



COMMUNITY PHARMACY Lincolnshire

Minutes of the Meeting held Thursday 17th November 2022
at Washingborough Hall Hotel, Church Hill, Washingborough, Lincoln, LN4 1BE

Chair

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| Paul Jenks | CPL Chair and LPC Member CCA rep | PJ |
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LPC Members present

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| Marc Brooks | CPL Vice-Chair and LPC Member AIMp rep (departed at 1pm) | MB |
| Chris Kenny | CPL Treasurer and Member AIMp rep | CK |
| Blazej Jasnowski | CPL Member AIMp rep (arrived at 9.50am) | BJ |
| John Broomhead | CPL Member AIMp Rep | JB |
| Christine Stafford | CPL Member CCA rep | CS |
| Rob Severn | CPL Member CCA rep (arrived at 9.55am) | RS |
| Chris Mulimba | CPL Member Independent rep | CM |

In attendance

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| Tracey Latham-Green | CPL Chief Officer | TLG |
| Hazel Sisson | CPL Admin Support Officer | HS |

In attendance between 11.25am to 1.30pm

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| Lindsey Fairbrother | PSNC Regional Representative | LF |
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Apologies

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| Andrea Mudamburi | CPL Member Independent rep | AM |
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Abbreviations

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| 4PPC | Four Pillars of Primary Care |
| CO | Chief Officer |
| CCG | Clinical Commissioning Group |
| CP | Community Pharmacy |
| CPL | Community Pharmacy Lincolnshire |
| CPPE | Centre for Pharmacy Postgraduate Education |
| CPPQ | Community Pharmacy Patient Questionnaire |
| CPWM | Community Pharmacy West Midlands |
| CRG | Clinical Reference Group |

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| DMS | Discharge Medicines Service |
| DOC | Declaration of Competence |
| DOI | Declaration of Interest |
| GDPR | General Data Protection Regulation |
| GP | General Practitioner |
| GP CPCS | General Practice Community Pharmacist Consultation Service |
| HWB | Health and Wellbeing Board |
| ICB | Integrated Care Board |
| ICs | Integrated Care Systems |
| IPMO | Integrated Pharmacy and Medicines Optimisation |
| LDC | Local Dental Committee |
| LMC | Local Medical Committee |
| LOC | Local Optical Committee |
| LPC | Local Pharmaceutical Committee |
| MYS | Manage Your Service |
| NIHR | National Institute for Health Research |
| NHSE | National Health Service England |
| NRF | Non-Recurrent Funding |
| PACEF | Prescribing and Clinical Effectiveness Forum |
| PCN | Primary Care Network |
| PCAG | Primary Care Advisory Group |
| PCCC | Primary Care Commissioning Committee |
| PCSE | Primary Care Support England |
| PDAF | Pe-Delegation Assessment Framework |
| PEQ | Patient Experience Questionnaire |
| PGDs | Patient Group Directions |
| PhAS | Pharmacy Access Scheme |
| PMS | Pharmacy Management System |
| POD | Pharmacy, Optometry and Dentistry |
| PQS | Pharmacy Quality Scheme |
| PSNC | Pharmaceutical Services Negotiating Committee |
| RPS | Royal Pharmaceutical Society |
| SIP | Systems Improvement Programme |
| STPs | Sustainability and Transformation Partnerships |
| ULHT | United Lincolnshire Hospitals NHS Trust |
| UOL | University of Lincoln |

Minutes:

| Item | Details | Resp. |
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| 17/11/1 | Welcome, introductions & apologies | |
| | <ul style="list-style-type: none"> Apologies passed onto the committee from AM. | |
| 17/11/2 | Committee Governance | |
| | Declarations of Interest (DOI) & Biography <ul style="list-style-type: none"> TLG, PJ and CK all expressed a DOI for item 4 on the agenda. | All |

