

# South East Forum of Local Pharmaceutical Committees

## for Kent, Surrey, East and West Sussex

Secretariat c/o Community Pharmacy Surrey & Sussex

The White House, 18 Church Road, Leatherhead, Surrey, KT22 8BB. Tel 01372 417726

Online <http://communitypharmacyss.co.uk/about-us/se-forum/>

Email [SEForum@communitypharmacyss.co.uk](mailto:SEForum@communitypharmacyss.co.uk)



## Agenda

### Meeting of the South East Forum of Local Pharmaceutical Committees

**Date** Friday 6<sup>th</sup> July 2018  
**Time** 11am prompt – 4pm  
**Location** Durrington Room, [The Charis Centre](#), West Green Drive, Crawley, RH11 7EL  
**SatNav users should set RH11 7EB as the destination**, see [map](#), free parking onsite  
**Circulation** **South East Forum Members Executive** (Chairs, CEOs and staff of East Sussex, West Sussex, Surrey and Kent LPCs)  
**In attendance:** Regular Guests from PSNC, NPA, CPPE, HEE, NHS England

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	11am	<b>Welcome and Introductions</b> <ul style="list-style-type: none"> <li>Appointment of next stepper</li> </ul>	Standing item		JW
2	11am	<b>Apologies for absence</b>	Standing item		JW
3	11am	<b>Governance for Executive Committee Members</b> <ul style="list-style-type: none"> <li>Members are asked to note the contents of the meeting guidance attached.</li> </ul>	Standing item	Attached	JW
4	11.05am	<b>Minutes of the last meeting</b> <ul style="list-style-type: none"> <li>Minutes to be checked for accuracy, approved and signed by the Chair</li> </ul>	Standing item	<a href="#">0718-01</a>	JW
5	11.05am	<b>Matters arising</b> <ul style="list-style-type: none"> <li>Matters arising from the minutes, not already on the agenda to be reviewed</li> <li>Review of the action log and progress update against open actions</li> </ul>	Standing item / for report	<a href="#">0718-02</a>	JW
6	11.10am	<b>Forum Business and Governance</b> <ul style="list-style-type: none"> <li>Members are asked to approve the proposed revised Terms of Reference</li> <li>Members are asked to consider and approve the outline 2017/2018 budget</li> <li>Members are asked to appoint a Chair of the Forum</li> <li>Annual Conference Planning Update</li> <li>Update to the bank mandate</li> </ul>	Standing item & matters for decision	<a href="#">0718-03a</a> <a href="#">0718-03b</a> A & B  <a href="#">0718-04</a>  Verbal Verbal	JW
7	11.30am	<b>Presentation from the GPhC</b> <b>By Timothy Snewin, Inspector</b> <ul style="list-style-type: none"> <li>To brief forum members on the Consultation on developing GPhC approach to regulating registered pharmacies</li> </ul>	For report and discussion	<a href="#">0718-05</a>	TS
8	12.15pm	<b>Presentation from Virtual Outcomes</b> <b>By Dr Richard Brown</b> <ul style="list-style-type: none"> <li>Demonstration of VirtualOutcomes online training service for LPCs/Community</li> </ul>	For report and discussion	<a href="#">0718-06</a>	RB

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Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
		Pharmacies. An opportunity to ask questions of Virtual Outcomes			
9	1pm	<b>Working Lunch</b> Lunch and refreshments will be available for members and guests. Over lunch a short presentation will be given by Dawn Stebbings from Astra Zeneca. <i>This meeting has been supported by Astra Zeneca, through the purchase of exhibition trade space only. This meeting has been organised by The South East Forum of LPCs.</i>		Verbal	All
10	1.30pm	<b>PSNC Update by Mike King, Head of Contractor Support and/or Sunil Kochar, Regional Representative</b> <ul style="list-style-type: none"> <li>An update on topical issues and work streams relevant to forum members</li> </ul>	For report	Verbal	MK
11	1.45pm	<b>NPA Update by Nikesh Patel</b> <ul style="list-style-type: none"> <li>An update on topical issues and work streams relevant to forum members</li> </ul>	For report	Verbal	NP
12	2pm	<b>Health Education England</b> <ul style="list-style-type: none"> <li>Following the publication of the Community Pharmacy Workforce Survey 2017, representatives from HEE will summarise the findings and undertake a focus group with Forum members to help further inform planning and future investment.</li> </ul>	Focus Group and presentation	<a href="#">0718-07</a>	GF/AS
13	3.45pm	<b>KSS LPCs key issues and top items to share</b> <ul style="list-style-type: none"> <li>Branded Generics</li> <li>Webinar license</li> <li>OTC consultation implementation / toolkit</li> <li>Service Guides</li> </ul>	For discussion	Verbal	Chairs, MK, JW, HP, PW
14	4.15pm	<b>Any other business</b> <ul style="list-style-type: none"> <li>Wherever possible, please notify to the Chair at the start of the meeting of any items</li> </ul>	Standing Item		Chair
15	4.25pm	<b>Meeting Wrap Up</b> <ul style="list-style-type: none"> <li>To sum up actions</li> <li>To review Governance, behaviors, format, content, suggestions for future forum topics and agenda</li> </ul>	Standing item		Next Stepper Chair
16	4.25pm	<b>Future Meeting dates and venue</b>  <b>Friday 05/10/18</b> 11am – 4pm Charis Centre Crawley, West Green Drive, Crawley, RH11 7EL <b>Friday 11/01/19</b> 11am – 4pm Charis Centre Crawley, West Green Drive, Crawley, RH11 7EL <b>Friday 05/04/19</b> 11am – 4pm Charis Centre Crawley, West Green Drive, Crawley, RH11 7EL  <b>Annual Conference 2018</b> Friday 29/11/18 From 9.30am Sandman Signature, 18-23 Tinsley Ln S, Crawley RH10 8XH.	Standing item		JW

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17	4.30pm	Close	Standing item		Chair
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### Meeting Governance Guidelines

#### Competition Law

The South East Forum of LPCs brings together a number of parties, some 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 meeting (whether it be a formal Forum 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

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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 issue 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 the South East Forum of LPCs 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.