



Exec Meeting 21st August 7pm-8:45pm via Teams

Exec: Peter Whitaker (Co-Chair), James Nicholas (Co-Chair), Shital Patel (Vice Chair), Mila Burke (Treasurer)

Officers: Michelle Allen CEO, Yvonne Lamb (Operations Manager)

Apologies: Cathy Lawless -Admin Officer

- **Welcome from Peter and Key outstanding Items to be done before 17th September 2024.**
- Cathy to send out Minutes from July meeting to all Exec ASAP.
- Michelle/Mila to contact Edward Howells and obtain the final accounts for the 2023/2024 financial year and to ensure accountant has given his assurance statement.
- James, Peter, Michelle, and Mila to discuss once final accounts received if the AGM planned already will go ahead or be deferred.
- Yvonne will contact AGM attendees to ensure they register if needed for the 2nd AGM date if needed.
- Mila /Cathy to ensure accountant has correct details for the finance team.
- Mila to produce a Treasurer report and Michelle Allen to produce a Chief officer report for the AGM.
- Agenda items to be collated by Exec and members in preparation for full committee in September.
- Outstanding invoices from ICB- Michelle has contacted Matthew Mills at ICB

We need to confirm our name change from LPC to CPS etc. Matt will send us an email to explain what we need to do. Matt has said he will authorise monies to be used from the winter access fund if we need it.

- Xavier Baxter – Xavier Baxter has still not produced his two referees despite numerous attempts. Exec have decided not to continue the employment procedure – Michelle Allen will write a rejection letter and Yvonne to send it to Xavier in the morning.
- Michelle and Yvonne to re-visit and the Indeed advert and Job Description and amend it, to readvertise the position.



- IP Pathfinding – The four sites are still on track to be IP pathfinding project to be started. There is a Hypertension IP pathfinding template on Pharmoutcomes that we could use but this may incur a cost. Yvonne has reached out to Pinnacle to establish what the cost.
- GP industrial Action – Mixed reports of how this affecting contractor's, some pharmacies have seen an increase in referrals, and some have not had the same opportunity. Comms will be going out from the ICB to all GP surgeries and Pharmacies about what the surgeries can do to support patients while they take part in their Industrial action.
- Turning Point- Michelle met with the Council and TP team regarding the proposed fees and come to a mutual conclusion around fees. There will be a further discussion with the team next week and Michelle will update committee on the 17thSeptember.
- James gave an update on the new member starting in September. We will forward all new members docs to the new member before the 17th of September.