

## Agenda

### Meeting of Surrey Local Pharmaceutical Committee

**Date** Wednesday 8<sup>th</sup> July 2020  
**Time** 2:00pm – 5:15pm  
**Location** Zoom Conference Call:  
<https://us02web.zoom.us/j/81285598695>- Meeting ID: 812 8559 8695, Password: 256337  
 For phone in details email Micky Cassar michaelacassar@communitypharmacyss.co.uk

**Circulation** Surrey Local Pharmaceutical Committee Members  
**In attendance:** Community Pharmacy Surrey & Sussex Team  
**Guests:**

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	2.00pm	<b>Welcome and Introductions</b> <ul style="list-style-type: none"> <li>Meeting etiquette &amp; overview</li> <li>Appointment of a next stepper</li> <li>CCA reporter</li> </ul>	Standing item		JW Chair/All Chair/All
2	2.00pm	<b>Apologies for absence</b> <i>Quorum: Section 9 of the LPC Constitution, a simple majority of the membership of the committee = 5 if all appointed</i> Received prior to the meeting:	Standing item		Chair
3	2:00pm	<b>Governance Matters</b> <ul style="list-style-type: none"> <li>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</li> <li>Members are reminded of the LPC Constitution here</li> </ul>	Standing item	Attached to the agenda	Chair
4	2.05pm	<b>Minutes &amp; Matters arising</b> <ul style="list-style-type: none"> <li>Minutes of previous meeting to be checked for accuracy, approved and signed by the Chair.</li> <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	0720-01  0720-02	Chair/all  JW
5	2.10pm	<b>PSNC Update</b> <ul style="list-style-type: none"> <li>Regional representative</li> </ul>	For report	Verbal	SK
6	2.25pm	<b>Independent Review</b> <ul style="list-style-type: none"> <li>Publication &amp; summary</li> <li>Timetable of engagement and next steps</li> <li>Discussion about recommendations</li> <li>Update from LPC/PSNC meeting</li> </ul>	For report For report <b>For discussion</b> For report	Link 0720-03 0720-04 Verbal	JW JW All All
7	3.15pm	<b>Break –</b> <i>Remember to mute sound and turn your camera off</i>			

8	3.25pm	<b>Covid 19</b> <ul style="list-style-type: none"> <li>• Capturing beneficial innovation</li> <li>• Local authority lead lockdown plans</li> <li>• Q2 LCS arrangements</li> <li>• Test &amp; Trace. Antibody testing</li> <li>• Staff risk assessments</li> </ul>	For report For report For report For report For report	0720-05 0720-06 Verbal Verbal Verbal	JW JW HP JW JW
9	3.50pm	<b>LPC Management and admin</b> <ul style="list-style-type: none"> <li>• Q1 Review</li> <li>• Rebased Q2 Plan</li> <li>• AGM update &amp; annual report</li> <li>• LPC member training needs analysis</li> <li>• Contractor feedback</li> </ul>	For report For report For report <b>Discussion</b> <b>Discussion</b>	Verbal 0720-07 Verbal Slides Slides	JW JW JW/SL JW JW
10	4.20pm	<b>Finance Update</b> <ul style="list-style-type: none"> <li>• Accounts MTD</li> <li>• CPSS 2020/21 MTD</li> <li>• Draft 2019-20 accounts for approval</li> <li>• Final 2019-20 CPSS accounts</li> <li>• Levy 2020-21</li> </ul>	For report For report <b>To approve</b> For report	0720-09 0720-08 Tabled 0720-10	AP AP/JW AP JW
11	4.35pm	<b>Local Matters</b> CCG update <ul style="list-style-type: none"> <li>• Surrey Care Record Update</li> <li>• CCG re-organisation &amp; governance</li> </ul>	For update For update	0720-10a Verbal	JW JW
12	4.40pm	<b>Market Entry</b> <ul style="list-style-type: none"> <li>• Surrey Tracker</li> <li>• PNA supplementary statement</li> </ul>	For report For report	Tabled	
13	4:50pm	<b>Services and Support</b> <ul style="list-style-type: none"> <li>• TCAM deployment</li> <li>• Christmas &amp; Easter LCS – NHSE &amp; I</li> <li>• Flu Vaccination preparation &amp; delivery</li> </ul>	For report For report <b>Discussion</b>	0720-11 0720-12 verbal	HP/all JW All
14	5.00pm	<b>For report from other meetings</b> <ul style="list-style-type: none"> <li>• CPSS Executive Committee</li> <li>• NHS Surrey &amp; Sussex LPN</li> <li>• South East Forum of LPCs</li> <li>• APCs</li> </ul>	For information - <i>please ask any questions</i>	0720-13 Verbal 0720-14 Verbal	HC JW JW All
15	5.00pm	<b>AOB</b>	Standing item		Chair
16	5.15pm	<b>Meeting wrap up</b>			
17	5.15pm	<b>Future Meeting dates and venue</b>			
18	5.15pm	<b>Close</b>			

### Future Dates for Reference – please add to your calendar:

*Venues subject to HMG advice on social distancing*

#### Committee Meetings:

**Thursday 17th September 2020**, AGM + short LPC meeting, Venue TBC

**Wednesday 11th November 2020** at Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead KT22 8QP from 9.30am till 4.00pm

**Wednesday 17th February 2021** at Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead KT22 8QP from 9.30am till 4.00pm

#### Community Pharmacy Surrey & Sussex Executive Committee:

**8<sup>th</sup> October 2020** – 10:00 – 12:00 Venue TBC

**14<sup>th</sup> January 2021** – 15:30 – 17:00. TBC (Kent Venue)

**31<sup>st</sup> March 2021** – 10:00 – 12:00 Venue TBC

#### South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

**14th January 2021** (hosted by – Kent) 10:00 – 13:00

Venue TBC

### **NHS England & Improvement**

(Chairs, Vice Chairs to attend)

**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:

**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 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 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:		
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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:
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