



**Greater Manchester Local
Pharmaceutical Committee**
Suite 9-10, Barlow House
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29th January 2021

Dear Contractors,

Over the last few days, Greater Manchester Local Pharmaceutical Committee (GMLPC) have received several queries relating to the forthcoming GMLPC election and the governance and assurance process regarding the commissioning of Community Pharmacy COVID-19 designated vaccination sites. GMLPC have provided a response to both these queries below.

GMLPC Elections

GMLPC is a committee of pharmacy contractors in Greater Manchester (GM) that is recognised by NHS England under the NHS Act 2006 as the body representing the owners of the community pharmacies in the LPC area. The LPC is a statutory organisation governed by its [constitution](#). The LPC Constitution is a key document setting out the membership of the committee and the constitutional rules under which the LPC operates including the election process. This must be adhered to as per the governance requirements of the LPC.

GMLPC contractors voted for an amendment to the constitution in June 2020. The first amendment was proposed under section 13.2. The second amendment was proposed under section 3.5.7. Namely that, due to the current COVID-19 pandemic, GMLPC planned to defer the GMLPC elections originally scheduled for later that year for a period of up to six months to enable business continuity in the service provided to community pharmacy and secondly, to tighten the governance around fit and proper person under section 3.5.7.

Following a governance review, discussions at committee level and further to the recent amendment to the LPC constitution; GMLPC contractors were consulted and voted for the deferral of the Greater Manchester LPC election for a period of six months on 26th August 2020. The vote passed with 317 contractors voting in favour of the deferral of the elections and none against (100%). In terms of the revised timeframes, it was agreed that the new election process would commence in January 2021, to be concluded in March 2021 with the new committee being formed and appointed in April 2021. The proposal to defer the elections for a period of six months enabled the LPC to maintain robust continuity of service and support to contractors in GM in light of the ongoing COVID-19 pandemic.

It is a constitutional requirement for the LPC election process to be undertaken every four years and this process needs to be completed in the agreed timeframes as voted for by GMLPC contractors. The LPC have a statutory duty to adhere to the agreed timelines relating to the postponement of GMLPC elections and to ensure that a new committee is appointed in April 2021.

GMLPC contractors have been provided with prior notification of the commencement of the election process on 23rd December 2020. Subsequently, a number of reminders have also been sent via a number of channels to ensure that all independent contractors have been provided with the opportunity to submit nominations before the deadline.

A summary of the communications has been outlined below for your reference:

Subject	Date	Comms Method	Description
GMLPC Constitution Amendment	29/04/2020	Direct Email to all contractors, CCA & AIMp	Amendment of GMLPC constitution - request for contractors to vote on the proposed changes
GMLPC Constitution Amendment	20/05/2020	Newsletter	Constitution Amendment Results - did not pass
GMLPC Constitution Amendment - 2nd attempt	11/06/2020	Direct Email to all contractors, CCA & AIMp	Amendment of GMLPC constitution - request for contractors to vote on the proposed changes via MS form
GMLPC Constitution Amendment - 2nd attempt	07/07/2020	Direct Email to all contractors, CCA & AIMp	Results - Update on Amendment to the GM LPC constitution - June 2020 317 contractors voted for the proposed changes to the GMLPC constitution. 100% voted in favour.
Vote to Defer Committee Election	19/08/2020	Direct Email to all contractors, CCA & AIMp	Request for contractors to vote on election deferral via MS form
Vote to Defer Committee Election	24/08/2020	Direct Email to all Contractors, CCA & AIMp	Election reminder sent - two days left to vote on deferral
Vote to Defer Committee Election	02/09/2020	Direct Email to all Contractors, CCA & AIMp	Election deferral results - 99% of contractors voted in favour of this proposal. Communications to contractors - GMLPC elections will now take place early next year with the new committee in post by the 1st April 2021. If you are interested in becoming an LPC committee member you can find more information here.
Vote to Defer Committee Election	02/09/2020	Newsletter	Election deferral results - 99% of contractors voted in favour of this proposal. Communication to contractors - GMLPC elections will now take place early next year with the new committee in post by the 1st April 2021. If you are interested in becoming an LPC committee member you can find more information here.
Elections	23/12/2020	Newsletter	Elections Announcement
GMLPC Committee Election 2021 Process	23/12/2020	Direct Email to Contractors	A general overview of the GMLPC Committee Election 2021 process including actions required of contractors
Independent Multiples	24/12/2020	Direct Email to Contractors	Independent Multiples - Information on voting process
CCA Nominations	04/01/2021	Direct Email to Contractors	Nominations request sent to CCA
AIMp Nominations	04/01/2021	Direct Email to Contractors	Nominations request sent to AIMp
Self-Nomination Ind	04/01/2021	Direct Email to Contractors	GMLPC Committee Election: Self Nomination - Please complete the form by Monday 18th January 2021
Self-Nomination Ind	06/01/2021	Newsletter	Reminder to all independent contractors to check NHS mail regarding independent nominations
Self-Nomination Ind	12/01/2021	Direct Email to Contractors	Reminder to all independent contractors " 6 days left to submit nominations"
Self-Nomination Ind	13/01/2021	Newsletter	Reminder to check NHS mail regarding independent nominations - 5 days remaining
Self-Nomination Ind	15/01/2021	Direct Email to Contractors	Final reminder to all independent contractors to submit nominations
Self-Nomination Ind	15/01/2021	Newsletter	Final reminder to check NHS mail regarding independent nominations

LPCs follow the election process as outlined in PSNC guidance to ensure that the election process will be completed in the agreed timeframes. In this case, it is a requirement for the election process to be completed by March 2021 to enable the new committee to be formed and appointed in April 2021.

