

Overview Agenda

Date: 16th January 2020
Time: 09:30am – 4:30pm
Location: Sandman Signature Hotel, Gatwick, 18-23 Tinsley Lane, Crawley, RH10 8XH - 01293 846701
 Free parking onsite. For further details and directions [click here](#)

Circulation Surrey Local Pharmaceutical Committee Members
 East Sussex Local Pharmaceutical Committee Members
 West Sussex Local Pharmaceutical Committee Members

In attendance: Community Pharmacy Surrey & Sussex Team

Guests: Simon Dukes - Chief Executive
 Observers: Shilpa Shah - Kent LPC Chief Executive, Ravi Vaitha - Kamsons

Indicative Time	Overview Agenda		
9.15am	Arrival & registration Light refreshments available in the 1 st floor lobby area		
9.30am	Combined meeting of East Sussex, West Sussex and Surrey LPCs (part 1 of 2) Victoria Room, 1 st Floor		
10.50am	Break Light refreshments available in the 1st floor lobby area		
11.05am	Combined meeting of East Sussex, West Sussex and Surrey LPCs (part 2 of 2) Victoria Room, 1 st Floor		
1.15pm	Lunch Served in the Calgary Suite, 1 st Floor		
1.45pm	East Sussex LPC Meeting Victoria Room 1 st Floor	West Sussex LPC Meeting Toronto Room 1 st Floor	Surrey LPC Meeting Winnipeg Room 1 st Floor
	Opportunity for informal breaks during the rotational agenda items. Light refreshments available in the 1st floor lobby area throughout the afternoon		
4.30pm	Close		

/overleaf for detailed agenda

Full agenda – morning

Combined meeting of East Sussex LPC, West Sussex LPC, Surrey LPC

Chair – Rupi Bhasin

Vancouver Room

Indicative Time	Purpose and action	Paper Ref	Lead
9.15am	Arrival & registration Refreshments available in the 1 st floor lobby area		
9.30am	Welcome and Introductions Members, guests and observers Overview and objectives for the meeting	Verbal	Chair JW
9.40am	Apologies for absence Quorum: Section 9 of the LPC Constitution, a simple majority of the membership of the committee = 5 from each LPC (if all appointed)	Verbal	Chair
9.40am	Governance Matters <ul style="list-style-type: none"> 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. Other governance documentation available at the end of the agenda Note – minutes, matter arising, and action logs will be considered in the afternoon meetings of the individual committees 	Verbal	Chair
9.45am	PSNC Update Simon Dukes, Chief Executive <ul style="list-style-type: none"> An update will be provided about CPCF developments and PSNC work An opportunity for questions and discussion PSNC November meeting summary report PSNC CEO update	Slides	SD
10.50am	Break Light refreshments available in the 1st floor lobby area		All
11.05am	Creating Capacity in Community Pharmacy Andy Chilton, Director, Velresco <ul style="list-style-type: none"> A presentation about addressing the challenges facing Community Pharmacy around creating capacity to deliver new elements of the CPCF 	Slides	AC
11.30am	Independent review of the roles and structures underpinning PSNC and the LPCs <ul style="list-style-type: none"> Report - An update will be provided about the review and associated timescales Discussion - Members are asked to consider the broad review questions to help start shaping the LPC response to the national survey Decision - Members are asked to consider any actions that the LPCs need to take to prepare a response to the review 	01-01	JW All All
12.10pm	CPSS/LPC Management & Administration <ul style="list-style-type: none"> Report – CEO Report & update on progress against the operating plan Q3 2019-20 Report – minutes & questions arising from other meetings: <ul style="list-style-type: none"> CPSS Executive Committee NHS England & Improvement LPC Liaison Meeting South East Forum of LPCs Report - Community Pharmacy PCN Leads status update and next steps and adoption of the PSNC PCN/CP/LPC Memorandum of Understanding Decision - To approve the briefing note on Medicines Compliance Aids (Guidance and FAQs for primary care providers jointly updated with the LMC) 	01-02 01-03 01-04 01-05 01-06/07 01-08 01-09	JW/HP JW JW JW JP/JW JW

	<ul style="list-style-type: none"> Decision - To approve a briefing note to help those working with community pharmacies in the NHS understand the position on pharmacy home delivery services 	01-10	SL
12.25pm	CPSS Finance <ul style="list-style-type: none"> Report - CPSS Management Accounts 2019-20 to December 2019 and commentary and forecast to end of 2019-20 	01-11	PA
12.35pm	Business Planning 2020-21 <ul style="list-style-type: none"> Approve forward schedule of dates for 2020-21 Business planning cycle for 2020-21 Members will be asked to help shape the 2020-21 operating plan through a facilitated discussion 	01-12 01-13 01-13	JW JW All
1.15pm	Lunch Served in the Calgary Suite, 1 st Floor		

