

June 2021

## **PSNC Briefing 014/21: Guide to the Regional Representative Election for the East Midlands and South Yorkshire Region**

PSNC is preparing for a regional representative election process following Garry Myers' resignation as regional representative for the East Midlands and South Yorkshire region (which covers Barnsley LPC, Derbyshire LPC, Doncaster LPC, Leicestershire & Rutland LPC, Lincolnshire LPC, Nottinghamshire LPC, Rotherham LPC and Sheffield LPC).

Pharmacists who are independent chemists and members or officers of these LPCs are eligible for election as the new regional representative.

This briefing sets out the election process and actions required for those seeking to stand for election.

### **Role of the PSNC Regional Representative**

PSNC's Committee includes thirteen independent chemists elected by regions in England. Their term of office, as for all members of PSNC, is usually four years, but the current term is now 5 years and ends on **31st March 2023** (see [PSNC elections postponed pending outcomes of independent review](#)).

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. The representative 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 PSNC meetings. They may be invited to attend LPC meetings across their region. PSNC meeting agendas and minutes are published on our website, and regional representatives may be asked to provide more detail or explanation where needed or to direct requests to the relevant member of staff (all subject to relevant confidentiality constraints).

PSNC has five main meetings a year each of which takes 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. PSNC Regional Representatives 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 proposed 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 governance policy includes a Code of Conduct and guidance on confidentiality (which PSNC members must also adhere to) and is available [here](#).

The process for elections is set out in the Constitution and Rules (available from the [About PSNC page](#) of our website).

## Eligibility

The candidate must be a/an:

**Pharmacist** – registered as a pharmacist with the General Pharmaceutical Council (GPhC).

**Member or Officer of a relevant LPC in that region** – the relevant LPCs are Barnsley LPC, Derbyshire LPC, Doncaster LPC, Leicestershire & Rutland LPC, Lincolnshire LPC, Nottinghamshire LPC, Rotherham LPC and Sheffield LPC.

**Independent Chemist** – personally (either individually or in partnership), or as a director and a substantial shareholder (either personally, or through shares owned by members of his immediate family, i.e. parents, spouse or children) in a body corporate which is an Independent Chemist (Please ask for clarification if required) **AND one of the Independent Chemist's premises must be in the region.**

**(Note: An Independent Chemist means a chemist that is not a member of the Association of Independent Multiple pharmacies.)**

In addition, the **candidate must not have a substantial ownership** (either personally, in partnership or through shares owned by members of his immediate family, i.e. parents, spouse or children) **in more than nine pharmacies in England.**

See Rule 14.4 of the [PSNC Rules](#).

The successful candidate must agree to be bound by PSNC's [Code of Conduct \(Committee Governance Code of Conduct Declaration\)](#) and declare relevant interests ([Code of Conduct Declaration of Interests](#)).

## Provisional timescale

PSNC is seeking to check the database of all pharmacy contractors, and of LPC members and officers. LPC Chief Officers will be sent a list of members and officers and contractors identified by PSNC so that these can be verified. It is the responsibility of potential candidates to ensure that their LPC Chief Officer has their correct email contact details.

### ***Tuesday 6th July 2021: expressions of interest***

On 6th July, an email inviting expressions of interest will be sent to all identified officers and members of LPCs in the East Midlands and South Yorkshire Region. Responses – expressions of interest made to PSNC – are required by **Wednesday midday 21st July.**

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 Monday 12th July 2021: Being a PSNC member – an Information and Q&A evening***

On 12th July at 7.30pm PSNC will hold an open event for officers and members of LPCs in the East Midlands and South Yorkshire Region. Gordon Hockey, PSNC Director of Operations and Support, will briefly explain the election process and provide information on the role of a PSNC member; and two PSNC members, one of whom will be Reena Barai, will give an indication of what it's like to be on PSNC. There will then be a Q&A session. The event will be for one hour and details of how to join the event will be circulated to all relevant LPC members shortly.

### ***On Thursday 22nd July 2021: formal nominations***

A notice will be issued by email to members or officers of LPCs in the region seeking formal nominations and will include details of those members or officers in the Region who have given an expression of interest in nomination.

Persons seeking (formal) nomination must return a valid nomination form no later than midday on the 15th day after the invitation to nominate is issued (**Friday 6th August**). Any candidates expecting to be away during this time can

complete and submit a nomination earlier, and a nomination form will be published on the PSNC website for this purpose.

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

***Friday 6th August 2021: deadline for receipt of written nominations***

Written nominations must be received by midday on 6th August. A nomination must be signed by the six nominating independent chemists. The completed nomination form may be provided as one hard copy original signed by the six nominating independent chemists, or as an electronic nomination with electronic signatures from the six nominating independent chemists, or by providing six copy nomination forms (hardcopy or electronic) each signed by one of the six nominating independent chemists. A complete nomination form (even in multiple parts) should be submitted in one communication to PSNC. Late or incomplete nominations will not be accepted.

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

**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.**

***Friday 6th August 2021: 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 by **20th August**. These are preferably to be sent by email in Microsoft Word or as a text file, so that the returning officer can collate these for printing.

***By Friday 3rd September 2021: ballot forms sent out with deadline for casting the postal vote***

The ballot forms accompanied by each candidate's policy statement will be issued by post to all independent contractors in the region by 3rd September. Postal votes (completed ballot forms) must be received by PSNC by **5pm on 20th September**. Each Independent Chemist is entitled to one vote for each of its NHS pharmacy premises in the region.

***At 5pm on 20th September 2021: vote closes***

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

***On or around 21<sup>st</sup> September 2021: declaration***

The successful candidate for regional representative 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. 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 the correct contact details. Chief Officers should inform PSNC of any changes to contact details by using the form at [psnc.org.uk/lpcchanges](https://psnc.org.uk/lpcchanges) (note, LPC Members Area login required).

If you have queries on this PSNC Briefing or you require more information, please [email Layla Rahman, PSNC Regulations Officer](mailto:Layla.Rahman@psnc.org.uk) or call 0203 1220 814.