



Community Pharmacy Sheffield Meeting

Agenda (A)

Tuesday 19 November 2019

9.00 am – 5.00 pm

Venue – Copthorne Hotel, SUFC Site, Bramall Lane, S2 4SU (Ai)

Item	Purpose	Lead	Paper	Indicative Time
1. Welcome & Introductions	Standing item - Observers: Simon Dukes, CEO PSNC attending	DR		9.00 am
2. Committee Corporate Governance	<ul style="list-style-type: none"> Members are asked to note the contents of the Committee Governance Principles and inform the Chair of any changes to the declaration of interests. Note Competition Guidance CCA Reporting 	File Tabled DR DR		9.00 am
3. Apologies	Standing Item: Emily Stelmach / Rachel Crookes / Louise due 2 pm	DR		9.05 am
4. Minutes	Minutes of the last 2 meetings held on 24 September 2019 including the AGM.	DR	Yes (B&C)	9.35 am
5. Matters Arising from the Minutes	Standing Item <ul style="list-style-type: none"> IP Course Funding Situation Unprofessional behaviour (Firvale / Page Hall) Healthcare Landscape Sexual Health Services Update (PCS approaching OOHs directly) HMRC Tax Letter – declaration Maternity Leave Cover 	DR/SC or CB/SC CB/SC SC SC GC CB/SC	No No No No No No	9.45 am
6. Finances	Finance Reports (NB As our Treasurer is not available in the afternoon, this is taken earlier on the Agenda).	GC	Yes (D/E/F)	10.00 am
7. Simon Dukes visit to Pharmacies / CPS Member Time for contacting Contractors	<ul style="list-style-type: none"> Visit or telephone Contractors using Script provided re CPCS 	ALL	No – to be tabled	10.15 am



8. Lunch	Light sandwich refreshments			12.30 pm
9. PSNC Visit	Round table introductions Q&A with Simon Dukes, PSNC	DR/CT/ SD	No	1.15 pm
10. Contractor Events	<ul style="list-style-type: none"> Review future joint SYB LPC Events 	CB/SC	No	2.30 pm
11. Market Entry	<ul style="list-style-type: none"> Update on Market Entry Application/ Withdrawal 	SC	Yes (G/H)	2.45 pm
12. Exec Reports	<p>Matters of report:</p> <ul style="list-style-type: none"> Chair Chief Officer Any other officer meetings <p><i>NB - Members are asked to please read these reports in advance and raise any issues under AOB after logging with the Chair at the start of the meeting. See folder in Dropbox.</i></p>	DR CT CB	To be tabled	2.50 pm
13. CPS Work Plan	<ul style="list-style-type: none"> Feedback on 12 November Strategy Meeting 	CT	No	3.20 pm
14. Contractor Support	<ul style="list-style-type: none"> Future support for CPCS / PQS Feedback from Contractor Engagement 	CT	No	3.50 pm
15. AOB	<p>Please highlight to the Chair at the beginning of the meeting if items to include particularly as referred to above regarding Officer Reports.</p> <ul style="list-style-type: none"> Hepatitis Testing & Treatment – potential service opportunity 	DR CT	N/A No	4.15 pm
16. Meeting review	Governance, behaviours, format, content, decisions on future	DR	No	4.30 pm
17. Close				

Meeting Dates 2020:

All below booked at the Copthorne Hotel, next to Sheffield United Football Ground, excepting September AGM:

11 February	12 September (AGM)
21 April	24 November
16 June	



CORPORATE GOVERNANCE AND COMMUNITY PHARMACY SHEFFIELD

The LPC accepted on 7 April 2014, the following guiding principles for members of the Committee:

Accountability - Members of the Committee 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 CPS 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 Committee 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 Committee 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 Committee members should act within the constitution and make decisions only on merit.

Note

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/her 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/she did, recognising his accountability.



CODE OF CONDUCT – DECLARATION OF INTERESTS

Name: _____

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 infant children, for a beneficial interest in share holdings greater than the 10% of the share capital	
6.	Remunerated contributions to professional and scientific publications	
7.	Membership of other pharmaceutical bodies	

I agree to update this document at any time there is a change in my interests

Signed: _____ Date: _____

COMPETITION LAW AND COMMUNITY PHARMACY SHEFFIELD

The Committee, 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 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.

1. Objectives of the meeting
 - 1.1 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.
 - 1.2 Topics for discussion should be limited to the activities and responsibilities of the Committee, as well as general industry matters. Examples of Committee activities and responsibilities and general industry matters would include:
 - 1.2.1 The detailed functions and roles of the Committee including (but not limited to):
 - (a) liaising with NHS England, the CCG and other National Health Service bodies on behalf of chemists;
 - (b) the negotiation, as representative of the chemists, with NHS England, the CCG and NHS bodies on the conditions of service and remuneration for the provision of Enhanced services;
 - (c) Responding to control of entry applications;
 - (d) the provision of an advisory service to chemists on local NHS matters.
 - 1.2.2 Current or proposed legislation or regulation - for example:
 - (a) Liaising with PSNC on defects in existing legislation/regulation and difficulties faced by the sector in complying with such legislation/regulation;
 - (b) responses to local and national consultations;
 - (c) impact of current or proposed legislation/regulation (without disclosing any commercial information relevant to a member);
 - 1.2.3 General developments or trends in the sector;
 - 1.2.4 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);
 - 1.2.5 Educational or training events for members;
 2. Conducting the meeting
 - 2.1 Minutes should be made recording all discussions during the meeting;
 - 2.2 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.



- 2.3 If any of the issues listed in 3.1 below are raised, the discussion should be terminated immediately.
3. Discussions during the meeting
- 3.1 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:
- 3.1.1 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;
- 3.1.2 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;
- 3.1.3 Any proposal discussing any coordinated commercial conduct between participants (for instance relating to pricing, distribution or arrangements with customers);
- 3.1.4 Any request made by one participant (or discussion) asking other members to stop any particular commercial conduct or relationships;
- 3.1.5 The sharing of commercially sensitive information (verbally and in writing) – including (but is not limited to);
- (a) Pricing terms;
- (b) Current terms and conditions of supply trade;
- (c) Details of the commercial arrangements with customers or suppliers;
- (d) Sales information;
- 3.1.6 Making any allegation as to the commercial conduct of others.
- 3.2 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.
4. Outcomes of the meeting
- 4.1 Minutes of the meeting should be prepared and circulated to attendees. However, remember that any decision or recommendation made at a Committee 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.



CONFIDENTIALITY AGREEMENT FOR MEMBERS

I understand that as a member I may have sight of or acquire information that will be commercially sensitive or may for other reasons be information that the Committee or the pharmacy contractor(s) to whom the information relates would not wish to be communicated to third parties.

I acknowledge my obligation to ensure that I do not make use of any such information for purposes other than those of the Committee. I further acknowledge that all information received from or about contractors that relates to their business and financial affairs may not be disclosed to anyone without the express consent of the contractor to whom it relates, in which case the disclosure will be through the Chief Officer.

I will make full disclosure to the Committee of all appointments or offices held by me and I will consult the Committee prior to accepting any appointment or office that may reasonably be thought to be relevant to my membership of the Committee.

Signed:

Print Name:

Date: