Community Pharmacy Surrey & Sussex

On behalf of East Sussex, West Sussex and Surrey LPCs

Agenda
Meeting of West Sussex Local Pharmaceutical Committee

Date Wednesday 11th March 2020
Time 09:30am prompt. Refreshments from 09:00am
Location The Old Tollgate Hotel, The Street, Steyning, Bramber, BN44 3WE – Website details here
Circulation **West Sussex Local Pharmaceutical Committee Members**
In attendance: Community Pharmacy Surrey & Sussex Team

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	9.30am	**Welcome and Introductions** • Appointment of a next stepper • CCA reporter • Guests & Observers	Standing item		Chair / All
2	9.35am	**Apologies for absence** *Quorum: Section 9 of the LPC Constitution, a simple majority of the membership of the committee = 5 if all appointed* Received prior to the meeting:	Standing item		Chair
3	9.35am	**Governance Matters** • Members are asked to note the contents of their own declaration of interests and governance principles. Inform the Chair of any changes to the declaration of interests • Members are reminded of the LPC Constitution here • Annual appointment of officers 2020-21 • Contractor Numbers & CPSS Recalculations for 2020-21	Standing item For action For report	Attached to the agenda 0320-03 0320-04	Chair JW JW
4	9.50am	**Minutes & Matters arising** • Minutes of previous meeting to be checked for accuracy, approved and signed by the Chair. • Matters arising from the minutes, not already on the agenda to be reviewed • Review of the action log and progress update against open actions	Standing item	0320-01 0320-02	Chair/all JW
5	10.05am	**Business Planning 2020-21** • Committee Forward Agenda 2020-21 • Operating Plan 2020-21 • Budget to sign off 2020-21 • PSNC levy request 2020-21 • CPSS Budget 2020-21	 Decision Discussion Decision For report For report	 0320-05 0320-06 0320-07 0320-08 0320-09	 JW JW AS AS AS/JW
6	11.30am	**PSNC Update** • Independent Review Response • Annual meeting of LPCs – selection of representatives • Report from February 2020 meeting	 For report Decision For report	 0320-10 0320-11 0320-12	 JW All Rep?

		• Regional Representative schedule • CPCF Year 2 Announcement - understanding local implications • GP Contract – understanding local implications	For report Discussion Discussion	 0320-13 0320-13a	JW All All
7	12.15pm	Market Entry • West Sussex Tracker • PNA 2018 recommendations	 For report For report	 0320-14 0320-15	 JW JW
10	12.20pm	Lunch & Refreshments			
11	1.30pm	Services and Support • PQS close position • CPCS update including extension • NHS Flu update • Reducing Drug Related Deaths • Local updates: - West Sussex PH Meeting update - Non-Competitive Tender Update - Feedback on Service Evaluation Tool (awaited- have sent a reminder) • Substance Misuse Contract Meeting update	 For report For report For report For report For report Discussion Report **Discussion/ decision**	 Folder	 HP JW/HP HP JW/HP HP SL/JW/HP HP HP
12	2.30pm	Local Matters • Covid-19 local feedback • Changes to local CCGs & implications inc Sussex CCGS Medicines Optimimisation Strategy • TCAM Programme in West Sussex • PCN Community Pharmacy PCN leads PCN Development Day Sussex PCN development	 Discussion For report For report For report Discussion Report	 Verbal 0320-16 Verbal 0320-17	 SL JW JW JW SL SL
13	3pm	Break			
14	3.15pm	LPC Management and admin • Combined Jan LPC meeting feedback • CEO report QTR 4 19-20 on key activities Incl comms and engagement	 For discussion For report	 Verbal 0320-18	 All JW &SL
15	3.30pm	Reports from other meetings (if not covered elsewhere) • NHS E&I liaison meeting • CPCS implementation group • SE Forum & Partners • CPSS Executive meeting • CD-LIN • Updates from Area Prescribing Meetings	 For report For report For report For report For report For report	 Verbal Verbal Verbal Verbal Verbal Verbal	
16	3.45pm	AOB	Standing item		Chair
17	3.55pm	Meeting wrap up			
18	4pm	Future Meeting dates and venue			
19	4.30pm	**Close**			

Future Dates for Reference – please add to your calendar:

