



December 2022

PSNC Briefing 039/22: Guide to the PSNC Regional Representative Elections for Independent Pharmacy Contractors.

PSNC is preparing for regional representative elections as the terms of office for PSNC members expire on 31st March 2023. The election process starts in January 2023.

Pharmacists who are Independent pharmacy contractors (based on the Pharmaceutical Lists from October 2022 and updated by contractors in early 2023) who are also members or officers of an LPC in the relevant PSNC region are eligible for election as the new PSNC regional representative.

This briefing sets out the election process and actions required from those seeking to stand for election.

There is also a process for all contractors except Company Chemist's Association members to confirm their NHS pharmacy premises in England and other relevant information for the PSNC elections.

Role of the PSNC Regional Representative

PSNC's Committee will include 10 Independent pharmacy contractors elected by PSNC regions in England. Implementation of the Review Steering Group (RSG) recommendations voted for by contractors in England has reduced the size of PSNC and reduced the number of PSNC regions and Independent Regional Representatives to 10, from 13 – see below. Their terms of office, as for all members of PSNC, is four years, and this term of office starts on 1 April 2023 and ends on 31 March 2027. So, for the purposes of this election there will be 10 regional representatives elected.

The regional representatives, together with the other members of PSNC, represent the interests of NHS pharmacy contractors in England and ensure that PSNC undertakes the functions set out in its [Constitution](#). In addition, they provide an important conduit between the Independent contractors (and the LPCs) in their region and PSNC. The representative will be a member or officer of at least one LPC in the region where they are nominated, and so have some experience of local NHS issues. They can be consulted by all LPC members about matters relevant to PSNC's role, and take issues raised at LPC meetings for discussion at PSNC meetings. They may be invited to attend LPC meetings across their region. This is a significant time commitment that candidates should consider. PSNC meeting agendas and minutes are published on our website, and regional representatives may be asked to provide more detail or explanation where needed or to direct requests to the relevant member of staff (subject to confidentiality constraints).

PSNC has approximately six main two-day meetings a year. Occasionally there are extra meetings and members may be nominated to attend additional sub-committees, working groups or panels – and may be asked to represent PSNC at external meetings. Again, this is a significant time commitment that candidates should consider.

PSNC regional representatives need to be confident that they can make arrangements for their pharmacy to be run by another pharmacist on a number of occasions during each year.

As an Independent pharmacy contractor (personally, as a partnership, or a director and substantial shareholder of a body corporate that is an Independent pharmacy contractor) the decisions made at PSNC could have a significant effect on a regional representative's own business. For example, agreeing the terms of the contractual framework or funding for pharmacy will have a direct impact on the business. So, pharmacy contractors who elect a regional representative have to be assured that the proposed representative will do their best for the whole network of pharmacies.

PSNC has a rigorous governance policy which ensures that members of PSNC adhere to the highest standards, comparable to the Nolan Principles. The governance policy includes a Code of Conduct and guidance on confidentiality which PSNC members must adhere to (and includes a Governance Code of Conduct declaration which members must sign) and these are available [here](#). The successful candidate must also declare relevant interests (Code of Conduct Declaration of Interests).

The process for elections is set out in the PSNC Constitution and Rules (available from the [About PSNC page](#) of our website).

Attached at the end of this briefing is a brief description of the Committee Member Role. Please note that currently PSNC is undertaking a governance review, as part of implementation of the RSG recommendations voted for by pharmacy contractors in England.

Eligibility

The candidate must be a/an:

Pharmacist – registered as a pharmacist with the General Pharmaceutical Council (GPhC).

Member or Officer of a relevant LPC in that PSNC region

Independent pharmacy contractor– personally (either individually or in partnership), or as a director and a substantial shareholder (either personally, or through shares owned by members of his immediate family, i.e. parents, spouse or children) in a body corporate which is an Independent pharmacy contractor (Please ask for clarification if required) **AND one of the Independent pharmacy contractor’s premises must be in the region.**

(Note: An Independent pharmacy contractor means a contractor that is not a member of the Association of Independent Multiple pharmacies.)

