

Agenda

Meeting of West Sussex Local Pharmaceutical Committee

Date Wednesday 10th February 2021
Time 9.30am – 4.30pm. Break for lunch at 1pm
Location Zoom Conference Call:
Circulation **West Sussex Local Pharmaceutical Committee Members**
In attendance: Community Pharmacy Surrey & Sussex Team
Guest: Mr David Clark, GPhC Deputy Regional Manager and past LPC Chair, Julia Powell

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	9.30am	Welcome and Introductions <ul style="list-style-type: none"> Meeting etiquette & overview Welcome to Jonathan Mole of Lloyds-new CCA LPC member Welcome to Julia Powell, new CEO introductions appointment by CCA members of a CCA reporter 	Standing item		Chair
2	9.30am	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: Sara Paxton Note: Alan Salter, the Treasurer, may be at a PSNC Treasurers' Meeting in the morning	Standing item		Chair
3	9.32am	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	9.35am	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	0221-01 0221-02	Chair/all
5	9.50am	Covid <ul style="list-style-type: none"> Discussion around pharmacy staff access to receiving Covid vaccinations etc 			Chair/all
6	10.05am	Guest Speaker: David Clark GPhC Deputy Regional Manager			

		<ul style="list-style-type: none"> • Presentation on the Covid vaccination site approval process • Q&A on other GPhC matters by members 		Slides	DC
7	11am	Coffee Break <i>Remember to mute sound and turn your camera off</i>			All
8	11.15am	Update from Hinal Patel, Service Development Manager <ul style="list-style-type: none"> • Service Development and Support: • Public health meeting WSCC • CGL letter from Lloyds pharmacy and discussion on SMS contract • Q-3 LCS activity data • NHS Flu data YTD • PQS-1 declaration for 2020/21 and plans for part 2 • CCG lead services for P.Care costing and MAR chart service • Proposal for short term service in Crawley PCN area – Lungs project from Cancer Alliance group • Other updates- Surrey and rest of Sussex 	For report For report For report For report For report For report For report For decision For report	Verbal Verbal Verbal Verbal Verbal Verbal Verbal 0221-03 Verbal	HP
9	12.15	Prescribing committees Updates on East & West Sussex APC merger <ul style="list-style-type: none"> • Nomination of a candidate to represent East & West Sussex LPCs on new APC APC meeting reports <ul style="list-style-type: none"> • Locality prescribing meetings reports 	For decision For report	Verbal Verbal	Chair, HP YB Chair, AS, CJP
10	12.35pm	Update on media campaigns from Sandra Lamont, Communications & Engagement Lead <ul style="list-style-type: none"> • Pharmacy staff safety campaign with Katy Bourne PCC • West Sussex local newspapers campaign on allowing all pharmacies to vaccinate • Recap on current CPSS communications and engagement objectives • To receive a report and comment on recent activities, including thoughts on rapid evaluation of latest outputs and process • To note and comment on up-coming communications and engagement plans 	For report For report For report For report For discussion	Verbal Verbal Verbal Verbal Verbal	SL
11	12.50pm	Market Entry <ul style="list-style-type: none"> • Consolidation application: Rowlands Ferring & Goring • Appliance Contractor relocation: Koppa Company, Crawley • Future Improvements application: Martin Chisanga, Chichester • Distance selling application: Cyrus Private Ltd, Crawley 	For decision For decision For report For report	Verbal Verbal Verbal Verbal	All
12	1pm	Lunch			All

13	2pm	PSNC Update Update from Regional Representative	For report	Verbal	SK
14	2.30pm	Brief Update from new CEO on plans once started	For report	Verbal	JP
15	2.45pm	Finance Update <ul style="list-style-type: none"> Brief report of PSNC Treasurers' meeting this morning Management accounts 2020-21 MTD CPSS accounts 2020-21 MTD Proposed CPSS Budget 21-22 Proposed WS LPC Budget 	For report For report For report	Verbal Verbal 2102-04 2102-05 Verbal	AS AS AS/YB AS/Chair AS
16	3.15pm	Update on regional meetings <ul style="list-style-type: none"> CPSS Exec South East LPCs and Partners meeting NHS England LPN meeting 	For report For report For report cancelled	Verbal Verbal Verbal	YB YB HP -
17	3.40pm	Tea break			
18	3.55pm	Brief reports from all LPC members about issues in their localities	For report	Verbal	All
19	4.15pm	Meeting wrap up			
20	4.20pm	Future Meeting dates and venue to note below		Verbal	All
21	4.30pm to 4.50pm	Confidential session for LPC Members only <ul style="list-style-type: none"> All non-members to leave the meeting Chair to answer any questions on CEO recruitment process 			Chair

Future Dates for Reference – please add to your calendar:

Venues subject to HMG advice on social distancing

Committee Meetings:

Wednesday 5th May 2021 Online Zoom Meeting

Thursday 15th July 2021 Online Zoom Meeting

Tuesday 14th September 2021 Online Zoom Meeting

Wednesday 24th November 2021 (depending on Government Guidelines) at The Old Tollgate, Bramber, Steyning, BN44 3WE, 9.30am till 4.00pm

Wednesday 2nd February 2022 (depending on Government Guidelines) at The Old Tollgate, Bramber, Steyning, BN44 3WE, 9.30am till 4.00pm

Community Pharmacy Surrey & Sussex Executive Committee:

31st March 2021 – 10:00 – 12:00 Online Zoom Meeting

3rd June 2021 – 10:00-12:00 Online Zoom Meeting

7th October – 10:00-12:00 Online Zoom Meeting

13th January 2022 – 15:30-17:00 Venue TBC

South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

3rd June 2021 (Hosted by Surrey & Sussex) 10:00-13:00 Venue TBC

13th January 2022 (Hosted by Kent) 10:00-13:00 Venue TBC

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:

- Wed 17th March 2021- online
- Wed 23rd June 2021- online
- Thurs 16th September 2021- online
- Wed 10th November 2021 – venue booked (postponed from this year) but we will have to see what is feasible

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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