Meeting of Surrey Local Pharmaceutical Committee - Agenda

Date Wednesday 24th September 2025

Time 9:30am – 4:00pm

Location Tyrrells Wood Golf Club, Leatherhead, KT22 8QP

(This meeting will be recorded for minuting purposes and then deleted)

Circulation **Surrey Local Pharmaceutical Committee Members**

In attendance: Community Pharmacy Surrey & Sussex Team

Guests: Yinka Kuye, Frimley ICB, Erika Bowker, Surrey Heartlands ICB

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	9.30am	**Welcome and Introductions** – Meeting etiquette & overview – Appointment of a next stepper – CCA reporter	Standing item		Chair/All
2	9.35am	**Apologies for absence** *Quorum: Section 9 of the LPC Constitution, a simple majority of the membership of the committee = 5 if all appointed* Received prior to the meeting: Jaymil Patel	Standing item		Chair
3	9.40am	**Governance Matters** – 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 – Governance Lead	Standing item	Attached to the agenda	Chair
4	9.45am	**Minutes & Matters arising** – Minutes of previous meeting to be checked for accuracy, approved, and signed by the Chair – Matters arising from the minutes, not already on the agenda to be reviewed – Review of the action log and progress update against open actions	Standing item	As attached	Chair/all

5	9.50am	**LPC Members Update** – Updates from all members with regards to work streams / contractor support – Feedback on questions asked	Discussion	Verbal	All
6	9.55am	**Sub-committee Updates** – Finance – Governance	For report	Verbal	All
7	10.00am	**Surrey Heartlands ICB – Erika Bowker** – Update	Discussion	Verbal	EB
8	10.30am	**Frimley ICB, Yinka Kuye** – Update	Discussion	Verbal	YK
9	11.00am	**Comfort Break**			
10	11.15am	**CEO report** – KPI Progress – Meetings list – General Update	For report	Attached	JP
11	12.00pm	**CPE Update** – Update	Discussion	Verbal	GW/JP
12	12.15pm	**Lunch**			
13	1.15pm	**Service Development and Support** – LCS data – Local updates – Advanced Services	For report	Verbal	MH/SJ
14	2.15pm	**Comfort Break**			
15	2.30pm	**NHS Landscape** – Discussion of current landscape and whether a limited company is needed	For decision	Verbal	JP
16	3.15pm	**Finance Update** – Surrey LPC accounts YTD 25-26 – CPSS accounts YTD 25-26 – New finance guide	For report	To follow	PS
17	3.30pm	**Market Entry** – Market entry summary	For report	Verbal	JP
18	3.45pm	**AOB**	Standing item		Chair
19	3.55pm	**Meeting wrap up**			Chair
20	4.00pm	**Close**			Chair

Future Dates for Reference – please add to your calendar:

Committee Meetings:

26th Nov 2025 Venue: Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead KT22 8QP from 9.30am till 4.00pm

25th Feb 2026 Venue: Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead KT22 8QP from 9.30am till 4.00pm

Community Pharmacy Surrey & Sussex Executive Committee:

2nd October 2025 – 13:45-15:00 Venue TBC
8th January 2026 – 13:45-15:00 Venue TBC
26th March 2026 – 13:45-15:00 Venue TBC

South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

2nd October 2025, 10:00-13:00 Teams meeting online (to be hosted by Hampshire & Isle of Wight LPC)
26th March 2026, 10:00-13:00 Teams meeting online (to be hosted by CPSS LPC)

CPE (Conference)

Wednesday 24th to Thursday 25th September 2025 (London)

Wednesday 19th to Thursday 20th November 2025 (London)

Meeting Governance Guidelines

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 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 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: