


13 March 2024  
9.00am – 5.00pm  
The Comet, Hatfield, AL10 9RH

No.	Agenda Item	Lead	Page No.
1. 9.00am	<b>Welcome and Apologies</b>	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 17 January 2024</b> Minutes to be signed by the Chair Outstanding actions Completed actions (for information only)	Rachel Solanki	3-9 10 Appendices
5. 9.30am 5.1 5.2 5.3	<b>CPH Workstreams</b> Workstreams priorities 2023/24 – achievements Strategic Plan and workstream priorities 2024/25 Member questions from Chief Officer video update	Helen Musson Helen Musson Helen Musson	11-19 20-27 To follow
6. 10.30am	<b>Public Health</b> Strategic update on Public Health initiatives including sexual health, stop smoking, drugs and alcohol	Emily Clarke	
7. 7.1 11.15am 7.2 12.15pm	<b>Items for Decision</b> Succession planning for CPH officers and members Treasurers Report including Q3 for approval	Helen Musson Karsan Chandegra	28-29 30-32
<b>LUNCH 12.30pm-1.30pm</b> <i>During this period our sponsor Exeltis will be in attendance</i>			
1.30pm	<b>Sponsors</b> Exeltis	Tanya Lewis	
8. 8.1 1.45pm 8.2 2.15pm	<b>Items for Discussion</b> Contractor survey (CPE and Local) Community pharmacy vacancies and NHS jobs	Helen Musson Helen Musson	33-36 37-38
9. 2.30pm	<b>Hertfordshire and West Essex (HWE) Integrated Care Board (ICB)</b> Strategic update on: <ul style="list-style-type: none"> <li>Urgent and Emergency Care Strategy</li> <li>Community pharmacy incentive scheme – proposal and progress</li> </ul>	Holly Jenkins Philip Sweeney James Glead	39-40

	<ul style="list-style-type: none"> <li>Pharmacy First service – communications and support</li> <li>Community Pharmacy PCN Integration Leads and Community Pharmacy Integration Programme Update</li> </ul>	Helen Musson Helen Musson	
<b>10.</b> 4.00pm	<b>Items for Information</b>		Appendices
10.1	Executive Team meeting update (5 February 2024)	Rachel Solanki	
10.2	Contract report	Sara Norwood	
10.3	Member report	Sara Norwood	
<b>11.</b>	<b>AOB</b>		
	<b>Next Meeting</b> 8 May 2024 (9am to 5pm) The Fielder Centre, Hatfield, AL10 9TP		

CPH committee members accepted 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.