In addition, the **candidate must not have a substantial ownership** (either personally, in partnership or through shares owned by members of his immediate family, i.e. parents, spouse or children) **in a pharmacy business with more than 9 pharmacies in England.**

See Rule 14.4 of the [PSNC Rules](#).

PSNC Regions

As part of TAPR, work has been ongoing to reduce PSNC regions, there are now 10 PSNC regions, instead of 13, and are listed below.

PSNC Region	LPCs
East of England	<ol style="list-style-type: none">1. Cambridgeshire & Peterborough LPC2. Norfolk LPC3. Suffolk LPC4. Bedfordshire LPC5. Essex LPC6. Hertfordshire LPC7. Northamptonshire & Milton Keynes LPC

North London	<ol style="list-style-type: none"> 1. Brent and Harrow LPC 2. Ealing, Hammersmith and Hounslow LPC 3. Hillingdon LPC 4. Kensington, Westminster and Chelsea LPC 5. City and Hackney LPC 6. North East London LPC 7. Barnet, Enfield and Haringey LPC 8. Camden and Islington LPC
South London	<ol style="list-style-type: none"> 1. Croydon LPC 2. Kingston, Richmond and Twickenham LPC 3. Sutton, Merton and Wandsworth LPC 4. Lambeth, Southwark and Lewisham LPC 5. Bexley, Bromley and Greenwich LPC
North West	<ol style="list-style-type: none"> 1. Lancashire LPC 2. Bolton LPC 3. Greater Manchester LPC 4. Cheshire and Wirral LPC 5. Halton, St. Helens and Knowsley LPC 6. Liverpool LPC 7. Sefton LPC
East and North Midlands	<ol style="list-style-type: none"> 1. Derbyshire LPC 2. Lincolnshire LPC 3. Nottinghamshire LPC 4. Leicestershire and Rutland LPC 5. North Staffordshire LPC 6. South Staffordshire LPC 7. Shropshire LPC
West Midlands	<ol style="list-style-type: none"> 1. Dudley LPC 2. Sandwell LPC 3. Walsall LPC 4. Wolverhampton LPC 5. Herefordshire and Worcestershire LPC 6. Birmingham and Solihull LPC 7. Arden LPC
Yorkshire and the Humber	<ol style="list-style-type: none"> 1. Community Pharmacy Humber 2. Community Pharmacy West Yorkshire 3. Community Pharmacy North Yorkshire 4. Doncaster LPC 5. Barnsley LPC 6. Rotherham LPC 7. Sheffield LPC

North East	<ol style="list-style-type: none"> 1. Community Pharmacy County Durham LPC 2. Cumbria LPC 3. Gateshead & South Tyneside LPC 4. North of Tyne LPC 5. Sunderland LPC 6. Tees LPC
South East	<ol style="list-style-type: none"> 1. East Sussex LPC 2. West Sussex LPC 3. Surrey LPC 4. Kent LPC 5. Buckinghamshire LPC 6. Thames Valley LPC 7. Community Pharmacy South Central LPC
South West	<ol style="list-style-type: none"> 1. Gloucestershire LPC 2. Avon LPC 3. Somerset LPC 4. Swindon and Wiltshire LPC 5. Devon LPC 6. Cornwall and Isles of Scilly LPC 7. Dorset LPC

Provisional timetable for each PSNC region

PSNC is seeking to check its database of all pharmacy contractors, and its lists of LPC members and officers.

January 2023, date to be confirmed: Confirm contact details

In January, LPC Chief Officers will be sent a list of members and officers and contractors identified by PSNC so that these can be verified. It is the responsibility of potential candidates to ensure that their LPC Chief Officer has their correct email contact details.

Also in January, all contractors will be contacted by Civica (the firm engaged to assist PSNC with the election process) to confirm their NHS pharmacy premises, email contact details and other relevant details, including whether the contractor is an AIMp member.

Tuesday 3rd January 2023: expressions of interest

On 10th January, an email inviting expressions of interest will be sent to all identified officers and members of LPCs. Responses – expressions of interest made to PSNC – are required by **Monday midday 23rd January**

Expressions of interest are not binding – a person who has completed an expression of interest is under no obligation to complete a nomination, and candidates completing nominations are not required to have submitted an expression of interest. Persons who have expressed an interest are identified to all LPCs in the region.

