



## PSNC Briefing 39/16: Guide to the Multiple Chemist Representative Election

Following the sad and untimely death of the late Mr Kirit Patel MBE, who was a Multiple Chemist representative on the PSNC, there will be an election process to select another representative for Multiple Chemists.

Pharmacists who are Multiple Chemists or employees of Multiple Chemists are eligible for election as a Multiple Chemist representative.

This briefing outlines the election process and actions required for those seeking to stand for election and Multiple Chemists who wish to vote.

### Multiple Chemists must ensure the details with the PSNC are correct

Multiple Chemists means a chemist, other than a member company of the Company Chemists' Association, that operates retail pharmacy businesses from more than nine (9) premises in England from which NHS pharmaceutical services (including LPS arrangements) are provided.

Multiple Chemists are asked to contact [William Goh](#), the returning officer, to confirm that their details are correctly recorded by the PSNC and provide the following:

1. A contact name; and
2. E-mail address for this election process; and
3. Head office details; and
4. The total number of premises in England from which NHS Pharmaceutical Services (including LPS arrangements) are provided.

This is important to confirm that they are a Multiple Chemist and entitled to vote and to confirm the number of votes they will be entitled to i.e. one for each premises.

### Role of the PSNC Multiple Representative

PSNC includes three Multiple Chemist representatives elected by Multiple Chemists. Their term of office, as for all members of PSNC, is four years, with the current term of office ending on 31 March 2018.

The Multiple Chemist representatives, together with the other members of PSNC, represent the interests of NHS pharmacy contractors and ensure that PSNC undertakes the functions set out in its [Constitution](#). In addition they provide an important conduit between Multiple Chemists and PSNC.

PSNC has six main meetings a year which take place over two days. Occasionally there are extra plenary meetings and members may be nominated to attend additional sub-committees, working groups or panels – and may be asked to represent PSNC at external meetings.

As a Multiple Chemist (owner or employee) the decisions made at PSNC could have a significant effect on a business with which the representative is involved or owns. For example, agreeing the terms of the contractual framework or funding for pharmacy will have a direct impact on the business. So, Multiple Chemists who elect the representative have to be assured that he/ she will do his/ her best for the whole network of pharmacies.

PSNC has a rigorous governance policy which ensures that members of PSNC adhere to the highest standards, comparable to the Nolan Principles. The corporate governance principles and Code of Conduct (which PSNC members must also adhere to) are available [here](#).

## Eligibility

The candidate must be a:

**Pharmacist** - registered as a pharmacist with the General Pharmaceutical Council.

**Multiple Chemist** either individually or in partnership, or as a director and substantial shareholder (either personally, or through shares owned by members of his immediate family, i.e. parents, spouse or children) of a body corporate which is a Multiple Chemist, **or is employed by a Multiple Chemist**.

Multiple Chemists means a chemist, other than a member company of the Company Chemists' Association, that operates retail pharmacy businesses from more than nine (9) premises in England from which NHS pharmaceutical service (including LPS arrangements) are provided.

The successful candidate must also agree to be bound by PSNC's [Code of Conduct](#).

The election process is set out in Rule 13 of the PSNC [Rules](#), available at [www.psn.org.uk](http://www.psn.org.uk)

## Provisional timescale

### *Action required now*

PSNC asks all Multiple Chemists to confirm with PSNC and provide – a contact name and e-mail for this election process, head office details and total number of premises and, if appropriate, any premises addresses not listed with PSNC.

It is the responsibility of Multiple Chemists to provide the relevant information to PSNC.

### *On or about Wednesday 17 August – nominations invited*

On or about 17 August, the returning officer will write to and / or e-mail each Multiple Chemist to invite them to nominate a candidate for election as a Multiple Chemist representative.

Candidates for election shall be nominated in writing, and the nomination shall state his or her full name; the name of the Multiple Chemist; his or her correspondence address; and telephone number; and a declaration that he or she is either the Multiple Chemist or employed by the Multiple Chemist. The nomination shall be signed by the owner of the Multiple Chemist, or in the case of a body corporate, by a director of the Multiple Chemist, stating his or her name and correspondence address. The nomination may be accompanied by a policy statement not exceeding 500 words, which must avoid any direct reference to other candidates.

The nomination form shall be despatched so as to be delivered to PSNC office address Times House, 5 Bravingtons Walk, London, N1 9AW not later than midday on the 21st day after the invitation to nominate is posted – *on or about 7 September 2016*.

If there is more than one candidate, a ballot will be held.

*By Thursday 15 September 2016 – if appropriate, ballot forms sent out with the deadline for receipt of votes*

The ballot forms, accompanied by each candidate's policy statement, will be sent to all Multiple Chemists.

Votes must be received by 5pm on Monday 3 October.

*At 5pm on 3 October 2016*

Voting in the ballot will close at this time; votes received after this time will not be counted.

*On or around 4 October 2016.*

The successful candidate will be declared as soon as practicable.

## Next Steps

The timing above is provisional, and deadlines are subject to change to the extent permitted within the Rules.

As the election process depends on the returning officer being able to communicate with Multiple Chemists, it is essential that the contact details held by PSNC are accurate.

If you have queries on this PSNC Briefing or you require more information please contact [William Goh, Returning Officer](#).