As this timeline has been voted and agreed on by contractors; any changes in the scheduled agreement will consequently delay the appointment of the new committee and therefore would be a breach of LPC governance and the constitution. As Returning Officer, I can confirm that the LPC has received applications from a number of independent contractors and therefore an election will take place. This is the opportunity for independent contractors to vote for the individuals who are best placed to represent community pharmacy in GM for the next four years.

On this basis, the LPC is constitutionally unable to delay the election process because members voted for a delay that still ensured that the new committee would be in place by April 2021. Due to the tight timelines, The LPC cannot therefore extend the deadline for nominations.

Pharmacy COVID-19 designated vaccination Sites Process

NHS England & NHS Improvement (NHSE/I) sent communications regarding community pharmacy participation in the COVID-19 vaccination programme to all contractors across the country on 30th November 2020. Greater Manchester Health & Social Care Partnership (GMHSCP) also sent a communication out to all contractors on 30th November 2020 with a deadline to complete the expression of interest (EOI) form by the 6th December 2020. Details were also communicated to all contractors by GMLPC.

NHS England and Improvement regional teams commissioned selected community pharmacy contractors who were able to demonstrate that they would meet the requirements to provide a COVID-19 vaccination service from pharmacy-led designated sites. This included being able to deliver a minimum of 1,000 vaccines each week and to offer vaccinations for twelve hours a day, 7 days a week.

The Role of NHS England and Improvement

NHS England and Improvement stated that they expected to commission fewer community pharmacy than PCN led centres as they did not expect the majority of contractors to be able to meet the requirements. A nationally agreed designation process was established to provide assurance that all pharmacy-led sites administering COVID-19 vaccination met the required criteria. A number of national webinars have since been arranged and communicated by the LPC in the newsletter. The webinars have been informative in sharing learning from PCN designated sites and to help community pharmacy sites. The service was subsequently commissioned as a Local Enhanced Service by NHSE/I.

NHSE/I have therefore been responsible for the assurance and commissioning of community pharmacies across England for this service.

The Role of the LPC

The role of the LPC was to ensure updates and supporting information provided by NHSE/I were effectively cascaded to contractors to enable them to submit their expressions of interest within the required timeframe. Details needed were specific to each site and contractor.

It is notable that NHSE/I provided a short deadline for submissions, however a large number of contractors did submit within the required timeframe. Every EOI was scrutinised by NHSE/I against their nationally agreed assurance framework on a number of parameters including meeting the service specification, workforce modelling, workflow, processes, maintaining social distancing, infection control protocols, approach to collaborative working and filling any recognised gaps in current service provision.

The LPC also sent reminders and updates to contractors on the following dates:

Subject	Date	Comms Method	Description
Mass Vaccination	02/12/2020	Newsletter/ Website	Update, guidance, Actions for contractors, Links to NHSE/I website and forms, links to PSNC COVID vaccination page, information on submitting site designation forms and deadlines
Mass Vaccination	04/12/2020	Newsletter	Update and links to GMLPC website - Important update – Community Pharmacy COVID-19 vaccination programme - Table of actions for contractors & Deadlines, Additional opportunities.
Mass Vaccination	04/12/2020	Direct Email to Contractors	COVID 19 vaccination delivery programme and application to become a designated site. Including a step by step process including deadlines.
Mass Vaccination	09/12/2020	Newsletter	Mass Vaccination Program next steps - link to GMCA briefing document
Mass Vaccination	11/12/2020	Newsletter	GPhC guidance and Deadline for Contractors - Link to GPhC - guide how to support vaccination program
Mass Vaccination	16/12/2020	Newsletter	Link to GMCA briefing document
Mass Vaccination	18/12/2020	Newsletter	Update on CP and the COVID-19 vaccination - Link to PSNC's update
Mass Vaccination	01/12/2020	Email from NHSE/I	Information on pharmacy webinar for COVID-19 Vaccinations
Mass Vaccination	30/11/2020	Email from NHSE/I	Information on COVID-19 vaccinations for Community Pharmacy
Mass Vaccination	15/01/2021	Email from NHSE/I	Pharmacy Vaccination sites - GM - site - Go live dates

The designation process for the initial nominated sites was undertaken by NHSE/I according to the following timescales:

Timescales Date	
End November	Designation process and criteria published
6 December	Deadline for contractors to advise NHS England and NHS Improvement regional teams of nominated site for designation. <i>(Note that where pharmacies submit nominations earlier the designation process can commence).</i>
11 December	Deadline for further supporting information requested by regional teams to be submitted by contractors (where the nominated site can be matched to an NHS England and NHS Improvement established need).
w/c 14 December	NHS England and NHS Improvement consideration of assessment and decision on which sites will be designated.
18 December	NHS England and NHS Improvement decision communicated to pharmacies.

We hope that the above provides assurance that GMLPC is committed to supporting all contractors and ensuring that we adhere to the LPC constitution and governance requirements.

Yours Sincerely

Lk Kandula

Luvjit Kandula FRPharmS

Returning Officer

Director of Pharmacy Transformation GMLPC