

LPC Meeting Arrangements and Minute Taking Style Guide Policy

Purpose of Minutes

The purpose of minutes is to provide an accurate, impartial, and balanced internal record of the business transacted at a meeting.

Minutes Style Guide

- As a minimum, minutes should include the **key points of discussion, decisions made** and, where appropriate, **the reasons for them and agreed actions**, including a record of any delegated authority to act on behalf of the Committee.
- Minutes should be clear, concise, and free from any ambiguity as they will serve as a source of contemporaneous evidence.
- Minutes should not be a verbatim record of the meeting.
- Individual contributions should not normally be attributed by name, but this will be appropriate in some cases.
- In simple terms, they should record what was done, not what was said but with sufficient context to give assurance that it was done properly.
- The audio recording of LPC Committee Meetings is only, recommended for the purpose of completing the minutes if agreed by attendees and the recording will then be deleted.

Responsibilities

- The Chief Executive Officer is responsible to the chairman for the preparation and retention of minutes (this activity may be delegated); the chairman and the other members of the board are responsible for confirming their accuracy.

Approval of Minutes

- Draft minutes should be clearly marked as such and amendments to the draft minutes should be thought of as 'enhancements' rather than 'corrections'
- Once the minutes have been drafted, they should be circulated to attendees. This should be done as promptly as possible after the meeting, but within 14 working days.
- The Chairperson and the other members of the Committee are responsible for confirming their accuracy, at a succeeding meeting, after which, the Chairperson will sign the minutes as accurate.

Retention

Minutes should be retained for at least 10 years and where possible for the life of the organisation. Copies should be stored securely, and a PDF copy of the signed hard copy of the minutes can be used to act as a back-up (for each other).

Access to Minutes and Publication

To provide complete transparency of LPC meetings discussions and decisions, approved/accepted minutes will be published on the LPC website, within 7 working days, except parts of the meeting held in camera, which can be described in summary, to understand that a matter was discussed.

Meeting Planning

Following a planning meeting with the Chairperson, 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.

The Chief Executive Officer should discuss with the Chairperson before the meeting any relevant procedural issues and, perhaps most importantly, how they can best support the chairperson.

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); and
- educational or training events for members.

Accompanying the agenda should follow:

- LPC Governance Principles
- Guidance regarding Competition Law for LPC Members
- Declarations of interest forms

Meeting Timetable and Preparation

Action	Timeline
Survey of contractors to create awareness of upcoming LPC meetings and gather any issues or important items (MC)	2.5 weeks prior to meeting
Prelim notice to LPC members to call for any agenda items to be considered (JP/MC)	2.5 weeks prior to meeting
Planning meeting with CPSS team, LPC Chairs and other Officers as appropriate to consider all of the above	2 weeks prior to the meeting
Draft agenda and papers. Distribute to LPC members via email and onedrive (JP/MC)	5-7 working days prior to the meeting
Agenda uploaded to public facing website (MC)	5-7 working days prior to the meeting
LPC Member appointed as next stepper and feedback on the day (Chair)	Meeting
Minutes taken by Business Administrator (MC)	Meeting
Action lists distributed to members and CPSS Team (JP/MC)	7 working days after the meeting
Circulate Draft Minutes to LPC Members (MC)	Within 14 days after the meeting
Review for any enhancements and approve, signed by the Chair	Succeeding meeting
Publish approved minutes on the public facing website	Within 7 working days of succeeding meeting / being approved

Version Control:	V3.0
Distribution:	Community Pharmacy Surrey & Sussex – all employees East Sussex, West Sussex and Surrey LPC Members
Written and reviewed by:	Julia Powell, Chief Executive Officer
Authorised by:	East Sussex, West Sussex and Surrey LPCs
Date of Preparation:	May 2018. Last reviewed May 2022.
Review:	The minute taking policy will be reviewed by May 2024, or before following an incident or changes in guidance or regulations