On Tuesday 24th January 2023: formal nominations

A notice will be issued by email to members or officers of LPCs in the region seeking formal nominations and will include details of those members or officers in the Region who have given an expression of interest in nomination.

Persons seeking (formal) nomination must return a valid nomination form no later than midday on the 15th day after the invitation to nominate is issued (midday on **Wednesday 8th February**). Any candidates expecting to be away during this time can complete and submit a nomination earlier, and a nomination form will be published on the PSNC website for this purpose.

The nomination form must be signed by six electors (Independent pharmacy contractors) in the region and include the information specified in the nomination form.

Wednesday 8th February 2023: deadline for receipt of written nominations

Written nominations must be received by **midday on 8th February**. A nomination must be signed by the six nominating Independent pharmacy contractors. The completed nomination form may be provided as one hard copy original signed by the six nominating Independent pharmacy contractors, or as an electronic nomination with electronic signatures from the six nominating Independent pharmacy contractors, or by providing six copy nomination forms (hardcopy or electronic) each signed by one of the six nominating Independent pharmacy contractors. A complete nomination form (even in multiple parts) should be submitted in one communication to PSNC. Late or incomplete nominations will not be accepted.

On receipt, the nomination forms are checked for eligibility (including checks of the eligibility of the six nominating Independent pharmacy contractors).

If there is more than one valid nomination received, a ballot will be held. Otherwise, a single valid nomination in a region will be held to have been elected and notice given as soon as practicable thereafter.

Friday 10th February 2023: invitation for nominated candidates to submit a policy statement

If a ballot is to be held, candidates will be invited to submit a policy statement of up to 500 words, to be circulated with the ballot information. The policy statement must avoid any direct reference to other candidates and be returned by **24th February**. These are preferably to be sent by email in Microsoft Word, so that the returning officer can collate these for printing. Another invitation/reminder will be sent to candidates on 23rd February for any outstanding policy statements to be returned by **24th February**.

Thursday 9th March 2023: ballot information sent out

The ballot forms accompanied by each candidate's policy statement will be issued (likely by email) to all Independent pharmacy contractors in the region. Each Independent pharmacy contractor is entitled to one vote for each of its NHS pharmacy premises in the region.

The vote is likely to be by electronic means and, as stated earlier, all pharmacy contractors are likely to receive an initial e-mail from Civica, the company asked to conduct the ballot on behalf of PSNC, so that contractor information can be confirmed for any of the Independent Regional Representative elections and the Non-CCA-Multiple elections conducted separately during the same time. More details will follow in due course.

At 12 noon on 24th March 2023: vote closes

Voting in the ballot will close at this time; votes received after this time will not be counted.

On or around 27th March 2023: declaration

The successful candidate for regional representative will be declared as soon as practicable.

Next Steps

The timing above is provisional, and deadlines are subject to change to the extent permitted within the Rules. Potential candidates should therefore consider the different steps involved, particularly in getting nominations signed and returned.

As the election process depends on the Returning Officer being able to communicate with members and officers of LPCs it is essential that the contact details held by PSNC are accurate. Therefore, LPC members must ensure that Chief Officers of LPCs have the correct contact details. Chief Officers should inform PSNC of any changes to contact details by using the form at psnc.org.uk/lpcchanges (note, LPC Members Area login required).

If you have queries on this PSNC Briefing or you require more information, please email Gordon Hockey, PSNC Director, Legal (gordon.hockey@psnc.org.uk) or Katrina Worthington, PSNC Regulations Officer (Katrina.worthington@psnc.org.uk) or call 0203 1220 814.



PSNC / Community Pharmacy England

Committee Member Role Description

PSNC / Community Pharmacy England

Pharmaceutical Services Negotiating Committee (PSNC) will be known as Community Pharmacy England from April 2023.

Community Pharmacy England is the organisation that represents the general body of pharmacy contractors (the owners of over 11,000 NHS community pharmacies in England) at a national level, recognised by the Secretary of State for Health and Social Care. We work closely with Local Pharmaceutical Committees (LPCs) to support their role as the local NHS representative organisations.