Committee Meetings:
Wednesday 6th May 2020 at The Old Tollgate, Bramber, Steyning, BN44 3WE, 9.30am till 4.00pm
Wednesday 1st July 2020 at The Old Tollgate, Bramber, Steyning, BN44 3WE, 9.30am till 4.00pm
Tuesday 15th September 2020, AGM + short LPC meeting, Venue TBC
Wednesday 4th November 2020 at The Old Tollgate, Bramber, Steyning, BN44 3WE, 9.30am till 4.00pm
Wednesday 10th February 2021 at The Old Tollgate, Bramber, Steyning, BN44 3WE, 9.30am till 4.00pm

Community Pharmacy Surrey & Sussex Executive Committee:
4th June 2020 – 15:30 – 17:00 The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH
8th October 2020 – 10:00 – 12:00 LPC Office, The White House, 18 Church Road, Leatherhead, Surrey, KT22 8BB
14th January 2021 – 15:30 – 17:00. TBC (Kent Venue)
31st March 2021 – 10:00 – 12:00 LPC Office, The White House, 18 Church Road, Leatherhead, Surrey, KT22 8BB

South East LPCs and Partners (Regional Meeting)
(Chairs, Vice Chairs to attend)
4th June 2020 – (hosted by Surrey & Sussex) 10:00 – 13:00
The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH
14th January 2021 (hosted by – Kent) 10:00 – 13:00
Venue TBC

NHS England & Improvement
(Chairs, Vice Chairs to attend)
4th June 2020 (Surrey & Sussex) – 13:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH
8th October 2020 (informal meeting of NHSE/I officials & LPCs CEOs – Venue TBC 14:00 – 16:00
14th January 2021 (Kent) – 13:00 – 15:30 Location TBC
31st March 2021 (informal meeting of NHSE/I officials & LPCs CEOs – Venue TBC 14:00 – 16:00

PSNC (Open to all members)

PSNC's LPC Members Days are available for new or existing members. With new content and updates, these invaluable training days are suitable for both new LPC members and those who wish to refresh and update their current knowledge. Future dates include:

5th May 2020 – 10:00 until 16:00 National meeting of LPCs
Radisson Blu Edwardian Bloomsbury Street, 9-13 Bloomsbury St, Bloomsbury, London WC1B 3QD
Formally the national meeting of LPC Chairs and Chief Officers, this event now gives the flexibility for ***each LPC to send any two LPC members/officers****. The agenda will include PSNC briefings and discussions on current issues and NHS policy, sharing LPC ideas and expertise, and collaborative working.*

16th September 2020 – 10:00 until 16:00 LPC Annual Conference
Congress Centre 28 Great Russell St, Bloomsbury, London WC1B 3LS
The LPC Conference remains an important event for LPCs to represent their views for PSNC to consider at its planning meeting in November, when PSNC's priorities and plans for 2021/22 are agreed. ***East Sussex LPC and West Sussex LPC can send up to 3 representatives each and Surrey LPC up to 4 representatives each.***

Booking should be co-ordinated by Micky. Further information https://psnc.org.uk/our-events/lpc-members-days-2/
Meeting Governance Guidelines

Meeting Governance Guidelines

Competition Law

The LPC, being a representative body for pharmacists in the area brings together a number of parties, many of whom are competitors. This can give rise to competition law concerns should any commercially sensitive information be disclosed or discussed at any meeting.

To avoid any competition law concerns, all participants at any LPC meeting (whether it be a formal committee or sub-committee meeting or more informal occasion) should take care in any discussions with other participants who are or who may become competitors. The guidelines below provide a framework for such discussions and, where appropriate (for instance the use of an agenda or minutes would not be appropriate during an informal social gathering), should be adhered to at all times.

Objectives of the meeting

A clearly listed agenda should be prepared before the meeting identifying the topics for discussion - the agenda should be used to provide the framework for the discussion and the meeting should not stray beyond those items listed to be discussed.

Topics for discussion should be limited to the activities and responsibilities of the LPC, as well as general industry matters. Examples of LPC activities and responsibilities and general industry matters would include the detailed functions and roles of the LPC including (but not limited to):

- liaising with National Health Service bodies and local authorities on behalf of chemists;
- the negotiation, as representative of the chemists, with NHS and local authority bodies on the conditions of service and remuneration for the provision of locally commissioned services;
- Responding to control of entry applications;
- the provision of an advisory service to chemists on local NHS matters.
- Current or proposed legislation or regulation - for example:
    - Liaising with PSNC on defects in existing legislation/regulation and difficulties faced by the sector in complying with such legislation/regulation;
    - responses to local and national consultations;
    - impact of current or proposed legislation/regulation (without disclosing any commercial information relevant to a member);
- General developments or trends in the sector;
- Collection or review of chemist data (but any data that contains commercially sensitive information should be historic, generalised and made anonymous prior to being disclosed to other members);
- Educational or training events for members;

Conducting the meeting

Minutes should be made recording all discussions during the meeting. If a member wishes to clarify (for competition law compliance purposes) whether he/she can or cannot discuss a particular topic, or if any member has any doubts about an issue it would like to raise for discussion, this should be raised with the Chairman of the meeting outside of the meeting prior to the issued being raised. If any of the issues listed in the section below are raised, the discussion should be terminated immediately.

