



December 2016

PSNC Briefing 071/16: Guide to the Regional Representative Election for the North Western Region

A vacancy has arisen for the North Western Regional Representative, following Mark Collins' retirement on 9 November 2016.

The vacancy is filled following an election process / ballot of independent chemists in the region (which covers the following LPCs; Greater Manchester¹, Bolton and Lancashire. The successful candidate will represent the region for the remainder of the current office term, which ends on 31 March 2018.

Pharmacists who are independent chemists and members or officers of these LPCs are eligible for election as the Regional Representative.

This briefing details the election process and actions required for all independent chemists in the region (electors), in particular those eligible to stand for election.

Role of the PSNC Regional Representative

PSNC includes 13 independent chemists elected by regions in England. 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 regional 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 the independent contractors in their region and PSNC. They will be a member or officer of at least one LPC in the region where they are nominated, and so have some experience of local NHS issues. They can be consulted about matters relevant to PSNC's role, and take issues raised at LPC meetings for discussion at the PSNC meetings. They may be invited to attend LPC meetings across their regions. PSNC meeting agendas and minutes are published on our website, and the Regional Representatives can be asked to provide more detail or explanation where needed or to direct requests to the relevant member of staff.

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

¹ On 1 October 2016, Greater Manchester LPC was formed following the merger of Ashton Leigh & Wigan LPC, Bury & Rochdale LPC, Oldham, Tameside & Glossop LPC, Manchester LPC, Salford & Trafford LPC and Stockport LPC.

to represent PSNC at external meetings. Persons who wish to be put forward as a PSNC Regional Representative will therefore need to be confident that they can make arrangements for their pharmacy to be run by another pharmacist on a number of occasions during the year.

As an independent chemist (personally, as a partnership, or a director and substantial shareholder of a body corporate that is an independent chemist) the decisions made at PSNC could have a significant effect on a Regional Representative's own business. For example, agreeing the terms of the contractual framework or funding for pharmacy will have a direct impact on the business. So, pharmacy contractors who elect a Regional Representative have to be assured that the chosen representative will do his or 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

Pharmacist – registered as a pharmacist with the General Pharmaceutical Council.

Member or Officer of a relevant LPC in that region – the relevant LPCs are: Greater Manchester LPC, Bolton LPC and Lancashire LPC

Independent Chemist means a chemist (contractor) that operates retail pharmacy businesses from no more than nine (9) premises in England from which NHS Pharmaceutical Services are provided and is not a member of the Association of Independent Multiple (AIM) pharmacies.

An independent chemist must be either:

- a pharmacist conducting a retail pharmacy business in his own name (as a sole trader or as a partnership); or,
- a director and a substantial shareholder (either personally or through shares owned by members of his immediate family i.e. parents spouse or children) of a body corporate (e.g. a limited company) that is an independent chemist.

See Rule 12.4 of the PSNC [Rules](#), available at www.psn.org.uk

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

Provisional timescale

PSNC has requested from the relevant LPC Chief Officers confirmation of their current list of members and officers along with their email contact details. Potential candidates should ensure that their LPC Chief Officer has their correct email contact details.

On or around Friday 9 December 2016 – expressions of interest

On 9 December 2016, an email inviting expressions of interest is due to be sent to all known officers and members of LPCs in the Region. Responses are required within 7 days of the date on which the invitation for expressions of interest is sent.

Expressions of interest are not binding – a person who has completed an expression of interest is under no obligation to complete a nomination, and candidates completing nominations are not required to have submitted an expression of interest. However, it is hoped that expressions of interest will be submitted by all those who intend to seek nomination, because the persons who have expressed an interest are identified to all LPCs in the region, so that co-ordination can take place, with one or more ‘preferred’ candidates ultimately putting themselves forward if there is widespread support.

On or around Monday 19 December 2016 – formal nominations

A notice to be issued by email to members or officers of LPCs in the region seeking formal nominations.

Persons seeking nomination must return a completed nomination form not later than midday on the 15th day after the invitation to nominate is issued. Any candidates expecting to be away during this time (especially given the Christmas period) can complete and submit a nomination earlier, and a nomination form will be available on the PSNC website for this purpose.

The nomination form must be signed by six electors (independent chemists) in the region.

On Tuesday 3 January 2017 – deadline for receipt of written nominations

Written nominations must be received by midday on 3 January 2017. Nominations must be signed by the six nominating independent chemists and usually hard copy originals would be required. However, given the Christmas break and the timeliness of Christmas post, electronic copies of nomination forms will be accepted as a PDF document attached to an email and sent to William.goh@psnc.org.uk.

On receipt, the nomination forms are checked for eligibility (including checks of the eligibility of the six nominators).

If there is more than one valid nomination received, a ballot will be held. Otherwise, a single valid nomination in a region will be held to have been elected and notice given as soon as practicable thereafter.

On or around Thursday 5 January 2017 – invitation for nominated candidates to submit a policy statement

If a ballot is to be held, candidates will be invited to submit a policy statement of up to 500 words, to be circulated with the ballot papers. The policy statement must avoid any direct reference to other candidates and be returned no later than 14 days after the invitation. These are preferably to be sent by email in Microsoft Word, so that the returning officer can collate these for printing.

Anticipated by Thursday 26 January 2017 – ballot forms sent out with deadline for casting the postal vote

The ballot forms accompanied by each candidate’s policy statement to be issued by post to all known independent contractors in the region with the expectation that these will be sent during the week ending 27 January 2017. Completed ballots forms may be returned as a scanned PDF document, attached to an email to William.goh@psnc.org.uk or alternatively, voters may wish to return ballot forms by post to PSNC, Times House, 3rd Floor, 5 Bravingtons Walk, London, N1 9AW. Electors must return completed ballots by the deadline specified and will be given not less than 14 clear days to cast their vote.

The successful candidate for Regional Representative will be declared as soon as practicable thereafter.

Next Steps

The timing above is provisional and subject to change as permitted within the Rules. Potential candidates should therefore consider the different steps involved, particularly in getting nominations signed and returned.

As the election process depends on the Returning Officer being able to communicate with members and officers of LPCs it is essential that the contact details held by PSNC are accurate. Therefore, LPC members must ensure that Chief Officers of LPCs have their correct contact details. Chief Officers should inform PSNC of any changes to contact details by using the form at psnc.org.uk/lpcchanges.

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