

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://communitypharmacys.co.uk/about-us/se-forum/>

Email SEForum@communitypharmacys.co.uk



SE Forum Terms of Reference

The South East Forum of LPCs brings together East Sussex LPC, West Sussex LPC, Kent LPC, and Surrey LPC. The Forum is primarily for LPC Chief Officers, Chairs and Vice-chairs from the constituent LPCs. A deputy being a member of the LPC is permitted where the LPC Chief Officer and/or the Chair is unable to attend. Additional LPC staff/members may attend with the prior approval of Forum members. The Forum shall meet up to three times a year with additional meetings if required. The PSNC regional representative will be invited along with guests from PSNC, NPA, CPPE, Health Education England, the AHSN and NHS E&I at the Forums discretion.

Meeting and administration costs will be met by constituent LPCs and managed by the secretariat. The administration and support to the forum shall be provided by the team at Community Pharmacy Surrey & Sussex, these arrangements shall be reviewed annually at the first meeting of the financial year.

The Forum Chairperson will be the Chief Executive for the LPC which is hosting the meeting. LPC representatives and observers are responsible for their own travel and related costs. The Forum is funded by a levy approved by constituent LPCs and may provide a reasonable honorarium to Forum officers or secretariat from this funding.

Purpose of the Forum

The purpose of the South East Forum is:

- To ensure a consistent voice and influence to NHS E&I South East, at the Kent, Surrey and Sussex regional level.
- To share good practice, resources, experiences, and ideas.
- To report on local issues.
- To consider issues affecting all LPCs and contractors in the South East Forum area.
- To identify areas where LPCs can collaborate to produce joint resources, services, share workload, organise events or commission work for the benefit of all LPCs in the Forum.
- To build relationships with the regional NHS organisations in the South East region and working with them on appropriate issues.
- By working together improve the operation of constituent LPCs and in turn the service and benefits to contractors.

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- Respond to regional consultation documents as appropriate.

The Forum is an informal group with no constitutional status and is not a negotiating body or a formal consultation body. Representatives are attending on behalf of their respective LPC and accept that certain decisions of the Forum may need ratification from a meeting of the LPC. Decisions taken by the Forum cannot bind an individual LPC.

Communication

All LPC representatives in the Forum will report back on Forum meetings to constituent LPCs keeping all LPC members fully apprised of the Forums discussions and information reported at meetings. LPCs will ensure that contractors are aware of the Forums work.

Review

To be reviewed annually in the first quarter of the financial year. These terms of reference were reviewed in April 2018 and formally adopted at a meeting of the Forum on July 2018. They should be reviewed annually.

Revisions

Reviewed July 2019 – members agreed no updates required

Reviewed May 2020 – members agreed no updates required

Reviewed January 2022 – meeting frequency updated