

**Agenda**

**Appointing a pharmacy PCN Lead in <enter name of> PCN**

**Date and Time of meeting <enter>**

**Venue <enter>**

**Circulation – email to all pharmacies in your PCN**

1. Welcome and Introduction
2. Brief discussion about how pharmacies in the PCN may work together to support the provision of pharmacy services to patients within a PCN
3. Review expressions of interest received for the pharmacy PCN lead
4. Agreement to appoint a pharmacy PCN lead – by discussion or simple vote
5. Term of appointment – to be agreed by the pharmacies, however, as a minimum this should cover the term of a PQS scheme from announcement to completion
6. Agree who will communicate decisions from the meeting to the LPC via [lpc@communitypharmacyss.co.uk](mailto:lpc@communitypharmacyss.co.uk)

**Notes:**

* Due to the potential practical challenges of finding a time and date for a meeting when all contractors within a PCN can be present or represented, it may be necessary to organise a meeting and then follow this with a vote by contractors, which could be undertaken by email. Each contractor would have one vote for each NHS contract pharmacy in the PCN area
* Community Pharmacy Surrey & Sussex can help assist in organising a vote of contractors to select the preferred candidate, at a meeting of contractors, by post, email or other electronic means
* Foradvice on the local process, questions or if problems arise please contact us on [lpc@communitypharmacyss.co.uk](mailto:lpc@communitypharmacyss.co.uk)