



Hertfordshire LPC, Unit 27b Weltech Centre, Ridgeway, Welwyn Garden City, AL7 2AA
 Tel: 01707 390095 Email: info@hertslpc.org.uk www.hertslpc.org.uk

4 October 2023
 9.00am – 5.00pm
The Comet Hotel, Hatfield, AL10 9RH

No.	Agenda Item	Lead	Page No.
1. 9.00am	Welcome and Apologies <i>Apologies received from CPH members Parag Oza and Niru Sivanesan.</i>	Helen Musson	
2. 9.00am	Declaration of Interest <i>Members to express any specific conflicts of interest regarding items on agenda that have not already been declared.</i>	Helen Musson	
3. 9.00am 3.1 3.2 3.3	CPH Members Welcome Each member to come prepared to present for one minute an outline of why they wanted to be a member and what they would like CPH to achieve over the next four year term. Governance <ul style="list-style-type: none"> • Governance Checklist (CPE) CPH self-assessment	Helen Musson	4-5 Appendices 6-10
4. 9.45am	CPH Officer Elections <ul style="list-style-type: none"> • Chair 	Helen Musson	11-14
5. 9.55am	CPH Officer Elections <ul style="list-style-type: none"> • Vice Chair 	CPH Chair	15-16
6. 10.05am	CPH Officer Elections <ul style="list-style-type: none"> • Treasurer 	CPH Chair	17-18
7. 10.15am	Items of Urgent Business <i>Any items to be notified to the Chair at least 24 hours before the meeting.</i>	CPH Chair	
8. 10.20am 8.1 8.2 8.3	Minutes of Meeting held on 12 July 2023 Minutes to be signed by the Chair Outstanding actions Completed actions (for information only)	CPH Chair	19-24 25 Appendices
9. 10.45am 9.1 9.1.1 9.1.1.1 9.1.2 9.1.3 9.1.4	CPH Workstreams Workstreams framework <ul style="list-style-type: none"> • Community Pharmacy Locally Commissioned Services <ul style="list-style-type: none"> ○ Public Health service specifications • National CPCF Services – making it work locally • Primary Care Networks • Community Pharmacy Communication and Engagement 	Helen Musson Farhan Moulana Farhan Moulana	26-32 33-78

9.1.5 9.1.6 9.2	<ul style="list-style-type: none"> • Integrated Care Board Engagement • Transforming Pharmacy Representation (TAPR) <p>Member questions from Chief Officer video update</p>	Members	
10. 12.00pm 10.1 10.2 10.3 10.3.1 10.3.2 10.3.3 10.3.4	<p>Items for Decision</p> <p>AGM Minutes</p> <p>Directors / Officers liability insurance</p> <p>CPH Governance</p> <ul style="list-style-type: none"> • Delegated responsibilities and LPC decision making • Communications strategy • Member / Office expectations • Committee representation and membership 	Helen Musson Farhan Moulana Helen Musson	79-82 83-85 86-87 88-89 90-94 95-97 98
	LUNCH 1pm-2pm		
11. 11.1 2.00pm	<p>Herts & West Essex Integrated Care Board (ICB)</p> <ul style="list-style-type: none"> • Community Pharmacy Integration Programme • Community Pharmacy PCN Integration Leads https://www.hwetraininghub.org.uk/news-and-events/news/community-pharmacy-integration-lead-introduction • Community Pharmacy Services Data (see attached Excel spreadsheet) • Independent Prescribing Pathfinder update • Immediate Access to Emergency Medicines (palliative care) Service update • ICB Medicines Optimisation priorities and finance 	Helen Musson Primary Care Workforce Project Manager Mefino Ogedegbe Anurita Rohilla	Appendices
12. 3.00pm 12.1 12.2	<p>Items for Discussion</p> <p>Community Pharmacy Vision - local implementation and promotion</p> <ul style="list-style-type: none"> • https://cpe.org.uk/our-news/leading-health-think-tanks-set-out-vision-for-pharmacies/ • CPH response (for information only) <p>CPH elections and contractor engagement</p>	Helen Musson Helen Musson	99-101
13. 4.00pm 13.1 13.2 13.3 13.4 13.5 13.6	<p>Items for Information</p> <p>Executive Team meeting update (25 September 2023)</p> <p>Contract report</p> <p>Member report</p> <p>Event evaluation report 2023</p> <p>CPH response to developing governance framework, values and behaviours</p> <p>Healthwatch Hertfordshire – views on community pharmacies report</p>	Helen Musson Sara Norwood Sara Norwood Sara Norwood Farhan Moulana Helen Musson	102-103 104-106 107-108 109-110 111-113 Appendices 114-137
14. 4.45pm	Any Other Business		



CPH are requested that they accept at the first meeting of its term in October 2023 the following guiding principles for members of the Committee:

- **Accountability** - Members of CPH 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 CPH 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 CPH 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 at CPH 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 CPH members should act within the constitution and make decisions only on merit.