

22 January 2025
9.00am – 5.00pm
The Fielder Centre, Hatfield

No.	Agenda Item	Lead	Page No.
1. 9.00am	Welcome and Apologies <i>Apologies have been received from Helen Musson.</i>	Rachel Solanki	
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>	Rachel Solanki	Appendices
3. 9.00am	Items of Urgent Business <i>Any items to be notified to the Chair at least 24 hours before the meeting.</i>	Rachel Solanki	
4. 9.15am 4.1	Subcommittees Finance & Audit <i>Sheelan Shah (Chair), Karsan Chandegra, Izzy Hicks, Mohamed Moledina, Vinesh Naidoo, Sara Norwood, Vikash Patel</i> <ul style="list-style-type: none"> • Savings account – update • Finance Guide Notes – to identify any gaps • Reserves Guidance for LPCs <ul style="list-style-type: none"> – review table on page 2 – note the guidance and explain the 3 month reserves reasoning • Minutes from September 2024 – for reference • Finance Guide (attached separately) 	Karsan Chandegra	Appendices
4.2	Governance <i>Adrian Price (Chair), Girish Mehta, Parag Oza, Niru Sivanesan, Suraj Varia</i> <ul style="list-style-type: none"> • Pay Review and Reward Policy – to agree recommendations and develop the policy • Minutes from September 2024 – for reference 		Appendices
TEA BREAK 11.15am-11.30am			
5. 11.30am	Subcommittee Feedback Feedback discussion and committee to agree/ratify next steps.		
6. 12.00pm 6.1	Items for Discussion Pre-CPH meeting contractor survey feedback	Farhan Moulana	3-4
LUNCH 12.30pm-1.30pm			
7. 1.30pm 7.1 7.2 7.3	Minutes of Meeting held on 27 November 2024 Minutes to be signed by the Chair Outstanding actions Completed actions (for information only)	Rachel Solanki	5-14 15-16 Appendices

8. 1.45pm 8.1 8.2 8.3 8.4 8.5 8.6 8.7	CPH Workstreams 2024/25 <ul style="list-style-type: none"> • Pharmacy First • Community pharmacy communication and engagement <ul style="list-style-type: none"> ○ Pharmacy visit update • Community pharmacy workforce • Prescribing and medicines optimisation services • Public Health Member questions from Chief Officer video update CPH workstreams 2025/26 – to consider early ideas	Farhan Moulana Chloe Papadopoulos / Frank McLaughlan Members	17–30 31–32 33–36
9. 9.1 2.45pm 9.2 3.00pm 9.3 3.30pm 9.4 3.45pm	Items for Decision PNA Treasurers report including Q3 approval Budget 2025/26 – for approval Strategic Plan	Farhan Moulana Karsan Chandegra Farhan Moulana Farhan Moulana	37–38 39–40 41–45 46–60
10. 4.30pm 10.1 10.2 10.3	Items for Information Executive Team meeting update (16 December 2024) Contract report Member report	Sara Norwood	Appendices
11. 4.45pm	AOB		
	Next Meeting 19 March 2025 (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.