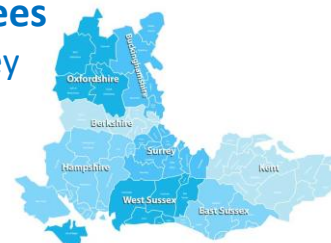


South-East Forum of Local Pharmaceutical Committees for Hampshire & IOW, Kent, Surrey, Sussex and Thames Valley

CPSS, PO Box 491, Leatherhead, Surrey, KT22 2NW. Tel 01372 417726

Online <http://communitypharmacyss.co.uk/about-us/se-forum/>

Email lpc@communitypharmacyss.co.uk



Agenda

Meeting of the South-East LPCs and Partners

Date Thursday 6th June 2024

Time 10:00am – 1:00pm

Location: Online Teams

Circulation: South East Forum Members (Chairs, CEOs and staff of Sussex, Surrey, Hampshire & IOW, Thames Valley and Kent LPCs)

In attendance: Regular Guests from CPE, NPA, GPhC, Health Innovation Network, CPPE, NHS WT&E, SE Commissioning Hub Pharmacy

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	10:00am	Welcome and Introductions	Standing item		JP
2	10:00am	Apologies for absence	Standing item		JP
3	10:05am	Governance for SE Forum Members <ul style="list-style-type: none"> ○ Members are asked to note the contents of the meeting guidance attached. ○ Note the forum Terms of Reference 	Standing item		JP
4	10:05am	Minutes of the last meeting <ul style="list-style-type: none"> ○ Minutes to be checked for accuracy, approved, and signed by the Chair 	Standing item	As sent out	JP
5	10:10am	Matters arising <ul style="list-style-type: none"> ○ Matters arising from the minutes, not already on the agenda to be reviewed. ○ Review of the actions and progress update against open actions 	Standing item / for report		JP
6	10.10am	NHSE WT&E – Shane Costigan <ul style="list-style-type: none"> ○ Update 	For report		SC
7	10.30am	SE Commissioning Hub Pharmacy – Katie Perkins <ul style="list-style-type: none"> ○ Update 	For report		KP
8	10.45am	CPPE – Sarah Ridgeway Green/Afua Opare <ul style="list-style-type: none"> ○ Update 	For report		SRG/AO
9	11.00am	Health Innovation Network – Jo Youngson <ul style="list-style-type: none"> ○ Update 	For report		JY
10	11.15am	GPhC – David Clark <ul style="list-style-type: none"> ○ Update 	For report		DC
11	11.30am	NPA – Michael Lennox <ul style="list-style-type: none"> ○ Update 	For report		ML
12	11.45am	CPE Update – Gary Warner <ul style="list-style-type: none"> ○ Update 	For report		GW

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13	12:05pm	AOB			JP
12.05 pm Break & guests can leave					
14	12.15pm	LPC Discussions on regional matters <ul style="list-style-type: none"> ○ Update from each LPC – new initiatives or developments 	For discussion		All
15	12:55pm	Meeting Wrap Up <ul style="list-style-type: none"> ○ Suggestions for future forum topics 	Standing item		JP
16	1:00pm	Future Meeting dates <ul style="list-style-type: none"> ○ 3rd October 2024, 10:00–13:00 (hosted by Hampshire & Isle of Wight LPC) ○ 27th March 2025, 10:00–13:00 (hosted by Thames Valley LPC) 	Standing item		JP

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Meeting Governance Guidelines

Competition Law

The South East Forum of LPCs brings together a number of parties, some 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 meeting (whether it be a formal Forum 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 PCE 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

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raised with the Chairman of the meeting outside of the meeting prior to the issued 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 the South East Forum of LPCs & Partners 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.