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| | <ul style="list-style-type: none"> The committee acknowledged that there are no changes to be made to DOI's and/or Biographies. <p>Competition Law Guidelines</p> <ul style="list-style-type: none"> The committee acknowledged that there was no change to our stance on this matter. | |
| 17/11/3 | Notes from the previous meeting | |
| | <p>Matters Arising</p> <p><i>ENT Training</i></p> <ul style="list-style-type: none"> CK attended ENT training on 15th November and said it was outstanding. Attendees were given a pen drive. <ul style="list-style-type: none"> Trainers need to stress that attendees should check with their company before using this on company equipment. | |
| 17/11/4 | Finance Update | |
| | <p>Finance report (including payments list)</p> <p><i>Finance report</i></p> <ul style="list-style-type: none"> CK briefed the committee around the background of meeting paper 4. <p><i>NRF IT Bid monies</i></p> <ul style="list-style-type: none"> CK recommended that the £116.80 NRF gained for improving IT for contractors be transferred to the GPCPS funds to cover historic and current year costs of the public facing website. <ul style="list-style-type: none"> The committee agreed to this proposal. <ul style="list-style-type: none"> Monies to be transferred. <p><i>Payments list</i></p> <ul style="list-style-type: none"> CK talked the committee through the accounts spreadsheets. <ul style="list-style-type: none"> CK informed the committee that he intends to contact the bank regarding service charges. <ul style="list-style-type: none"> Lloyds is the PSNC recommended bank account and should be free of fees. The committee approved the payments list for September-October. CK requested that the run rate report (management report) is also included in future meeting documents. <p><i>Proposed Uplift to Salaries for 2023/2024</i></p> <ul style="list-style-type: none"> DOI's expressed and acknowledged by TLG, PJ & CK. The committee was informed that this was included on the agenda for discussion today for a budget perspective. CK proposed an 4.5% increase for a budget perspective from April 2023. <ul style="list-style-type: none"> This percentage is in line with industry standards. Following discussion, the increase was proposed by CK and seconded by BJ. <ul style="list-style-type: none"> The committee approved the proposal. | <p>CK, HS</p> <p>CK</p> <p>CK, HS</p> |

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| | <ul style="list-style-type: none"> • TLG commented that the Executives oversee appointments. Chair (6 hours a week) and Treasurer (6 hours a month) roles are based on a fixed rate allowance. <ul style="list-style-type: none"> ○ The committee discussed managing roles. <ul style="list-style-type: none"> ▪ MB suggested a formal review of back-fill rates to be undertaken on a yearly basis. ▪ It was acknowledged that RS raises queries as Governance Lead. • CK to propose budget for 2023/24 in January. | CK |
| 17/11/5 | Meeting Schedule adjustment from 23/24 | |
| | <p>For discussion and decision</p> <ul style="list-style-type: none"> • PJ briefed the committee around the background of meeting paper 5. • Proposal to reduce the number of face-to-face meetings, reserving the right to hold extra meetings via Teams in the evening if required. <ul style="list-style-type: none"> ○ Two face-to-face full day meetings and two virtual day-time meetings. <ul style="list-style-type: none"> ▪ Full day in September rather than a half-day. ○ Interim updates to be provided by TLG in between meetings when necessary. ○ Plan more strategically in terms of governance. <ul style="list-style-type: none"> ▪ Change meetings to be more forward thinking and future planning. • The committee was asked for their thoughts on the proposal. <ul style="list-style-type: none"> ○ MB queried how this would compare to other LPC's? <ul style="list-style-type: none"> ▪ RS commented that some meet 4 times and some 6 times a year. ○ RS suggested reviewing the process after six months. ○ The committee considered whether to schedule a face-to-face full day meeting in June rather than March. <ul style="list-style-type: none"> ▪ The committee agreed to hold a face-to-face meeting in June 2023 and a virtual half day meeting in March 2024. ○ The committee considered the practicalities of arranging cover for a half-day virtual meeting. <ul style="list-style-type: none"> ▪ Utilisation of committee members was acknowledged. ○ Work programme to be brought in at the June meeting. <ul style="list-style-type: none"> ▪ Review 6 months after new committee is formed. • The committee was informed that an Executive meeting is held four weeks prior to each committee meeting. <ul style="list-style-type: none"> ○ TLG meets weekly with PJ and bi-monthly with MB & CK. • The committee considered venues for 2023 face-to-face meetings. <ul style="list-style-type: none"> ○ The Showroom – Lincoln to be booked for the next face-to-face meeting in March 23. • The committee considered the previously scheduled meeting dates and agreed to following: <ul style="list-style-type: none"> ○ January 17th 2023 – keep previously scheduled half-day virtual meeting. ○ March 2023 – move date to Thursday 16th March from Tuesday 21st March. The Showroom – Lincoln. ○ June 2023 – move date to Thursday 15th June – face-to-face not virtual. ○ September 2023 – full day face-to-face meeting followed by evening AGM – Thursday 21st September – Washingborough Hall. | <p>TLG</p> <p>HS</p> |

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| | <ul style="list-style-type: none"> ○ November 2023 – half-day virtual meeting – Thursday 30th November. ○ March 2024 – half-day virtual meeting – Thursday 14th. ● CK suggested that meeting attendance by the committee might have to be reviewed, as currently attendance is addressed if 3 meetings are missed. | |
| 17/11/6 | <p>RSG Vote: Report to Members & Contractors</p> | |
| | <p>For Discussion and Decision – Includes Discussion relating to Adoption of New Model Constitution and SGM</p> <ul style="list-style-type: none"> ● PJ briefed the committee around the background of meeting paper 6. ● The committee was informed that LPC needs to produce a report to be circulated to Contractors. <ul style="list-style-type: none"> ○ The committee considered the draft report included in their meeting notes. <ul style="list-style-type: none"> ▪ ICB is co-terminus ▪ Matches the following borders: <ul style="list-style-type: none"> ● Police ● County ● HWB ● County Council ▪ Lincolnshire is a large rural County with no natural partners. ▪ Savings to be made not at increase to contractors. ○ RS commented that CCA is happy if CPL can make the savings. ● Collaborative working with other LPC's. <ul style="list-style-type: none"> ○ CK to speak to LPC Notts Treasurer about payroll. ○ Notts are looking at IT solutions, CPL could possibility assist. ○ CPL is now part of Community Pharmacy Midlands. <ul style="list-style-type: none"> ▪ Benefit of shared conversations. <p><i>New Model Constitution</i></p> <ul style="list-style-type: none"> ● AIM have asked for some changes. ● Need for final version before anything can be agreed. ● CK commented that if we removed anything it becomes the constitution not model constitution. <ul style="list-style-type: none"> ○ Could lead to push-back on why we haven't adopted the model constitution if this were to happen. ● A committee discussion followed. <p><i>SGM</i></p> <ul style="list-style-type: none"> ● Questions to be asked at SGM are: <ul style="list-style-type: none"> ○ Do you agree with the committee findings that: <ol style="list-style-type: none"> 1) CPL should stay as a single, coterminous LPC in Lincolnshire working within our existing levy? 2) CPL should adopt the New Model LPC Constitution as from the start of the next term of office in 2023? 3) We delay the elections for LPC membership by a further 3 months. Currently Members Terms of Office expire on 31st March 2023. <p><i>Summary of committee discussion</i></p> | |

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| | <ul style="list-style-type: none"> • RS and CK noted that this was a fantastic report – pragmatism and position of interest. • Happy for report to be circulated to contractors along with the final version of the Model Constitution. • Agree to extend committee until end of March. • Agreed to hold SGM at 1pm on Tuesday 17th March via Zoom. • TLG and HS to meet to regarding arrangements for SGM next week. | TLG, HS |
| 17/11/7 | PSNC Regional Rep Update | |
| | <p>For Information and Discussion</p> <ul style="list-style-type: none"> • Introductions undertaken. • LF briefed the committee. Points included: <ul style="list-style-type: none"> ○ Margin and Viability <ul style="list-style-type: none"> ▪ Concessions system ▪ Reduction in transitional payments and rebalancing to advanced service income from Nov 22. ▪ Additional flat payment from Apr 23. ▪ Workforce cost and availability. ▪ Hub + Spoke. ▪ IP development. ○ Closures <ul style="list-style-type: none"> ▪ Hidden ▪ Capture information – NHSE reported only. ▪ Change of ownership and sales. ▪ Loss of dispensing income – Hub + Spoke diversion. ▪ Patchy CPCs ▪ PQS reluctance ○ Pharmacy of the future <ul style="list-style-type: none"> ▪ Vision ▪ Workforce ▪ IPs ○ Reality <ul style="list-style-type: none"> ▪ Temporary closures ▪ Workforce ▪ Permanent closures • A committee discussion followed. | |
| 17/11/8 | Update from Chair and Chief Officer | |
| | <p>Independent Pharmacy Awards</p> <ul style="list-style-type: none"> • The Chair and Chief Officer attended the Independent Pharmacy Awards in London on 30th September. • Whilst we did not win the award, CPL were recognised as highly commended with one judge noting: <ul style="list-style-type: none"> ○ <i>"I was very impressed with this LPC...They've got good stakeholder engagement with MPs and they've made strides getting pharmacies established with local structures"</i>. • Liverpool LPC were winners, with a Chief Officer working with two Engagement Officers. They had managed to access funding locally from their STP (something we have been unable to do as our system does not have any resources to invest at this time). Leicestershire and Rutland also received Highly Commended recognition. • A champagne reception was followed by an address from Andrew Evans, Chief Pharmaceutical Officer for Wales and an address by the host in the House of Commons, Sir Bob Neill MP. | |

