



19 March 2025
9.00am – 5.00pm
The Fielder Centre, Hatfield

No.	Agenda Item	Lead	Page No.
1. 9.00am	Items for Discussion Pay Review and Reward Policy update	Adrian Price	
2. 9.30am	Welcome and Apologies <i>Apologies have been received from CPE, ICB and LMC.</i>	Rachel Solanki	
3. 9.35am	Public Health <ul style="list-style-type: none"> Update 	Emily Clarke	
4. 10.00am	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
5. 10.05am	Minutes of Meeting held on 22 January 2025		
5.1	Minutes to be signed by the Chair	Rachel Solanki	3-10
5.2	Outstanding actions <ul style="list-style-type: none"> Bank Holidays ICB – Pharmacy First and myth busting Local Stop Smoking Service 	Helen Musson	11-12
5.3	Completed actions (for information only)	Helen Musson	13-14 15-17 Appendices
6. 10.20am	Items for Discussion 6.1 Pre-CPH meeting contractor survey feedback	Helen Musson	18-20
7. 10.25am	Items of Urgent Business <i>Any items to be notified to the Chair at least 24 hours before the meeting.</i>	Rachel Solanki	
8.	Items for Decision		
8.1 10.30am	CPH Workstreams 2024/25	CPH Office Team	21-36 & 37-61
8.1.1	<ul style="list-style-type: none"> Pharmacy First 		
8.1.2	<ul style="list-style-type: none"> Community pharmacy communication and engagement <ul style="list-style-type: none"> Pharmacy visit update 		62-65
8.1.3	<ul style="list-style-type: none"> Community pharmacy workforce 		
8.1.4	<ul style="list-style-type: none"> Prescribing and medicines optimisation services 		
8.1.5	<ul style="list-style-type: none"> Public Health 		
8.2	Member questions from Chief Officer video update	Members	
	TEA BREAK		
8.3 11.30am	Self-Assessment	Helen Musson	66-85
8.4 12.00pm	Strategic Plan	Helen Musson	86-91 & 92-104
	LUNCH 1.00pm–2.00pm		

2.00pm 2.05pm	Words from our Sponsors (the meeting has been sponsored by the below and have had no input in the agenda) <ul style="list-style-type: none"> Chiesi Cipla 	Matt Langdon Tina Brady	 
9. 9.1 2.10pm 9.2 4.00pm 9.3 4.15pm 9.4 4.30pm	Items for Decision CPH Workstreams 2025/26 Conflicts of Interest Policy – to sign off Observers at CPH meetings Expenses Policy	Helen Musson Helen Musson Helen Musson Karsan Chandegra	105-108 & 109-118 119-124 125-126 127-131
10. 4.45pm 10.1 10.2 10.3 10.4	Items for Information Executive Team meeting update (10 February 2025) Treasurers report Contract report Member report	Sara Norwood Karsan Chandegra Sara Norwood Sara Norwood	Appendices
11. 4.50pm	AOB		
	Next Meeting 14 May 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.