

**AGENDA**  
**16 March 2022**  
9.00am – 5.00pm

No.	Agenda Item	Lead	Page No.
1. 9.00am	<b>Welcome and Apologies for Absence</b> <ul style="list-style-type: none"> <li>CPH office and members update</li> </ul>	Rachel Solanki	
2. 9.00am	<b>Declaration of Interest</b> <i>Members to express any specific conflicts of interest regarding items on agenda that have not already been declared.</i>	Rachel Solanki	
3. 9.00am	<b>Items of Urgent Business</b> <i>Any items to be notified to the Chair at least 24 hours before the meeting.</i>	Rachel Solanki	
4. 9.05am	<b>Minutes of Meeting held on 19 January 2022</b>		
4.1	Minutes to be signed by the Chair	Rachel Solanki	p.3-8
4.2	Outstanding actions		p.9
4.2.1	<ul style="list-style-type: none"> <li>Update on PSNC covid costs/new services letter</li> </ul>	Rachel Solanki & Helen Musson	p.10-11
4.3	Completed actions (for information only)		p.12
5. 9.20am	<b>CPH Workstream 2021/22</b> <ul style="list-style-type: none"> <li>Update on current workstreams</li> <li>Member questions – to discuss audio presentation from Chief Officer</li> </ul>	Helen Musson	
6.	<b>Items for Decision</b>		
6.1 9.30am	CPH office Capacity Plan	Helen Musson	
6.2 10.30am	CPH workstreams - to discuss and agree updated priority workstreams for 2022/23	Helen Musson	p.13-42
6.3 11.45am	CPH office staff pay review	Helen Musson	p.43-55
6.4 12.00pm	CPH Pay Review Policy	Helen Musson	p.56-58
6.5 12.15pm	Revised PSNC LPC Expenses Policy	Karsan Chandegra	p.59-63
6.6 12.45pm	Budget 2022/23 - to approve budget (including Treasurers Report)	Karsan Chandegra	p.64-65
<b>Lunch 1.00 – 2.00pm</b>			
7. 2.00pm	<b>Items for Discussion</b> PNA ( <i>available to view on CPH website under Members Area</i> )	Helen Musson	
8. 4.30pm	<b>Items for Information</b>		
8.1	Executive Team meeting update	Rachel Solanki	p.66-67
8.2	Contract report	Sara Norwood	p.68
8.3	Member report	Sara Norwood	p.69
9. 4.55pm	<b>Any Other Business</b>		

	<p><b>Next CPH Meeting</b> 18 May 2022 (9am-1pm) via teleconference</p>		
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The LPC are reminded that they accepted in April 2018 the following guiding principles for members of the Committee:

- **Accountability** - Members of the LPC are accountable for their decisions and actions to contractors and the public and therefore submit to scrutiny.
- **Openness** - Members should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions, and restrict information only for short term tactical reasons, or when the wider public interest clearly demands.
- **Honesty** - Members have a clear duty to declare any private interest relating to their LPC duties and take steps to resolve any conflicts arising.
- **Leadership** - Members should promote and support the above principles by leadership and by example.
- **Representativeness** (Selflessness) - members must reflect the interests of the contractors who elected or appointed them to the LPC and must make decisions in the interests of the general body of contractors; they must not make decisions to gain financial or other material benefits for themselves, family or friends.
- **Integrity** - members must not put themselves under any obligation that might influence their performance on the LPC or their ability to reflect the interests of the contractors who elected or appointed them or to make decisions in the interests of the general body of contractors.
- **Objectivity** - in making decisions and in carrying out the business of the LPC members should act within the constitution and make decisions only on merit.