- There were winners in 5 categories on the day:
 - Best Supporting Local Representative Group
 - Pharmacy Team of the Year
 - Pharmacy Technician of the Year
 - Locum of the Year Independent Pharmacist of the Year
- The event provided an excellent opportunity to network with other pharmacy professionals and increase visibility of Lincolnshire Community pharmacies.
- A newsletter item was shared and put on the website in early October.

Lifeguard Project

- The Lifeguard Project working with University of Lincoln and Lincolnshire Co-op Pharmacies (to minimise variation in working practices influencing the results) is making good progress. There are currently 40 lifeguards signed up across eight intervention pharmacies, half of whom will be attending face to face training on 19th November that CK is attending as well and the other half who will be completing online training, that started in early November (three sessions). Four control pharmacies have also been signed up. CK and TLG meet weekly for a quick catch-up with Josie Solomon (JS) and Ana Barcelos from UOL.
- The intervention which is designed to provide support for those considering suicide and at risk from domestic violence is planned to run for 6 months from 1st January 2023 to 30th June 2023, subject to ethical approval being confirmed by 1st January. JS submitted the ethics minor amendments mid-November and foresees that the start date should be achievable.

University of Lincoln Business Support Training

- Thank you to AM and BJ for feeding back re this training offer discussed at the last committee meeting. TLG has sent a summary of the type of training we could utilise to UOL and await a response from them as to what they can offer and in what format.

MP Liaison including 15th Nov PSNC Event

- CO attended the PSNC Engagement event at Portcullis House in Westminster on 15th November. Victoria Atkins, Gareth Davies and Karl McCartney attended on the day. Victoria Atkins is a new Treasury Minister, so it was very pleasing to see her at the event in light of the budget statement due on Thursday 17th November in the same week. Gareth Davies suggested we write to Rishi Sunak via his office and he will ensure the letter reaches him, in light of Rishi Sunak's understanding of pharmacy personally (His mother is a pharmacist). All MPs who attended were rushing to select committees on the day, so we appreciate their interest and engagement.
- Overall, a positive and some good contacts made with Office staff for both Victoria Atkins and Gareth Davies with whom the CO will maintain contact.
- Karl McCartney has emailed to ask to visit a pharmacy in Lincolnshire (also discussed on 15th Nov in London). TLG is planning to email Sir Edward Leigh again to see if he can visit Lincs Co-op Market Street Pharmacy in Gainsborough. Once these are organised and completed all

