

**Agenda**

**Appointing a pharmacy PCN Lead in <enter name of> PCN**

**Date and Time of meeting <enter>**

**Venue <enter>**

**Circulation – email to all pharmacies in your PCN**

1. Welcome and Introduction
2. Brief discussion about how pharmacies in the PCN may work together to support the provision of pharmacy services to patients within a PCN
3. Review expressions of interest received for the pharmacy PCN lead
4. Agreement to appoint a pharmacy PCN lead – by discussion or simple vote
5. Term of appointment – the pharmacy PCN lead must agree to complete requirements of the PQS to 31st March 2020 and serve through until March 2021 pending further details in future PQS
6. Agree who will communicate decisions from the meeting to the LPC via [lpc@communitypharmacyss.co.uk](mailto:lpc@communitypharmacyss.co.uk)

**Notes:**

* Due to the potential practical challenges of finding a time and date for a meeting when all contractors within a PCN can be present or represented, it may be necessary to organise a meeting and then follow this with a vote by contractors, which could be undertaken by email. Each contractor would have one vote for each NHS contract pharmacy in the PCN area
* Community Pharmacy Surrey & Sussex can help assist in organising a vote of contractors to select the preferred candidate, at a meeting of contractors, by post, email or other electronic means
* Foradvice on the local process, questions or if problems arise please contact us on [lpc@communitypharmacyss.co.uk](mailto:lpc@communitypharmacyss.co.uk)