

## Agenda

### Meeting of the Community Pharmacy Surrey & Sussex Executive Committee

**Date** Tuesday, 1<sup>st</sup> Oct 2019  
**Time** 3.30pm – 5pm  
**Location** Montreal Room Room, The Sandman Signature Hotel, 18-23 Tinsley Lane South, Three Bridges, Crawley, West Sussex, RH10 8XH. Please find the directions to the location [here](#)  
**Circulation** **Executive Committee Members** (Chairs, Vice Chairs, Treasurers of East Sussex, West Sussex and Surrey LPCs)  
**In attendance:** James Wood, Chief Executive Officer, Michaela Cassar, Business Administrator (minute taker)

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	3.30pm	<b>Welcome and Introductions</b> <ul style="list-style-type: none"> <li>Appointment of a Chair and next stepper</li> </ul>	Standing item		Chair/all
2	3.30pm	<b>Apologies for absence</b> Rupi Bhasin & Craig McEwan <i>Quorum at least one officer representative from each of the three LPCs, plus at least one Chair</i>	Standing item		Chair
3	3.30pm	<b>Governance for Executive Committee Members</b> <ul style="list-style-type: none"> <li>Members are asked to note the contents of their own LPC governance principles and inform the Chair of any changes to the declaration of interests</li> <li>CPSS Collaboration Agreement available <a href="#">here</a></li> </ul>	Standing item		Chair
4	3.00pm	<b>Minutes of the last meeting</b> <ul style="list-style-type: none"> <li>Minutes to be checked for accuracy, approved and signed by the Chair</li> </ul>	Standing item	0919-01	Chair/all
5	3.05pm	<b>Matters arising</b> <ul style="list-style-type: none"> <li>Matters arising from the minutes, not already on the agenda to be reviewed</li> <li>Review of the action log and progress update against open actions</li> </ul>	Standing item / matter for report	0919-02	Chair/JW
6	3.10pm	<b>Finance</b> <ul style="list-style-type: none"> <li>Accounts 2019-20 MTD – commentary</li> <li>MoU with Surrey Heartlands ICS continuation &amp; financial position</li> </ul>	Matter for report <b>Matter for decision</b>	Tabled 0919-03	PA JW
7	3.25pm	<b>CEO Report for QTR2 2019-20</b> <ul style="list-style-type: none"> <li>A highlight report will be provided by the CEO on key activities over the last quarter &amp; opportunity for questions</li> <li>Operating plan – a summary will be provided against deliver in H1 2019-20 and adjustments to reflect CPCF announcements</li> </ul>	Matter for report	Slides	JW
8	4.10pm	<b>HR</b> <ul style="list-style-type: none"> <li>Agreement in principle to host a Public Health Pharmacist (on behalf of and funded by East Sussex CC)</li> <li>Update on general HR Matters</li> </ul>	<b>Matter for decision</b>  Report	0919-04  Verbal	JW/All

9	4.30pm	<b>Business Planning for 2019-20</b> <ul style="list-style-type: none"> <li>December – business planning</li> <li>CPSS Executive meeting dates 2020 onwards</li> </ul>	Matter for discussion <b>Matter for decision</b>	Verbal Tabled	JW JW/All
10	4.40pm	<b>Any other business</b> <ul style="list-style-type: none"> <li>Wherever possible, please notify to the Chair at the start of the meeting of any items</li> </ul>	Standing Item		Chair/all
11	4.45pm	<b>Closed Session (if required)</b>	Standing item		Chair
12	5.00pm	<b>Close</b>	Standing item		Chair

## Future Meeting Dates

### Community Pharmacy Surrey & Sussex Executive Committee:

(Chairs, Vice Chairs and Treasurers to attend – options for conference call dial in & skype for business available)

**\*5<sup>th</sup> December 2019** – 14.00 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**5<sup>th</sup> March 2020** –15:30 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

*\*longer running time to allow for business planning for FY year ahead*

### LPC Committee Meetings

East Sussex LPC	West Sussex LPC	Surrey LPC
Ashdown Room, Barnsgate Manor, Heron Ghyll, Crowborough, TN22 4DB 9.30am – 4pm	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm
<b>3<sup>rd</sup> Oct 2019</b>	<b>9<sup>th</sup> Oct 2019</b>	<b>8<sup>th</sup> Oct 2019</b>
<b>9<sup>th</sup> Jan 2020</b>	<b>8<sup>th</sup> Jan 2020</b>	<b>15<sup>th</sup> Jan 2020</b>
<b>12<sup>th</sup> Mar 2020</b>	<b>11<sup>th</sup> Mar 2020</b>	<b>18<sup>th</sup> Mar 2020</b>

## Declarations of Interest

### Update Form for Members

Members are asked that any changes in their declarations affecting work with the LPC, must be notified to Chief Executive Officer, as soon as practicable and no later than 28 days after the interest arises. The attached form should be used.

Name of Member / Officer:

1	Remunerated Directorship of company(s) (public or private) and businesses owned personally or in partnership	
2	Remunerated employment or offices	
3	Remunerated Consultancy(s)	
4	Remunerated work performed under contract	
5	Names of companies or other bodies in which I have an interest, either on my own account, my spouse or children, for a beneficial interest in shareholdings greater than the 10% of the share capital	
6	Remunerated contributions to professional and scientific Publications	
7	Other sources of income or pecuniary support relevant to my membership of the LPC	
8	Membership of other pharmaceutical bodies	

I confirm that the information provided above is complete and correct. I acknowledge that any changes in these declarations during my work with the LPC, must be notified to Chief Executive Officer, as soon as practicable and no later than 28 days after the interest arises.

**I do / do not** [delete as applicable] give my consent for this information to be published in the LPC governance register and online. If consent is not given, please state reasons: (please note this will be agreed in exceptional cases only).

Signed:	Dated:
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