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| | <p>of our MPs will have visited local pharmacies. We will maintain engagement.</p> <ul style="list-style-type: none"> ○ The committee possible pharmacies for Karl McCartney to visit: <ul style="list-style-type: none"> ▪ Chirag at Tritton Road Pharmacy? ▪ Supermarket pharmacy? ▪ Boots? ▪ Lincs Co-op Newland? ○ It was acknowledged that all those attending along with staff at an MP visit would be briefed to give the proper message across. ○ TLG to follow up. <p>ICS/CCG Update</p> <ul style="list-style-type: none"> • We continue to work in a number of areas across the system to ensure pharmacy is appropriately represented. • We met with the LMC on 18th October and then with all four pillars of PC and the ICS at the Primary Care Representation in the ICB meeting on 25th October where representation at strategic and operational level was agreed. Pharmacy reps and Optum and Dental will be invited to all strategic board and PCAG meetings and decide if they need to attend based on the agenda. • Four Pillars of Primary Care update on progress received on 8th November. The ICS are working across the five East Midlands' Systems. Governance is being developed regionally with shadow working planned in November/December. The technicalities of delegated commissioning are going well. Quality and Workforce strategies etc are being progressed. Finance is yet to be agreed – we will get an update on 7th December at Primary Care Transitional Oversight Group. Everything is on track, there are no significant risks. • PJ attended the Strategic Board and Primary Care Advisory Group (PCAG) meetings. PJ is Vice Chair of PCAG and chaired the November Meeting. Currently looking at how PCAG can link in with Primary Care Commissioning Committee effectively. • PJ briefed the committee around PCAG. <ul style="list-style-type: none"> ○ Topics included: <ul style="list-style-type: none"> ▪ Frailty ▪ Home visits – can identify frailty ▪ How engage with system. <ul style="list-style-type: none"> • TLG commented that we are pushing for formal GP Lead on Primary Care Strategic Board. ▪ Future ways of working – feels integrated. <ul style="list-style-type: none"> • Sharing challenges. ▪ ULHT – subcontracting out urology in Secondary Care to Medefer. <p>CPWM</p> <ul style="list-style-type: none"> • Meeting on 8th November - TLG and PJ attended. This group's purpose is to ensure community pharmacy is connected across the entire Midlands area. The Terms of Reference were agreed and there was much discussion about the new PSNC Constitution, with input from an AiMP representative to detail their concerns. (To note amendments have been agreed to the draft constitution to alleviate AiMP concerns so the version we have will be slightly changed in the final iteration). | <p>TLG</p> |
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| | <ul style="list-style-type: none"> • PSNC Rep led discussion on Transitional Payments and Pharmacy First Scheme - Health Minister supported the aim in principle but lack of stability in Westminster had prevent further progress. Scheme is one of the action points for PSNC discussed at MP event and within the literature given to MPs – a key focus for 24/25 negotiations. • COs updated the group on current merger and federation discussions. • A presentation was given by SK around West Midlands LPN. The Pfizer Business Skills workshops were highlighted and a request for LPCs to consider providing £500 from surplus Connected Pharmacy funds to enable the ADEPT license to be extended. Request to follow which will be more straightforward than the AMR requests. • The future of the LPN chairs' role after Apr 2023 remains uncertain and SK will update us when more information is available. <p>Independent Prescribing – MaPCOG Presentation.</p> <ul style="list-style-type: none"> • Contractor survey suggested to gain a picture of how many independent prescribers there are in the county. • Aim to identify path-finder sites. <ul style="list-style-type: none"> ○ PJ commented that possibility of gaining information would be useful. • RS queried who wants this information? <ul style="list-style-type: none"> ○ PJ responded that information would not be shared outside CPL. <p>LPN Funding Bid</p> <ul style="list-style-type: none"> • Contraceptive pilot payment has been received from Notts. | |
| 17/11/9 | GPCPCS Update | |
| | For Discussion and Decision | |
| | <ul style="list-style-type: none"> • TLG briefed the committee around the background of meeting paper 9. <ul style="list-style-type: none"> ○ CK commented that a message of Well Done should be passed back to SH. • Both SH and TLG will be attending GP Conference at Belton Woods on 30th November. <ul style="list-style-type: none"> ○ TLG to send information to RS to enable him to check whether he is able to attend. | |
| 17/11/11 | ENT Update and Training Place 5th December | |
| | For information and discussion | |
| | <ul style="list-style-type: none"> • The committee was informed that there are two places available on the ENT Training session on 5th December. <ul style="list-style-type: none"> ○ AM is the CPL representative for this date. <ul style="list-style-type: none"> ▪ TLG to speak to AM. • Feedback from those that have attended the November training date was good. • PJ commented on the possibility of trainee pharmacists attending the training. <ul style="list-style-type: none"> ○ CS to see if she can arrange for these places to be filled with Boots staff members. | TLG, AM CS |
| 15/10/12 | Expenses Claim Process | |
| | For Discussion | |

