

**22 November 2023**

9.00am – 5.00pm

**Marriott Hotel, Waltham Abbey, EN9 3LX**

No.	Agenda Item	Lead	Page No.
1. 9.00am	<b>Welcome and Apologies</b> <i>Apologies received from CPH members Adrian Price and Suraj Varia.</i>	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 4.1 4.2 4.3	<b>Minutes of Meeting held on 4 October 2023</b> Minutes to be signed by the Chair Outstanding actions Completed actions (for information only)	Rachel Solanki	3-11 12 Appendices
5. 9.15am 5.1  5.2 5.3 5.4 5.5	<b>CPH Governance</b> <ul style="list-style-type: none"> <li>Delegated responsibilities and LPC decision making</li> <li>Communications strategy</li> <li>Member / Office expectations</li> <li>Finance Guide (<i>appendices</i>) and Expense Policy</li> <li>Committee representation and membership</li> </ul>	Helen Musson	13 15-16  17-21 22-24 25-28 29
6. 9.30am	<b>TAPR</b> Preparation for meeting with CPESsex	Richard Brown	
7. 7.1 10.30am  7.2 10.45am 7.3 11.45am	<a href="#">Pharmacy First service and other changes agreed as Recovery Plan negotiations conclude</a> CPH Budget 2024/25 CPH staff inflationary increase from April 2024	Helen Musson  Karsan Chandegra Karsan Chandegra	  30-43 44-52
8. 8.1 8.2 8.3 8.4 8.5	<b>Items for Information</b> Executive Team meeting update Contract report Member report Dol report CPH office video update	Helen Musson Sara Norwood Sara Norwood Sara Norwood Helen Musson	Appendices
	<b>LUNCH 12.30pm-1.15pm</b> <i>During this period our sponsors AstraZeneca, Bayer and Dexcom will be in attendance.</i>		
9. 1.15pm to 5.00pm	<b>Joint meeting with Community Pharmacy Essex</b>		
	<b>Next Meeting</b> 17 January 2024 via videoconference		



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.