


Location:	Village Hotel, Capitol Boulevard West, Tingley, Leeds, LS27 OTS
Date:	Starting at 9.30 am prompt – Wednesday 15th May 2024
<p>This meeting is being sponsored by Theramex who has had no input into this agenda.</p> 	

Mid-morning break: 10.50am ~ Lunch: 12.30pm ~ Mid-afternoon break: 2.30pm

Time Specific Agenda Items					
Time	Duration	Purpose	Paper Ref	Action	Lead
11 am	90 mins	Session to look at how we create a strategy and steer the direction of community pharmacy across our area. One member from each of the 3 groups will present a couple of slides to share views on Pharmacy First and service priorities in each group represented.		Presentations and discussion	NGK
1.15 pm	60 mins	ICB AND MEDICINES OPTIMISATION UPDATES <ul style="list-style-type: none"> Primary Care Commissioning – Anna Ladd Medicines Optimisation – Slides from Sami 	T24.05-01 T24.05-02	Standing Item Update	Chair
2.45pm	15 mins	MEETING SPONSOR Claire Holmes - Theramex			

Free Time Items				
Item	Purpose	Paper Ref	Action	Lead
1.	WELCOME & APOLOGIES		Information	Chair
2.	COMMITTEE GOVERNANCE <ol style="list-style-type: none"> Members are asked to note the contents of the LPC Code of Conduct. New Declarations of Interest have been requested prior to this meeting. Please inform the Chair of any changes to these Declarations of Interests Competition Law Compliance Guidelines 	F24.05-01 F24.05-02	Information	Chair
3.	VOTE FOR NEW EXEC COMMITTEE MEMBERS <ul style="list-style-type: none"> Chair Vice Chair Treasurer Draft role descriptions have previously been circulated and require discussion and approval. Consultancy Agreements for Chair and Treasurer. 	F24.05-03a F24.05-03b F24.05-03c F24.05-03d	Discussion and vote	
4.	MINUTES OF LAST MEETING Minutes to be checked for accuracy and then approved.	F24.05-04	Discussion	Chair
5.	MATTERS ARISING AND REVIEW OF ACTION POINTS FROM THE MINUTES	F24.05-04	Discussion	Chair
6.	CHAIRS' FORUM Draft Terms of Reference requiring committee input. Questions to consider: <ol style="list-style-type: none"> Do the draft Terms of Reference cover all the areas that you think should be addressed? Do you have any suggestions to add? Is there anything of concern? Is there anything that you can't support – please tell us why? 	F24.05-05	Discussion	Chair
7.	EXPRESSIONS OF INTEREST FOR VACANT SEATS Please consider these expressions of interest prior to the meeting and be prepared to vote.	F24.05-06	Discussion and vote	Chair

Free Time Items				
Item	Purpose	Paper Ref	Action	Lead
8.	CPWY SUBCOMMITTEES Current Finance and Performance TOR shared for information. Discuss and agree the subcommittees required. <ul style="list-style-type: none"> • Finance and Performance <ul style="list-style-type: none"> ▪ Chaired by Treasurer ▪ Responsibilities and TOR to be discussed by the committee and agreed. • Governance <ul style="list-style-type: none"> ▪ Chaired by Vice Chair ▪ Responsibilities and TOR to be discussed by the committee and agreed. 	F24.05-07a F24.05-07b F24.05-07c	Discussion and vote	Chair
9.	CPWY EXPENSES POLICY To discuss and agree.	F24.05-08	Discussion and vote	DB
10.	DELEGATED AUTHORITY To discuss and agree.	F24.05-09	Discussion and vote	Chair
11.	GOVERNANCE New Governance Framework and Code of Conduct to discuss and agree.	F24.05-10a F24.05-10b	Discussion and vote	Chair
12.	TRAINING PROPOSAL Proposal for discussion and decision.	F24.05-11	Discussion and vote	NGK
13.	CPWY TEAM UPDATES Item for questions or clarifications. <ul style="list-style-type: none"> • Services Update • Operations Update • PCN Update <ul style="list-style-type: none"> ▪ Appendix 	F24.05-12a F24.05-12b F24.05-12c F24.05-12d	Information	Chair
14.	CEO UPDATE Item for questions or clarifications. <ul style="list-style-type: none"> • CEO Update 	F24.05-13	Information	CEO
15.	CONTRACT APPLICATIONS & AMENDMENTS UPDATE <ul style="list-style-type: none"> • Update Report 	F24.05-14	Information	Chair
16.	TREASURER'S UPDATE <ul style="list-style-type: none"> • Finance Report – Operational • Finance Report – Services 	F24.05-15a F24.05-15b	Information	DB
17.	CONTRACTOR ITEMS <ul style="list-style-type: none"> • None received 		Discussion	Chair
18.	MEMBERS ITEMS		Discussion	Chair
19.	CCA REPORTING QUESTIONS <ul style="list-style-type: none"> • Responsibility to complete 		Discussion	Chair
20.	ANY OTHER BUSINESS <ul style="list-style-type: none"> • None received 		Discussion	Chair
21.	FUTURE MEETING DATES Meetings will be held at the Village Hotel, Leeds South from 9.30am on: <ul style="list-style-type: none"> • Wednesday 17th July 2024 • Wednesday 18th September 2024 • Wednesday 13th November 2024 • Wednesday 15th January 2025 • Wednesday 19th March 2025 		Information	Chair

Thank you to Theramex who has kindly sponsored this meeting and had no input into this agenda.



FINANCE & PERFORMANCE SUBCOMMITTEE – CLOSED SESSION				
Item	Purpose	Paper Ref	Action	Lead
18.	MINUTES OF THE LAST MEETING	C24.05-01	Discuss	Chair
19.	MATTERS ARISING AND REVIEW OF ACTION POINTS FROM THE MINUTES	C24.05-02	Discuss	Chair
20	APPLICATIONS TO CONSIDER <ul style="list-style-type: none"> • Town St Ltd – NSCR – BD4 9QJ • UK Health Focus Ltd – NSCR – WF1 4SD 	C24.05-03 C24.05-04	Discuss	Chair