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| | <ul style="list-style-type: none"> • CK reminded the committee of the three-month deadline to submit claims and stressed that at the end of the financial year any claims should be submitted very promptly. • PJ commented on the need to submit clear claims for CPL travel, including from and to destinations. • Documents to be checked on Shared Drive to ensure correct version are visible in the Treasurer folder and previous versions are archived. <ul style="list-style-type: none"> ○ Correct version is showing on website. | HS |
| 15/09/13 | AOB | |
| | <p><i>Levomepromazine</i></p> <ul style="list-style-type: none"> • The committee considered that struggles to obtain this product. <ul style="list-style-type: none"> ○ On a named patient basis <ul style="list-style-type: none"> ▪ Sanofi say it will be available withing 2 days. • A committee discussion followed. • Committee asked to provide feedback of any issues or comments, <p><i>East Midlands LPC's – co-working</i></p> <ul style="list-style-type: none"> • RS commented on the possibility of arranging a meeting about co-working. • RS to send out invite to Chairs and CO's. | |
| | Meeting closed at 4.30pm | |
| | Date of Next full meeting | |
| | Tuesday 17 th January – Half-Day virtual Teams meeting followed by Zoom AGM | All |

Action Log from November 2022 Meeting

| Min No. | Action | Deadline | Resp. | Completion Notes |
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| 17/11/4 | £116.80 remaining NRF funds relating to IT Bid to be transferred to the GPCPCS funds to cover public facing website expenses and design/management time. | ASAP | CK, HS | 06.01.22 - completed |
| 17/11/4 | CK to contact bank regarding fees. | ASAP | CK | |
| 17/11/4 | CK to propose budget for 2023/24 to the committee in January 2023 | Jan 23 | CK | On agenda. |
| 17/11/4 | Include run rate report (management report) in future meeting documents | Ongoing | CK, HS | |
| 17/11/5 | Include work programme on Agenda for next committee meeting. | Jan 23 | TLG | Completed |
| 17/11/5 | Book The Showroom – Lincoln for March committee meeting | ASAP | HS | Completed. |
| 17/11/6 | TLG and HS to meet to talk about arrangements required relating to SGM. | End of Nov | TLG, HS | Completed. |
| 17/11/8 | Letter to be written to Rishi Sunak to be sent via Gareth Davies office. | ASAP | TLG | |
| 17/11/8 | Contact to be made with Sir Edward Leigh to enquire about him visiting Lincs Co-op Market Street, Gainsborough | ASAP | TLG | |
| 17/11/8 | Suggested pharmacies to be contacted about Karl McCartney visiting | ASAP | TLG | |
| 17/11/11 | TLG to speak to AM concerning being CPL Representative at ENT Training date on 5 th December | End of Nov | TLG, AM | Completed. |
| 17/11/11 | CS to see if she can arrange for the two spare places on the ENT training on 5 th December to be filled with Boots staff members | ASAP | CS | Completed. One place filled by Boots but was subsequently cancelled. Places filled with Lincs Co-op Trainee Pharmacists. |
| 17/11/12 | Check documents in Shared Folders to ensure correct version of expenses policy is visible and previous versions are archived. | ASAP | HS | Completed |

Actions carried over from previous meetings.

| Min No. | Action | Deadline | Resp. | Completion Notes |
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| 16/3/5 | Consider how to spend reserves and feedback | | All | Ongoing |
| 23/9/3 | Complete paperwork to withdraw money from PayPal | ASAP | CK, PJ | <p>25.11.21 – potential of using as a spend was discussed. Paperwork still to be completed.</p> <p>20.01.22 – paperwork has been completed.</p> <p>17.03.22 – CK commented that this was ongoing.</p> <p>19.05.22 – Balance with PayPal to be used to pay travel expenses for Chair & CO. Chair & CO to provide details for PayPal payments.</p> <p>21.07.22 – CK will follow up again, currently struggling to withdraw or use the funds in any way. CK & TLG to meet and attempt to resolve on 10.08.22.</p> <p>15.09.22 – ongoing.</p> <p>17.11.22 – CK & TLG to follow up on 23.11.22</p> |
| 25/11/10 | CK to investigate payroll management | ASAP | CK | <p>20.01.22 – on budget update</p> <p>17.03.22 – CK commented that this was ongoing.</p> <p>19.05.22 – CK advised that he had looked into this, commenting that it was easy to do as done now but would not involve a massive cost to use payroll management. The committee discussed the possible benefits and agreed that this should be adopted. CK to arrange.</p> <p>21.07.22 – CK suggested we wait until after the Wright Review but suggested the</p> |

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| | | | | need for another person to access basic payroll tools. JB to be shown. RS commented on the importance of another committee member knowing the process as a matter of governance and oversight. To be kept on agenda. |
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