

# Community Pharmacy Surrey & Sussex

On behalf of East Sussex, West Sussex and Surrey LPCs



## Agenda

### Meeting of East Sussex Local Pharmaceutical Committee

**Date** Thursday 3<sup>rd</sup> October 2019  
**Time** 09:30am prompt. Refreshments from 09:00am  
**Location** The Marriage Parlour, Barnsgate Manor, Herons Ghyll, East Sussex, TN22 4DB  
**Circulation** East Sussex Local Pharmaceutical Committee Members  
**In attendance:** Community Pharmacy Surrey & Sussex Team  
**Observer:** Shilpa Shah

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	09.30am	<b>Welcome and Introductions</b> <ul style="list-style-type: none"> <li>Appointment of a next stepper</li> <li>CCA reporter</li> <li>Guests &amp; observers</li> </ul>	Standing item		Chair / All
2	09.45am	<b>Apologies for absence</b> <i>Quorum: Section 9 of the LPC Constitution, a simple majority of the membership of the committee = 5 if all appointed</i> Received prior to the meeting: Marie Hockley	Standing item		Chair
3	09.45am	<b>Governance Matters</b> <ul style="list-style-type: none"> <li>Members are asked to note the contents of their own declaration of interests and governance principles. Inform the Chair of any changes to the declaration of interests</li> <li>Members are reminded of the LPC Constitution <a href="#">here</a></li> <li>CCA Member appointment: Andrew Jones replacing James Grieves</li> </ul>	Standing item	Attached to the agenda	Chair  All AJ Chair
4	09.50am	<b>Minutes &amp; Matters arising</b> <ul style="list-style-type: none"> <li>Minutes to be checked for accuracy, approved and signed by the Chair</li> <li>AGM draft minutes for information</li> <li>Matters arising from the minutes, not already on the agenda to be reviewed</li> <li>Review of the action log and progress update against open actions</li> </ul>	Standing item	1019-01 1019-01a  1019-02	Chair/all Chair  JW
5	10.00am	<b>Primary Care Networks</b> <ul style="list-style-type: none"> <li>An update on PCN development and LPC support to date</li> <li>The Committee is asked to help shape what support &amp; facilitation the LPC should provide about the PQS PCN criteria including PCN leads</li> </ul>	For report  <b>For discussion &amp; decision</b>	1019-03 1019-04 Verbal	JW JW All
6	10.30am	<b>PSNC Update</b> <ul style="list-style-type: none"> <li>Update from LPC Conference</li> <li>Update from PSNC Roadshow</li> <li>Committee members are asked for views to inform Pharmacy Representation Review</li> </ul>	For report For report <b>For discussion</b>	Verbal Verbal 1019-05	Reps HP JW/All
7	11am	<b>Break</b> - <i>don't forget to select lunch options</i>			All

8	11.15am	<b>Finance</b> <ul style="list-style-type: none"> <li>Accounts MTD</li> <li>CPSS Accounts MTD</li> <li>HMRC Advice re LPC PAYE</li> </ul>		Tabled 1019-06 1019-07	PA PA PA/JW
9	11.30am	<b>Services &amp; Support Report</b> <ul style="list-style-type: none"> <li>CPCF Support including an update about <ul style="list-style-type: none"> <li>Manage Your Service Registration</li> <li>Community Pharmacy Consultation Service</li> </ul> </li> <li>Public Health meeting update <ul style="list-style-type: none"> <li>ESCC and B&amp;H</li> </ul> </li> <li>ESCC Pharmacy Facilitator Post</li> <li>TCAM update</li> <li>Local Service Data</li> </ul>	For report  For report  <b>For decision</b> For report For report	Slides   1019-08	HP  HP JW/HP HP HP
10	12.15pm	Peter Aston & Tracey Houston Public Health, East Sussex County Council <ul style="list-style-type: none"> <li>A discussion about the priorities of public health and approach for working with community pharmacy</li> </ul>	<b>For discussion</b>	Verbal	PA TH Chair
11	12.45pm	<b>Lunch &amp; Refreshments</b>			
12	1.45pm	<b>Local Matters</b> <ul style="list-style-type: none"> <li>Contractor Feedback</li> <li>East Sussex PNA Development <ul style="list-style-type: none"> <li>PNA Questionnaire letter</li> </ul> </li> <li>Brighton &amp; Hove – Safe Prescribing Review</li> <li>Updates from local APCs</li> <li>Exiting EU – no deal planning local considerations</li> </ul>	For report For report For report For report  For report <b>For discussion</b>	Tabled Verbal 1019-09 Verbal  Verbal Verbal	MC JW JW JW  All SL/all
13	2.30pm	<b>LPC Policy Matters</b> <ul style="list-style-type: none"> <li>Local fax guidance to approve</li> <li>7 Day MDS Prescribing Issues</li> </ul>	<b>For decision</b> <b>For discussion</b>	1019-10 Verbal	JW JW
14	2.45pm	<b>LPC Management &amp; Admin</b> <ul style="list-style-type: none"> <li>AGM 2019 feedback</li> <li>Approved annual report &amp; accounts</li> <li>Combined July LPC meeting feedback</li> <li>CEO Report QTR 2 19-20 on key activities including comms &amp; engagement</li> <li>Dates &amp; meeting format, venue moving forward</li> <li>LPC Members Days by PSNC &amp; local induction</li> </ul>	<b>For discussion</b> For report <b>For discussion</b> For report  <b>For decision</b>  <b>For decision</b>	1019-11 1019-12 Verbal Slides  Slides Verbal	JW JW All JW  MC JW
15	3.30pm	<b>Reports from other meetings</b> <ul style="list-style-type: none"> <li>NHS England Liaison Meeting</li> <li>CPCS Implementation Group</li> <li>SE Forum &amp; Partners</li> <li>CPSS Executive Meeting</li> <li>CD-LIN</li> </ul>	For report For report For report For report For report	Verbal Yes Verbal Verbal Verbal	
16	3.40pm	<b>Any other business</b> <ul style="list-style-type: none"> <li>Wherever possible, please notify to the Chair at the start of the meeting of any items</li> </ul>	Standing Item		Chair/ all
17	3.50pm	<b>Meeting Wrap Up</b>			Next

		<ul style="list-style-type: none"> <li>To sum up actions</li> <li>To review Governance, behaviours, format, content and future agenda items</li> </ul>	Standing item		Stepper Chair
18	3.50pm	<b>Future Meeting dates and venue</b>	Standing item	Below	JW
19	4pm	<b>Close</b>	Standing item		Chair

## Future Dates for Reference – please add to your calendar:

### Committee Meetings: (All members)

**9th Jan 2020** Venue: The Ashdown Room, Barnsgate Manor, Heron Ghyll, Crowborough  
All day meeting to commence at 9.00am

**12th Mar 2020** Venue: The Ashdown Room, Barnsgate Manor, Heron Ghyll, Crowborough  
All day meeting to commence at 9.00am – **PSNC Rep Sunil Kochhar due to attend.**

### Community Pharmacy Surrey & Sussex Executive Committee: (Chairs, Vice Chairs and Treasurers)

**5<sup>th</sup> December 2019** – 15:30 – 17:00. The Sandman Hotel, 18-23, Tinsley Lane South, Crawley, RH10 8XH

**5<sup>th</sup> March 2020** –15:30 – 17:00. The Sandman Hotel, 18-23, Tinsley Lane South, Crawley, RH10 8XH

### Combined meeting NHS England Liaison Meeting & South East LPCs: (Chairs, Vice Chairs and Treasurers)

**5<sup>th</sup> December 2019** – 10:00 – 15:30. The Sandman Hotel, 18-23, Tinsley Lane South, Crawley, RH10 8XH

**5<sup>th</sup> March 2020** –10:00 – 15:30. The Sandman Hotel, 18-23, Tinsley Lane South, Crawley, RH10 8XH

### PSNC (Open to all members)

PSNC's LPC Members Days are available for new or existing members. With new content and updates, these invaluable training days are suitable for both new LPC members and those who wish to refresh and update their current knowledge. Future dates include:

**16th October 2019 in London** – The Wesley, 81-103 Euston St, Kings Cross, London, NW1 2EZ

**22nd November in Coventry** – Holiday Inn Coventry M6 Jct. 2, Hinckley Rd, Coventry, CV2 2HP

**4th December 2019 in Wakefield** – Cedar Court Hotel Wakefield, Denby Dale Rd, Calder Grove, Wakefield, WF4 3QZ

All events start at 9.30am and finish by 4.00pm

Booking should be co-ordinated by Micky. Further information <https://psnc.org.uk/our-events/lpc-members-days-2/>

## Meeting Governance Guidelines

### Competition Law

The LPC, being a representative body for pharmacists in the area brings together a number of parties, many of whom are competitors. This can give rise to competition law concerns should any commercially sensitive information be disclosed or discussed at any meeting.

To avoid any competition law concerns, all participants at any LPC meeting (whether it be a formal committee or sub-committee meeting or more informal occasion) should take care in any discussions with other participants who are or who may become competitors. The guidelines below provide a framework for such discussions and, where appropriate (for instance the use of an agenda or minutes would not be appropriate during an informal social gathering), should be adhered to at all times.

#### Objectives of the meeting

A clearly listed agenda should be prepared before the meeting identifying the topics for discussion - the agenda should be used to provide the framework for the discussion and the meeting should not stray beyond those items listed to be discussed.

