set agenda template with governance meeting guidelines, including competition law

## LPC Members

Area	RAG rating	Notes
Read the PSNC Governance guide		Provided to all members on induction
Be aware of and conform to duties of the LPC set out in the LPC constitution		Provided to all members on induction & recirculated at the start of the new term of office
New members read the PSNC Governance guide and sign to accept the LPC Governance Principles		Members individually and collectively signed LPC governance principles. Available for inspection
New members read the PSNC new members Induction pack or local equivalent		Provided to all members on induction
Complete and keep updated Declaration of Interest form and signed confidentiality agreement		Completed in April 2018 and available at each meeting for inspection
Declare any conflicts of interest at LPC meetings as appropriate		Standing agenda item Update forms published with agenda & papers
Ensure members have relevant training to discharge their role		Training needs analysis to be completed October 2018 & register maintained

## Finance

Area	RAG rating	Notes
Separate the role of secretary and treasurer		Separated
Prepare annual accounts with sufficient detail of income and expenditure		Prepared for each meeting and annual accounts
Accounts audited by professional with practising certificate		Annual accounts prepared by an appropriately qualified accountant
Members scrutinise budgets and annual and regular management accounts as part of their duty to ensure contractors funds are being managed properly		Standing item at each meeting
Ensure levy is used for administrative purposes only		Reviewed by the committee line by line Oct 2018 and as part of business planning processes – each January starting 2019

## Governance and NHS England

Area	RAG rating	Notes
Provide the AT with a copy of the LPC constitution and, as a matter of good practice, the LPC governance principles		Provided at the start of the LPC term of Office in April 2018
Send copies of the annual report and financial statements to PSNC and the AT Send budget to AT		Sent annually, last in July 2018 Budget to be sent each year, <b>next in Jan 2019</b>
Seek recognition from the AT (for a new LPC)		Previously completed at the last revision of the constitution

## Action Plan

Area	Actions	By When	Responsible
Check decisions or actions are within the powers of the LPC provided in the constitution	Schedule discussion to ensure decisions are sense checked to be within the LPC constitution – link to business plan?	Jan 2019	JW
Ensure members have relevant training to discharge their role	Training needs analysis to be completed by members and register maintained	October 2018	Members MC
Ensure levy is used for administrative purposes only	Build formal check into business planning and budgeting exercise each January	Jan 2019	AS JW
Send [agreed] budget to AT	Next copy to be sent Jan 2019	Jan 2019	AS/JW

<b>Date Completed:</b>	October 2018
<b>Completed by:</b>	Sara Paxton and James Wood
<b>Review:</b>	October 2019