Discussions during the meeting

Where members (at the meeting) include actual or potential competitors, they should not discuss their own or their competitors' commercial strategy or any matter which would be considered commercially sensitive. Subjects to avoid are:

- Individual commercial policies of those companies present - this includes historical, current or future policy where it is not in the public domain and participants should not question other participants about such policy;
- Any commercial difficulties faced by the participants other than in very general terms - for example, members may express their general concern at rising costs or overheads but should not disclose the impact of those costs on their profit margins or other financial figures;

- Any proposal discussing any coordinated commercial conduct between participants (for instance relating to pricing, distribution or arrangements with customers);
- Any request made by one participant (or discussion) asking other members to stop any particular commercial conduct or relationships;
- The sharing of commercially sensitive information (verbally and in writing) – including (but is not limited to);
- Pricing terms;
- Current terms and conditions of supply trade;
- Details of the commercial arrangements with customers or suppliers;
- Sales information;
- Making any allegation as to the commercial conduct of others.
- To the extent that any information is shared between participants, such information should be general, non-specific and where appropriate, should be historical and made anonymous to ensure that the information is not commercially sensitive and cannot be attributed to any participants.

Outcomes of the meeting

Minutes of the meeting should be prepared and circulated to attendees. However, remember that any decision or recommendation made at a LPC meeting, however informal, can be subject to competition law and could constitute a potentially anti-competitive agreement and thus the minutes should be carefully reviewed prior to circulation.

Corporate Governance

At the first meeting of the Committee for the 2018 – 2022 term of office, held in March 2018, members adopted the Nolan Principles as the basis for the LPC Governance Statement

- Accountability - Members of the LPC are accountable for their decisions and actions to contractors and the public and therefore submit to scrutiny.
- Openness - Members should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions, and restrict information only for short term tactical reasons, or when the wider public interest clearly demands.
- Honesty - Members have a clear duty to declare any private interest relating to their LPC duties, and take steps to resolve any conflicts arising.
- Leadership - Members should promote and support the above principles by leadership and by example.
- Representativeness (Selflessness) - members must reflect the interests of the contractors who elected or appointed them to the LPC, and must make decisions in the interests of the general body of contractors; they must not make decisions in order to gain financial or other material benefits for themselves, family or friends.
- Integrity - members must not put themselves under any obligation that might influence their performance on the LPC or their ability to reflect the interests of the contractors who elected or appointed them or to make decisions in the interests of the general body of contractors.
- Objectivity - in making decisions and in carrying out the business of the LPC members should act within the constitution and make decisions only on merit.

The effect of the principles of Representativeness and Integrity is that the nominating bodies can mandate the member to express a view, but cannot bind him/her in how he/she votes or decides on a particular issue. This means the member can hear and participate in debate, and is free to amend his view in the light of the debate. He/she will no doubt then reflect back to the relevant body why he made the decision he did, recognising his accountability

Declarations of Interest

Members are asked that any changes in their declarations affecting work with the LPC, must be notified to Chief Executive Officer, as soon as practicable and no later than 28 days after the interest arises. The attached form should be use.

Declarations of Interest
Update Form for Members

Name of Member / Officer:

1	Remunerated Directorship of company(s) (public or private) and businesses owned personally or in partnership	
2	Remunerated employment or offices	
3	Remunerated Consultancy(s)	
4	Remunerated work performed under contract	
5	Names of companies or other bodies in which I have an interest, either on my own account, my spouse or children, for a beneficial interest in shareholdings greater than the 10% of the share capital	
6	Remunerated contributions to professional and scientific Publications	
7	Other sources of income or pecuniary support relevant to my membership of the LPC	
8	Membership of other pharmaceutical bodies	

I confirm that the information provided above is complete and correct. I acknowledge that any changes in these declarations during my work with the LPC, must be notified to Chief Executive Officer, as soon as practicable and no later than 28 days after the interest arises.

I do / do not [delete as applicable] give my consent for this information to be published in the LPC governance register and online. If consent is not given, please state reasons: (please note this will be agreed in exceptional cases only).	
Signed:	Dated: