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 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 Chair for the preparation and retention of minutes (this activity may be delegated); the Chair and the other members of the Committee 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 Chair and the other members of the Committee are responsible for confirming their accuracy, at a succeeding meeting, after which, the Chair 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 private, which can be described in summary, to understand that a matter was discussed.

Meeting Planning

Following a planning meeting with the Chair, 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 Integrated Care Systems and local authorities on behalf of pharmacies;
- the negotiation, as representative of the pharmacies, with NHSE, ICB's and local authority bodies on the conditions of service and remuneration for the provision of locally commissioned services;
- responding to market entry applications;
- the provision of an advisory service to pharmacies on local NHS matters;
- current or proposed legislation or regulation - for example:
    - liaising with CPE on existing legislation/regulation and difficulties faced by the sector in complying with such legislation/regulation;
    - responses to local 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 pharmacy 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**
Draft agenda and papers. Distribute to LPC members via email and onedrive (JP/MC)	5 working days prior to the meeting
Agenda uploaded to public facing webiste (MC)	5 working days prior to the meeting
Minutes taken by Business Administrator (MC)	Meeting
Circulate Draft Minutes to LPC Members (MC)	Within 14 working days after the meeting
Review for any enhancements and approve, signed by the Chair	Suceeding meeting

Publish approved minutes on the public facing website	Within 7 working days of suceeding meeting / being approved

Last Reviewed: 13th April 2026.
Next review date: April 2027.