Full agenda – afternoon

Individual meetings of East Sussex LPC, West Sussex LPC, Surrey LPC

Indicative Time	East Sussex LPC Victoria Room Chair – Craig McEwan East Sussex LPC Meeting Papers	West Sussex LPC Toronto Room Chair – Mark Donaghy West Sussex LPC Meeting Papers	Surrey LPC Winnipeg Room Chair – Rupri Bhasin Surrey LPC Meeting Papers
1.45pm	Welcome back <ul style="list-style-type: none"> Appointment of a next stepper 	Welcome back <ul style="list-style-type: none"> Appointment of a next stepper 	Welcome back <ul style="list-style-type: none"> Appointment of a next stepper
1.50pm	Service Development Update By HP <ul style="list-style-type: none"> Update against operating plan CPCS NHS Flu PQS Support ESCC PH meeting Substance misuse service ES NHS HC update for ES B & H PH meeting Provider Activity Data Quarter 3 TCAM Other Updates 	Local Matters By JW Minutes of the last meeting Minutes to be checked for accuracy, approved and signed by the Chair Matters arising Matters arising from the minutes, not already on the agenda to be reviewed. Review of the action log and progress update against open actions Local matters <ol style="list-style-type: none"> Review of PH tendering CCG changes Market entry matters Local priorities for 20-21 	Communications & Engagement Update by JP and SL PCN Update <ul style="list-style-type: none"> Table Gap analysis – latest position will be tabled on the day Action plan & next steps Events & learning An update will be providing on LPC events and learning recommendations over the next QTR
2.35pm	Local Matters by JW Minutes of the last meeting Minutes to be checked for accuracy, approved and signed by the Chair	Communications & Engagement Update by JP and SL	Service Development Update by HP <ul style="list-style-type: none"> Update against operating plan CPCS NHS Flu

	<p>Matters arising Matters arising from the minutes, not already on the agenda to be reviewed.</p> <p>Review of the action log and progress update against open actions</p> <p>Local matters</p> <ol style="list-style-type: none"> 1. CCG changes 2. East Sussex PNA development update 3. Market entry matters 4. Local priorities for 20-21 	<p>PCN Update</p> <ul style="list-style-type: none"> • Tabletop gap analysis latest position will be tabled on the day • Action plan & next steps <p>Events & learning</p> <p>An update will be providing on LPC events and learning recommendations over the next QTR</p>	<ul style="list-style-type: none"> • PQS Support • SCC PH meeting • NHS HC proposal • Smoking Service Review • Provider Activity Data Quarter: 3 • TCAM • Other Updates
3.20pm	<p>Communications & Engagement Update by JP and SL</p> <p>PCN Update</p> <ul style="list-style-type: none"> • Table top gap analysis latest position will be tabled on the day • Action plan & next steps <p>Events & learning</p> <p>An update will be providing on LPC events and learning recommendations over the next QTR</p>	<p>Service Development Update by HP</p> <ul style="list-style-type: none"> • Update against operating plan • CPCS • NHS Flu • PQS Support • WSCC PH meeting • Update on Substance Misuse Service • Service Evaluation tool • Provider Activity Data Quarter 3 • TCAM • Other updates 	<p>Local Matters by JW</p> <p>Minutes of the last meeting Minutes to be checked for accuracy, approved and signed by the Chair</p> <p>Matters arising Matters arising from the minutes, not already on the agenda to be reviewed.</p> <p>Review of the action log and progress update against open actions</p> <p>Local matters</p> <ol style="list-style-type: none"> 1. CCG / STP changes 2. SH MO 5-year plan 3. Surrey Care Record Update 4. Local priorities for 20-21
4.05pm	<p>Finance (PA) Accounts 2019-20 MTD - tabled</p>	<p>Finance (AS) Accounts 2019-20 MTD tabled</p>	<p>Finance (AP) Accounts 2019-20 MTD</p>
4.15pm	AOB	AOB	AOB
4.25pm	Review and close	Review and close	Review and close
4.30pm	<p>Close Refreshments in plenary area</p>		

LPC Committee Meeting Dates to March 2021

Committee Meetings

East Sussex LPC	West Sussex LPC	Surrey LPC
The East Sussex National, Uckfield, TN22 5ES 9.30am – 4.00pm	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm
Thursday 12/03/20	Wednesday 11/03/20	Wednesday 18/03/20
Monday 11/05/20	Wednesday 06/05/20	Wednesday 13/05/20
Thursday 02/07/20	Wednesday 01/07/20	Wednesday 08/07/20
Tuesday 22/09/20 Short meeting + AGM – Venue TBC	Tuesday 15/09/20 Short meeting + AGM – Venue TBC	Thursday 17/09/20 Short meeting + AGM – Venue TBC
Thursday 05/11/20	Wednesday 04/11/20	Wednesday 11/11/20
Thursday 11/02/21	Wednesday 10/02/21	Wednesday 17/02/21

Community Pharmacy Surrey & Sussex Executive Committee:

(Chairs, Vice Chairs and Treasurers to attend – options for conference call dial in)

5th March 2020 – 15:30 – 17:00 The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

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)

5th March 2020 – (hosted by Surrey & Sussex) 10:00 – 13:00

The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

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)

5th March 2020 – 13:30 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

4th June 2020 (Surrey & Sussex) – 13:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

October 2020 (informal meeting of NHSE/I officials & LPCs CEOs – Horley 14:00 – 16:00)

14th January 2021 (Kent) – 13:00 – 15:30 Location TBC

March 2021 (informal meeting of NHSE/I officials & LPCs CEOs – Horley 14:00 – 16:00)

PSNC Forward Dates:

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.***

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;
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- 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:
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