

DORSET LOCAL PHARMACEUTICAL COMMITTEE

A meeting of the Dorset Local Pharmaceutical Committee will be held on Thursday 14th May 2020, remotely on Zoom. **If you are unable to attend please notify Sara Diamond at the LPC office via email – admin@DorsetLPC.org.uk**

9.00	1.	<p>WELCOME, APOLOGIES FOR ABSENCE</p> <ul style="list-style-type: none"> ❖ Apologies for absence – ❖ LPC members time – a request for any comments ❖ Conflicts of interests – a request for any LPC members interests not already declared ❖ Action Plan (CW) ❖ Time Keeper (JB) ❖ Expenses form to be completed and submitted to Treasurer via email 	
9.05	2.	<p>ELECTION OF OFFICERS (AM) (Held in Camera) (Nominations are requested for the election of officers – please forward nominations to Amanda Moores prior to this meeting. NB. Postal/Proxy votes are accepted – but please send an email to AM to authorise the individual attending and voting on your behalf).</p> <ul style="list-style-type: none"> ❖ Election of Chair ❖ Election of Vice Chair ❖ Election of Treasurer ❖ Confidentiality agreements and declaration of interests (signed copies to be scanned and emailed to SD prior to the meeting) ❖ Adoption of standing order (ATTACHED) ❖ Annual appointment of sub committees ❖ Steering Group ❖ Governance (which will include the Treasurer) ❖ Contract Applications (membership should include a mixture of representation; minimum size 3) ❖ Expenses policy ❖ Expenses claim form ❖ Social media policy ❖ Roles to support the work of the LPC <ul style="list-style-type: none"> • Chief Officer • Services & Implementation Lead • Administrator ❖ Annual review of remuneration of Administrator ❖ Annual review of remuneration of MAPD Contract 	<p>ENC A</p> <p>ENC B ENC C ENC D</p> <p>ENC E ENC F ENC G</p>
10.25	3.	<p>MINUTES OF DORSET LPC MEETING 19.03.2020</p> <ul style="list-style-type: none"> ❖ Accuracy ❖ Review of Action Plan 	<p>ENC H ENC I</p>
10.30	4.	Matters Arising from minutes of 19.03.2020 (for items not elsewhere on the agenda and/or identified by members prior to this meeting)	
10.35	5.	Matters arising from reading list – see separate circulations (for items identified by members prior to this meeting and placed on supplementary agenda if necessary)	
10.45		COFFEE	
11.00	6.	Financial update (RgM)	

11.20	7.	PSNC update (GW)	
11.45	8.	Review of activities during coronavirus pandemic: <ul style="list-style-type: none"> • Working with stakeholders • What has worked well? • What has not worked so well? 	
12.30		LUNCH	
13.00	9.	Work plan discussions to include: <ul style="list-style-type: none"> • Buddy List • Locally commissioned services • Mutual aid offer from secondary care • Engaging with PCN Leads • Communications • Meetings in 2020/21 	
14.15	10.	Next steps & work priorities	
14.30	11.	AOB	
15.00	12.	Review of action plan	
		Dates of Steering Group Meetings 2020-2021: 25-06-20, 03-09-20, 22-10-20, 07-01-21, 25-02-21 Dates of LPC Meetings 2020-2021: 09-07-20, 16-09-20, 05-11-20, 14-01-21, 11-03-21 All meetings are planned for Merley House, Merley House Lane, Wimborne, BH21 3AA, however they may be delivered via Zoom.	