



Hertfordshire LPC, Unit 27b Weltech Centre, Ridgeway, Welwyn Garden City, AL7 2AA
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17 January 2024

9.00am – 5.00pm

Focolare Centre, 69 Parkway, Welwyn Garden City, AL8 6JG

No.	Agenda Item	Lead	Page No.
1. 9.00am	Welcome and Apologies	Rachel Solanki	
2. 9.00am	Adult Care Services – Herts County Council <ul style="list-style-type: none"> My Health Workstream Sensory Strategy 	Ryan Heard Development Manager	
3. 9.15am	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	
4. 9.15am	Items of Urgent Business <i>Any items to be notified to the Chair at least 24 hours before the meeting.</i>	Rachel Solanki	
5. 9.20am 5.1 5.2 5.3	Minutes of Meeting held on 22 November 2023 Minutes to be signed by the Chair Outstanding actions Completed actions (for information only)	Rachel Solanki	3-8 9-10 Appendices
6. 9.30am 6.1 6.1.1 6.1.2 6.1.3 6.1.4 6.1.5 6.1.6 6.2	CPH Workstreams Workstreams framework including noting changes to CPH workstream priorities <ul style="list-style-type: none"> Community Pharmacy Locally Commissioned Services <ul style="list-style-type: none"> Pharmacy First Survey Results National CPCF Services – making it work locally Primary Care Networks <ul style="list-style-type: none"> PCN Lead activity up to September 2023 Community Pharmacy Communication and Engagement Integrated Care Board Engagement Transforming Pharmacy Representation (TAPR) Member questions from Chief Officer video update	Helen Musson Helen Musson Farhan Moulana Members	11-18 19-20 21-25
7. 7.1 10.15am 7.1.1 7.1.2 7.1.3 7.1.4	Items for Decision CPH Budget 2024/25 <ul style="list-style-type: none"> Staff inflationary increase Committee representation and membership CPH Expenses Policy Levy Policy 	Karsan Chandegra	26-33 34-44 45-46 47-51 52-54
12.15pm	Sponsors <ul style="list-style-type: none"> Destin Pharma UK Proveca Ltd 	Niall McGowan Jacob Burd	

	LUNCH 12.30pm-1.15pm <i>During this period our sponsors Destin and Proveca will be in attendance</i>		
8.	Items for Discussion		
8.1 1.15pm	ICB Urgent and Emergency Care strategy	Dr Holly Jenkins & Dr Elizabeth Disney	55-75
8.2 1.45pm	HWE ICB governance structure and CPH representation	Helen Musson	76-77
8.3 2.45pm	Finance Guide	Karsan Chandegra	78-79
8.4 3.00pm	CPH Training and Development Policy	Helen Musson	80-84
9. 3.30pm	Adopting New Governance by LPC	Helen Musson	85-96
9.1	• Governance Framework		97-99
9.2	• Code of Conduct		100-104
9.3	• LPC Governance Subcommittee Terms of Reference		105-106
9.4	• CPH branding		Appendices
10. 4.30pm	Items for Information		Appendices
10.1	Executive Team meeting update (18 December 2023)	Helen Musson	
10.2	Contract report	Sara Norwood	
10.3	Member report	Sara Norwood	
11.	AOB		
	Next Meeting 13 March 2024 9am-5pm (in person – venue tbc) Confirmed meeting dates for 2024 8 May 2024 (virtual) 3 July 2024 AGM 10 July 2024 (in person) 18 September 2024 (virtual) 20 November 2024 (in person)		

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.