

LPC Meeting

To be held at 2pm on March 18th 2025 at Brampton Park Golf Club, Buckden Road,
Brampton, PE28 4NF

Lunch served from 1.15pm

Pre-reading required prior to meeting:

- Minutes from LPC meeting January 2025
- Self-assessment document
- HR Documents
- Risk log – updates highlighted
- Decision Log
- Draft Business Plan
- Action log
- Risk Log – updates highlighted
- Appendix B
- Draft budget 2025/26
- Draft expenses policy 2025/26
- F&A group ToR
- LPC Update

Chair – Anil Sharma

2pm – Welcome and apologies.

2.02pm – Nomination of facilitator/ time keeper

2.03pm Declaration of interests. LPC members are asked to make known to the Chair if they have any conflict of interest before the meeting, or during the meeting if a conflict of interest arises. **All members to complete a DOI form.**

2.05pm Minutes. Acceptance of minutes from previous meeting, January 2025 and matters arising from the minutes.

2.10pm – Committee Matters.

- CPE Levy increase – James Wood, Director of LPC and Contractor Support, CPE
- Brief feedback from visits – common themes and issues
- LPC Self-assessment
- Approve HR documents – Decision needed
- Risk log – review updates
- Approve Business Plan – Decision needed
- Decision log – for noting

3.00pm – Review Action Log

3.15pm – Contracts Update

- PCSE Issues

3.30pm – Comfort break

3.45pm – Finance and Audit Update

- Approve budget 2025/26 – Decision needed
- CPE Levy Overpayment – Decision needed
- Approve expenses policy – Decision needed
- Treasurer/ book keeper role description
- Finance and Audit sub-group Terms of Reference

4.15pm – Services, Relationships and Communications Report.

- CGL Service data
- Raring2Go
- PCN lead project

4.45pm – CPE Update

5.15pm – Any Other Business

5.25pm – Next Steps

5.30pm – Close of meeting

CCA members to complete questionnaire