



on behalf of East Sussex, West Sussex and Surrey
Local Pharmaceutical Committees

Vacancy Pack

LPC Member (Independent Contractor) Surrey LPC

August 2021

Community Pharmacy Surrey & Sussex

www.communitypharmacyss.co.uk

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About Us

Surrey Local Pharmaceutical Committee (LPC) is the recognised in NHS legislation as the body representing all 203 community pharmacy contractors in Surrey.

Community Pharmacy Surrey & Sussex is the unified local voice for the three local pharmaceutical committees (LPCs) in Surrey, East Sussex, and West Sussex, who work closely together. In 2018 the three LPCs in Surrey and Sussex LPCs combined forces to set up a central administration and operations function to help support contractors more effectively and better meet the expectations of external NHS stakeholders and other local organisations.

We work with NHS England Area Teams, Local Authorities, CCGs, and other healthcare professionals to help plan healthcare services. We negotiate and discuss pharmacy services with commissioners and give advice to community pharmacy contractors and others wanting to know more about the 510+ local pharmacies across Sussex and Surrey.

Our constituent LPCs remain the legal entities but the new overarching team uses the trading name 'Community Pharmacy Surrey & Sussex', and all communications and business is delivered through our central office, based in Leatherhead.

Lead by the Chief Executive, Community Pharmacy Surrey & Sussex daily work is managed by an executive staff team.

In August 2020 the three LPCs in Surrey and Sussex published their first-ever joint annual review to highlight key activities and performance of the federation for the year ending 31st March 2020. [Download and read Review of the Year 2019-20 CPSS \[pdf\]](#) **Note this document is A4 landscape, so you may need to use the + and – icons on your pdf reader to adjust what you see on your screen.**

For further information about Surrey LPC visit <https://communitypharmacys.co.uk/about-us/your-lpcs/>

Vacancy Overview

A vacancy has arisen on the committee for an independent contractor in Surrey to serve for the rest of the LPC term to March 2022, with a possible extension to March 2023 which will be decided at our AGM on the 29th of September.

What is the role of an LPC member?

The work of the LPC is governed by committee, members are either elected or nominated to join the committee to represent contractors ('pharmacy owners') views. In practice this means looking after the interests of all local contractors and to bring member insight and effectively represent views of independent colleagues. LPC members collectively are responsible for the following, accountable to contractors in Surrey LPC area:

- Setting strategic direction and policy
- Agreeing and demonstrating vision, mission, and values
- Oversight and control of the following areas
 - Strategy and work plan, ensure operations are aligned
 - Monitoring and evaluation against agreed goals
 - Financial scrutiny – integrity, robustness, controls
 - Value and level of service to contractors
 - Management of CEO and to provide help and advice, act as a soundboard for management/executive team

Qualities of an LPC member

A good knowledge of community pharmacy business and wider NHS issues, a team player, good interpersonal and communication skills, ability to act strategically and enthusiasm. It is important to have commitment and capacity to attend a minimum of 5 meetings per year (daytime) and an evening AGM.

Payment

LPC members do not get paid; however, they can claim expenses for costs incurred in attending meetings e.g., travel and locum expenses. A copy of our expenses policy can be found [here](#).

Finding out more

Further information about us and our work is available on our website <https://communitypharmacyss.co.uk/about-us/your-lpcs/>.

Contact Julia Powell, Chief Executive Officer by email juliapowell@communitypharmacyss.co.uk or phone 01372 417726 for an informal discussion or to request a guide for prospective LPC members, produced by PSNC.

Alternatively, please contact Rupi Bhasin, Chair of Surrey LPC by email rupi.bhasin@uk.aswatson.com

Appointment Process & How to Apply

How to apply

If you are interested in being part of Surrey LPC and would like to put your name forward for the vacancy, please email lpc@communitypharmacyss.co.uk by **Thursday 30th September 2021**.

In doing so it would be helpful to the Committee, when it selects the person to fill the vacancy, if you could provide some background on the skills and experience that you feel you would bring to the LPC, in no more than 500 words.

If you are not the pharmacy owner or director of the company running the pharmacy, please ensure that you have the authority of the contractor before putting your name forward to represent them on the LPC.

Selection process

The LPC constitution outlines how the committee should deal with the vacancy, with the relevant extract available below:

15.6. If the person to be appointed is to be representative of pharmacy contractors who are eligible to vote in an election, the Chief Officer shall notify such pharmacy contractors of the vacancy and invite expressions of interest. Expressions of interest will be considered if they are received by the Chief Officer within 7 days of despatch of the notice. The Committee shall appoint the person who, in its opinion, is the most suitable, without holding an election.

15.7. The person so appointed shall hold office for the remainder of the period for which the member in whose place he is appointed would have been entitled to hold office. (March 2022).

Community Pharmacy Surrey & Sussex

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