

## Agenda

### Meeting of West Sussex Local Pharmaceutical Committee

**Date** Tuesday 15<sup>th</sup> September 2020  
**Time** 1:30pm – 5:00pm  
**Location** Zoom Conference Call:  
 For phone in details email Micky Cassar michaelacassar@communitypharmacys.co.uk  
**Circulation** **West Sussex Local Pharmaceutical Committee Members**  
**In attendance:** Community Pharmacy Surrey & Sussex Team  
**Guests:**

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	1.30pm	<b>Welcome and Introductions</b> <ul style="list-style-type: none"> <li>Meeting etiquette &amp; overview</li> <li>Appointment of a next stepper</li> <li>CCA reporter</li> </ul>	Standing item		Chair/All
2	1.30pm	<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:	Standing item		Chair
3	1.30pm	<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 here</li> </ul>	Standing item	Attached to the agenda	Chair
4	1.35pm	<b>Minutes &amp; Matters arising</b> <ul style="list-style-type: none"> <li>Minutes of previous meeting to be checked for accuracy, approved, and signed by the Chair.</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	0920-01  0920-02	Chair/all  JW
5	1.40pm	<b>Independent Review</b> <ul style="list-style-type: none"> <li>Reflection Questions Response -Sense check of local baseline against recommendations</li> <li>Update re LPC/PSNC Conference and next steps for LPCs</li> </ul>	For report <b>For discussion</b>  For report	0920-03  0920-04	JW  JW/MD
6	2.00pm	<b>Policy Matters</b> None CPCF or LCS work – local picture. <ul style="list-style-type: none"> <li>Background PSNC News story and EY Report</li> <li>Discussion and agree next steps for LPC</li> </ul>	<b>For discussion</b>  <b>For decision</b>	Verbal  Verbal	All  JW/All
7	2.30pm	<b>LPC Management and admin</b> <ul style="list-style-type: none"> <li>AGM information</li> </ul>	Briefing	Verbal	JW

		<ul style="list-style-type: none"> <li>2019-20 Annual Report</li> <li>2019-20 Annual Review</li> <li>CEO report QTR2</li> <li>Privacy Policy Update to approve</li> </ul>	For report For report For report <b>For decision</b>	0920-06 0920-07 Slides 0920-08	JW SL JW JW
8	2.50pm	<b>LPC Committee Skills Analysis</b> <ul style="list-style-type: none"> <li>Summary of findings</li> <li>Discussion and action planning</li> </ul>	For report <b>For discussion</b>	0920-09 Verbal	JW All
9	3.15pm	<b>Break –</b> <i>Remember to mute sound and turn your camera off</i>			
10	3.30pm	<b>Finance Update</b> <ul style="list-style-type: none"> <li>Management accounts 2020-21 MTD</li> <li>CPSS accounts 2020-21 MTD</li> <li>QuickBooks deployment</li> <li>Accountants 2020-21 year onwards</li> </ul>	For report For report For update For report	0920-10 0920-11 Verbal Verbal	AS JW JW/MC JW
11	3.40pm	<b>Market Entry</b> <ul style="list-style-type: none"> <li>PNA update</li> <li>Supplementary Statement Update – West Sussex County Council</li> <li>Market entry summary</li> </ul>	For report For report  For report	Verbal Verbal  0920-12	JW JW  JW
12	3.45pm	<b>Local Matters</b> <ul style="list-style-type: none"> <li>Methadone/Physeptone Prescribing</li> <li>NHSE&amp;I Christmas &amp; Easter LES Update</li> <li>HEE Pharmacist education</li> <li>HEE cross sector pre-registration pharmacy technician funding</li> <li>Report from other formal meetings attended (CDLin, APCs, LPN etc)</li> </ul>	<b>For discussion</b> For report For report For report  For report	Verbal 0920-13 0920-14 0920-15  Linked to folder	JW JW JW JW  All
13	4.00pm	<b>PSNC Update</b> <ul style="list-style-type: none"> <li>Update from Regional Representative</li> <li>New PSNC/LPC Rapid Action Team &amp; CEO representation</li> <li>PSNC Negotiation Priorities &amp; LPC response</li> </ul>	For report For report  For report	Verbal 0920-16  0920-17	SK JW  JW JW
14	4.20pm	<b>Services and Support</b> <ul style="list-style-type: none"> <li>Restoration Survey Results</li> <li>TCAM Launch</li> <li>Needle exchange</li> <li>PH / LPC meeting updates</li> <li>LCS activity Q1</li> <li>Covid Payment Protection Q1/Q2</li> <li>CPCF – Service announcements / PQS support plans &amp; local elements</li> </ul>	<b>For discussion</b> For report For report For report For report For report <b>For decision</b>	0920-18 Slides Slides 0920-19 Slides 0920-20 0920-21	HP/All HP HP HP HP HP JW
15	4.45pm	<b>AOB</b>	Standing item		Chair
16	4.45pm	<b>Meeting wrap up</b>			
17	4.50pm	<b>Future Meeting dates and venue</b> - Face to face and / or virtual arrangements	<b>For decision</b>	Verbal	JW/MD
18	5.00pm	<b>Close</b>			

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

*Venues subject to HMG advice on social distancing*

### Committee Meetings:

**Wednesday 4th November 2020** at The Old Tollgate, Bramber, Steyning, BN44 3WE, 9.30am till 4.00pm

**Wednesday 10th February 2021** at The Old Tollgate, Bramber, Steyning, BN44 3WE, 9.30am till 4.00pm

### Community Pharmacy Surrey & Sussex Executive Committee:

**8<sup>th</sup> October 2020** – 10:00 – 12:00 LPC Office, The White House, 18 Church Road, Leatherhead, Surrey, KT22 8BB

**14<sup>th</sup> January 2021** – 15:30 – 17:00. TBC (Kent Venue)

**31<sup>st</sup> March 2021** – 10:00 – 12:00 LPC Office, The White House, 18 Church Road, Leatherhead, Surrey, KT22 8BB

### South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

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

### NHS England & Improvement

(Chairs, Vice Chairs to attend)

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

**14<sup>th</sup> January 2021** (Kent) – 13:00 – 15:30 Location TBC

**31<sup>st</sup> 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 - TBC

## 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:		
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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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