

Agenda

Meeting of Surrey Local Pharmaceutical Committee

Date Wednesday 13th May 2020
Time 09:30am – 1:30pm
Location Zoom Conference Call:
<https://us02web.zoom.us/j/85232963188> - Meeting ID: 852 3296 3188, Password: 872732
 For phone in details email Micky Cassar michaelacassar@communitypharmacys.co.uk

Circulation **Surrey Local Pharmaceutical Committee Members**
In attendance: Community Pharmacy Surrey & Sussex Team
Guests:

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	9.30am	Welcome and Introductions <ul style="list-style-type: none"> Meeting etiquette & overview Appointment of a next stepper CCA reporter 	Standing item		JW Chair/All Chair/All
2	9.40am	Apologies for absence <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:	Standing item		Chair
3	9.40am	Governance Matters <ul style="list-style-type: none"> 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 Members are reminded of the LPC Constitution here 	Standing item	Attached to the agenda	Chair
4	9.45am	Minutes & Matters arising <ul style="list-style-type: none"> Minutes of previous meeting to be checked for accuracy, approved and signed by the Chair. Matters arising from the minutes, not already on the agenda to be reviewed Review of the action log and progress update against open actions 	Standing item	0520-01 0520-02	Chair/all JW
5	10.00am	Covid19 Briefing <ul style="list-style-type: none"> Update against Covid19 operational plan Locally commissioned services – income guarantees & operational aspects Partnerships, relationships & Media Sharing front line stories, including https://nhsfrontline.com/ Recovery plans and return to new normal and business as usual Outstanding issues, challenges & solutions 	For report For report For report For report For discussion For discussion	0520-03 0520-04 Slides Verbal Verbal Verbal	JW HP SL SL All All
6	11.15am	Break – <i>Remember to mute sound and turn your camera off</i>			

6	11.30am	Policy Matters <ul style="list-style-type: none"> • MDS guidance - status position • Whistleblowing • LES/DES Christmas & Easter 	For report For decision For discussion	Verbal 0520-05 Verbal	JW JW JW
7	12noon	LPC Management and admin <ul style="list-style-type: none"> • Committee forward schedule • CEO Report Q1 2020-21 • Rebased operating plan 2020-21 • AGM timeline • LPC Complaints handling 	For report For report For report For report For report	Verbal Slides Verbal Slides Link	JW JW JW/SL JW JW
8	12.15pm	Finance Update <ul style="list-style-type: none"> • CPSS 2020/21 MTD • Accounts MTD • Draft 2019-20 timetable & production • Draft CPSS 2019-20 accounts 		0520-06	/JW AS JW
9	12.30pm	PSNC Update <ul style="list-style-type: none"> • Rapid action team (RAT) • Annual meeting of LPCs and independent review of representation/support 	For report For report	Verbal Verbal	JW JW
10	12.40pm	Market Entry <ul style="list-style-type: none"> • Market entry pause • Surrey Tracker 	For report For report	Verbal 0520-07	JW JW
11	12.45pm	Local Matters <ul style="list-style-type: none"> • CCG Reconfiguration • NHS England Reconfiguration • New CD-LIN arrangements 	For report For report For report	Verbal Verbal Verbal	LH JW JW
13	1pm	AOB	Standing item		Chair
14	1.15pm	Meeting wrap up			
15	1.20pm	Future Meeting dates and venue			
16	1.30pm	Close			

Future Dates for Reference – please add to your calendar:

Venues subject to HMG advice on social distancing

Committee Meetings:

Wednesday 8th July 2020 at Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead KT22 8QP from 9.30am till 4.00pm

Thursday 17th September 2020, AGM + short LPC meeting, Venue TBC

Wednesday 11th November 2020 at Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead KT22 8QP from 9.30am till 4.00pm

Wednesday 17th February 2021 at Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead KT22 8QP from 9.30am till 4.00pm

Community Pharmacy Surrey & Sussex Executive Committee:

4th June 2020 – 15:30 – 17:00 The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

8th October 2020 – 10:00 – 12:00 Venue TBC

14th January 2021 – 15:30 – 17:00. TBC (Kent Venue)

31st March 2021 – 10:00 – 12:00 Venue TBC

South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

4th June 2020 – (hosted by Surrey & Sussex) 10:00 – 13:00

The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

14th January 2021 (hosted by – Kent) 10:00 – 13:00

Venue TBC

NHS England & Improvement

(Chairs, Vice Chairs to attend)

4th June 2020 (Surrey & Sussex) – 13:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

8th October 2020 (informal meeting of NHSE/I officials & LPCs CEOs – Venue TBC 14:00 – 16:00)

14th January 2021 (Kent) – 13:00 – 15:30 Location TBC

31st March 2021 (informal meeting of NHSE/I officials & LPCs CEOs – Venue TBC 14:00 – 16:00)

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:

Stood down (Covid related)

~~**5th May 2020 – 10:00 until 16:00 National meeting of LPCs**~~

~~**Radisson Blu Edwardian Bloomsbury Street, 9-13 Bloomsbury St, Bloomsbury, London WC1B 3QD**~~

~~*Formally the national meeting of LPC Chairs and Chief Officers, this event now gives the flexibility for **each LPC to send any two LPC members/officers**. The agenda will include PSNC briefings and discussions on current issues and NHS policy, sharing LPC ideas and expertise, and collaborative working.*~~

16th September 2020 – 10:00 until 16:00 LPC Annual Conference

Congress Centre 28 Great Russell St, Bloomsbury, London WC1B 3LS

*The LPC Conference remains an important event for LPCs to represent their views for PSNC to consider at its planning meeting in November, when PSNC's priorities and plans for 2021/22 are agreed. **East Sussex LPC and West Sussex LPC can send up to 3 representatives each and Surrey LPC up to 4 representatives each.***

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

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:
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