

## **10 July 2024** 9.00am – 5.00pm

## The View, Welwyn Garden City, AL7 2ED

No.	Agenda Item	Lead	Page No.
<b>1.</b> 9.00am	Welcome and Apologies	Rachel Solanki	
<b>2.</b> 9.00am	Declaration of Interest  Members to express any specific conflicts of interest regarding items on agenda that have not already been declared.	Rachel Solanki	Appendices
<b>3.</b> 9.00am	Items of Urgent Business  Any items to be notified to the Chair at least 24 hours before the meeting.	Rachel Solanki	
<b>4.</b> 9.05am 4.1 4.2	Minutes of Meeting held on 13 March 2024  Minutes to be signed by the Chair  Outstanding actions  Item 1 – DMS referrals  Item 3 – Hertsmere and Dacorum funds  Completed actions (for information only)	Rachel Solanki Helen Musson	3-10 11 Appendices
<b>5.</b> 9.15am	Items for Discussion  • Pre-CPH meeting contractor survey feedback	Farhan Moulana	12-13
<b>6.</b> 9.30am	Public Health  Update HealthWatch survey and Hitch insight report	Emily Clarke Ruth Dean	
	TEA BREAK 10.30am-10.45am		
<b>7.</b> 10.45am 7.1 7.2	<ul> <li>Hertfordshire and West Essex Integrated Care Board</li> <li>Workforce update</li> <li>Strategic update</li> <li>Pharmacy First</li> <li>Medicines Optmisation LIS</li> <li>PCN Engagement Leads</li> </ul>	Cathy Geeson James Gleed	
8. 11.45am 8.1 8.2	PNA – process and timescales     Flu vaccination pilot in a GP practice and a pharmacy update	Helen Musson Farhan Moulana	14-23 24
	LUNCH 12.30pm-1.30pm		
10. 1.30pm 10.1 10.2	<ul> <li>CPH Appraisal Process</li> <li>CPH appraisal process – to review pay review increase</li> <li>Chief Officer appraisal 2024 – right of appeal</li> </ul>	Parag Oza	Appendices  Paper to be sent separately



<b>9.</b> 2.30pm	CPH Workstreams		
9.1	Workstreams 2024/25	Helen Musson	25-30
9.1.1	Pharmacy First		
	<ul> <li>GP Connect and LMC position</li> </ul>		31-32
	<ul> <li>ICB spreadsheet and data inclusion</li> </ul>		
9.1.2	Community pharmacy communications and		
	engagement		
9.1.3	Community pharmacy workforce		
9.1.4	Prescribing and medicines optimisation services		
9.1.5	Public Health		
9.2	Member questions from Chief Officer video update	Members	
<b>10.</b> 3.30pm	Items for Discussion		
10.1	Event update	Lorna Girling	33
10.2	Pharmacy visit update	Ann-Marie Carrey	34-46
		and Frank	
		McLaughlan	
10.3	Pharmacy claims for bank holidays	Farhan Moulana	47-48
<b>11.</b> 4.30pm	Items for Information	Sara Norwood	Appendices
11.1	Executive Team meeting update (3 June 2024)		
11.2	Treasurers report		
11.3	Contract report		
11.4	Member report		
11.5	Forum of LPC Chairs ToR		
11.6	CPE Regional Rep feedback		
<b>12.</b> 4.45pm	AOB		
	Next Meeting		
	18 September 2024 (9am to 5pm)		
	The View, Welwyn Garden City, AL7 2ED		

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.