Topics for discussion should be limited to the activities and responsibilities of the LPC, as well as general industry matters. Examples of LPC activities and responsibilities and general industry matters would include the detailed functions and roles of the LPC including (but not limited to):

- liaising with National Health Service bodies and local authorities on behalf of chemists;
- the negotiation, as representative of the chemists, with NHS and local authority bodies on the conditions of service and remuneration for the provision of locally commissioned services;
- Responding to control of entry applications;
- the provision of an advisory service to chemists on local NHS matters.
- Current or proposed legislation or regulation - for example:
  - Liaising with PSNC on defects in existing legislation/regulation and difficulties faced by the sector in complying with such legislation/regulation;
  - responses to local and national consultations;
  - impact of current or proposed legislation/regulation (without disclosing any commercial information relevant to a member);
- General developments or trends in the sector;
- Collection or review of chemist data (but any data that contains commercially sensitive information should be historic, generalised and made anonymous prior to being disclosed to other members);
- Educational or training events for members;

#### Conducting the meeting

Minutes should be made recording all discussions during the meeting. If a member wishes to clarify (for competition law compliance purposes) whether he/she can or cannot discuss a particular topic, or if any member has any doubts about an issue it would like to raise for discussion, this should be raised with the Chairman of the meeting outside of the meeting prior to the issue being raised. If any of the issues listed in the section below are raised, the discussion should be terminated immediately.

#### Discussions during the meeting

Where members (at the meeting) include actual or potential competitors, they should not discuss their own or their competitors' commercial strategy or any matter which would be considered commercially sensitive. Subjects to avoid are:

- Individual commercial policies of those companies present - this includes historical, current or future policy where it is not in the public domain and participants should not question other participants about such policy;
- Any commercial difficulties faced by the participants other than in very general terms - for example, members may express their general concern at rising costs or overheads but should not disclose the impact of those costs on their profit margins or other financial figures;
- Any proposal discussing any coordinated commercial conduct between participants (for instance relating to pricing, distribution or arrangements with customers);

- Any request made by one participant (or discussion) asking other members to stop any particular commercial conduct or relationships;
- The sharing of commercially sensitive information (verbally and in writing) – including (but is not limited to);
- Pricing terms;
- Current terms and conditions of supply trade;
- Details of the commercial arrangements with customers or suppliers;
- Sales information;
- Making any allegation as to the commercial conduct of others.
- To the extent that any information is shared between participants, such information should be general, non-specific and where appropriate, should be historical and made anonymous to ensure that the information is not commercially sensitive and cannot be attributed to any participants.

### Outcomes of the meeting

Minutes of the meeting should be prepared and circulated to attendees. However, remember that any decision or recommendation made at a LPC meeting, however informal, can be subject to competition law and could constitute a potentially anti-competitive agreement and thus the minutes should be carefully reviewed prior to circulation.

### Corporate Governance

At the first meeting of the Committee for the 2018 – 2022 term of office, held in March 2018, members adopted the Nolan Principles as the basis for the LPC Governance Statement

- **Accountability** - Members of the LPC 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 LPC 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 the LPC, and must make decisions in the interests of the general body of contractors; they must not make decisions in order 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 on the LPC 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 the LPC members should act within the constitution and make decisions only on merit.

*The effect of the principles of Representativeness and Integrity is that the nominating bodies can mandate the member to express a view, but cannot bind him/her in how he/she votes or decides on a particular issue. This means the member can hear and participate in debate, and is free to amend his view in the light of the debate. He/she will no doubt then reflect back to the relevant body why he made the decision he did, recognising his accountability*

### Declarations of Interest

Members are asked that any changes in their declarations affecting work with the LPC, must be notified to Chief Executive Officer, as soon as practicable and no later than 28 days after the interest arises. The attached form should be use.

### Declarations of Interest Update Form for Members

Name of Member / Officer:

1	Remunerated Directorship of company(s) (public or private) and businesses owned personally or in partnership	
2	Remunerated employment or offices	
3	Remunerated Consultancy(s)	
4	Remunerated work performed under contract	
5	Names of companies or other bodies in which I have an interest, either on my own account, my spouse or children, for a beneficial interest in shareholdings greater than the 10% of the share capital	
6	Remunerated contributions to professional and scientific Publications	
7	Other sources of income or pecuniary support relevant to my membership of the LPC	
8	Membership of other pharmaceutical bodies	

I confirm that the information provided above is complete and correct. I acknowledge that any changes in these declarations during my work with the LPC, must be notified to Chief Executive Officer, as soon as practicable and no later than 28 days after the interest arises.

I **do / do not** [delete as applicable] give my consent for this information to be published in the LPC governance register and online. If consent is not given, please state reasons: (please note this will be agreed in exceptional cases only).

Signed:	Dated:
---------	--------