



October 2017

PSNC Briefing 083/17: Guide to the (non-CCA) Multiple Chemist Elections

Pharmaceutical Services Negotiating Committee (PSNC) is the organisation which represents and supports community pharmacy contractors in England. PSNC's membership consists of its Chairman (who may or may not be a registered pharmacist) together with 31 registered pharmacists. Three members must be (non-CCA) Multiple Chemists and be elected as such in accordance with PSNC rules.

This briefing outlines the election process and actions required for those seeking to stand for election and (non-CCA) Multiple Chemists who intend to vote.

Elections were last held in 2014 with a term of office set out in the Constitution at four years. The current term of office expires on 31 March 2018. PSNC is making initial preparations for the election process planned to begin formally early in the New Year. For more details of timings, please see the provisional election timetable.

Following references to Multiple Chemists should be taken to mean (non-CCA) Multiple Chemists.

Multiple Chemists with fewer than 30 premises

In October 2017, an amendment to PSNC Rules means that one of the elected Representatives must be a candidate nominated by a Multiple Chemist that has fewer than 30 premises on a pharmaceutical list in England, if one or more such candidates are nominated. This will ensure that smaller Multiple Chemists are guaranteed representation on the PSNC.

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 **or** is a member of the Association of Independent Multiple pharmacies (AIM).

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, if applicable; and
4. The total number of premises on a pharmaceutical list operated by the Multiple Chemist; and
5. AIM registration number, if appropriate.

This is important to confirm that they are a Multiple Chemist, entitled to vote and to confirm the number of votes they will be entitled to exercise i.e. one for each pharmacy premises on a pharmaceutical list in England.

Role of the PSNC Multiple Chemist Representative

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 of PSNC, and members may be nominated to attend extra 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 must be assured that he/ she will do his/ her best for the whole network of pharmacies

In addition, 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

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 **or** is a member of the AIM.

The candidate must be a:

- **Pharmacist** - registered as a pharmacist with the General Pharmaceutical Council.
- **Multiple Chemist or employed by a Multiple Chemist (see above)**

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

NB: There is a guaranteed place for a representative nominated by a Multiple Chemist that has fewer than 30 premises on a pharmaceutical list in England, if one or more such candidates are nominated.

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, if appropriate, and total number of premises and, where necessary, any premises' addresses not known by PSNC, their AIM membership number, if appropriate.

Please note that any member of AIM is a Multiple Chemist, under the PSNC constitution.

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

Week commencing Monday 8 January 2018 – nominations invited

The Returning Officer to write and / or e-mail all known Multiple Chemists 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 must include the number of premises on a pharmaceutical list in England operated by the Multiple Chemist and 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 the Returning Officer not later than midday 21 days after the invitation to nominate is sent which is Monday 29 January 2018.

If there are more than **three** candidates, a ballot will be held.

Week commencing Monday 5 February 2018 – if appropriate, ballot forms sent out accompanied by each candidate's policy statement, to be sent to all Multiple Chemists with the deadline for receipt of votes.

By 23 February 2018. The **three** successful candidates will be declared or earlier if there is no ballot.

These dates may be subject to change and if so, Multiple Chemists will be informed.

Next Steps

Potential candidates should consider the different steps involved, particularly getting nominations signed and returned.

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 [Gordon Hockey](#) or [William Goh](#), Returning Officers.