We negotiate funding and services to be provided under the Community Pharmacy Contractual Framework (CPCF), as well as funding for specific fees and allowances, and all aspects of the Drug Tariff. Community Pharmacy England scrutinises closely all proposed regulations affecting NHS community pharmacy services and works with NHS England and the Department of Health and Social Care to ensure that they are acceptable for contractors.

The Committee

Community Pharmacy England is an association whose functions and procedures are set out in a Constitution and Rules and its work is governed by committee members elected or appointed to from the main parts of the sector. Committee members are required to act to the furtherance of the interests of Community Pharmacy England and the contractors it serves. Members do not get paid; however, they can claim expenses and a day allowance for attending meetings.

From the 1st April 2023, the committee will have 24 members, which includes 10 members elected on a regional basis in England, plus a non-executive chair.

The subcommittees of Community Pharmacy England are populated from the membership of the main committee and have responsibility for advising on relevant policy issues and monitoring the performance of specific elements of the Committee's work. Most aspects of PSNC's work are allocated to a subcommittee, which make recommendations to the main Committee for decision.

There are six sub-committees:

- Funding and Contract;

- Legislation and Regulatory Affairs;
- LPC and Contractor Support;
- Resource Development and Finance;
- Service Development; and
- Communications and Public Affairs.

In addition to the subcommittees there are two panels to undertake review and audit functions and when required and an Appointments Panel.

More information about can be found at <https://psnc.org.uk/psnc-and-negotiations/about-psnc/psnc-structure-governance/>

Role and Responsibilities of Committee Members

- Agrees and demonstrates vision, mission and values of Community Pharmacy England
- Provides leadership and vision for community pharmacy contractors in England alongside fellow committee members, setting strategic direction and policy
- Looks after the interests of the general body of contractors and brings insight and accurately and fairly represents views of contractors and LPCs in England
- Develops policy and guidance on matters affecting community pharmacy in England, working closely with Community Pharmacy England executive leadership team and staff
- Contributes to the development of strategies for communication with and support for, contractors LPCs in England, working closely with Community Pharmacy England executive leadership team and staff
- Takes joint responsibility for the output and results of the Community Pharmacy England, including liaising with LPCs in England Community Pharmacy England leadership team
- Builds good working relationships with Community Pharmacy England staff, colleagues and any other relevant stakeholders
- Leads on specific areas of Community Pharmacy England, including advisory and governing subcommittees, audit or appointments panels and negotiating team as appointed
- Be involved in discussions on community pharmacy related issues with NHS England, Department of Health and Social Care and other stakeholders, where appropriate
- Provides governance and oversight of the following areas:
 - Strategy and work plan
 - Monitoring and evaluation against agreed goals
 - Financial scrutiny and value and level of service to contractors and LPCs

- To provide help and advice, act as a sounding board for the CEO and executive team

Specific role and responsibilities for members elected on a regional basis

Supported by the Contractor and PSNC Support Team, liaison with LPCs in the relevant region about matters relevant to PSNC's role through attending LPC meetings, regional LPC/PSNC and contractor meetings and to feedback sector issues raised at LPC meetings in discussion at PSNC meetings.

Personal specification and values

Committee members are required to make decisions in the best interest of the general body of community pharmacy contractors. In doing so, individuals should:

Think strategically

Be able to understand the environment in which community pharmacy operates, see the bigger picture, understand the implications of changing circumstances, and able to use this knowledge to provide strategic direction for the sector.

Represent the interests of community pharmacy contractors

Be able to consistently understand and represent the needs and interests of community pharmacy contractors.

Seek out relevant and critical information

Be prepared to apply knowledge broadly and have the confidence to ask the difficult or challenging questions to enable objective judgements to be made.

Solve problems and make decisions

Thoroughly prepare for each meeting and evaluate committee papers and proposals to make decisions. Be self-aware, aware of the needs of others, able to observe and listen well, involve others in discussion and debate and ask questions in a non-threatening way.

Work effectively with others

Work constructively to build consensus, be able to regulate and adjust behaviour according to specific situations or contexts.

Uphold collective decision making

Have high levels of integrity and honesty, be able to align own goals with the values and ambitions of Community Pharmacy England. Recognise and respect diversity and use this knowledge to drive forward agreed organisational and sector goals, rather than personal

agendas. Adhere to corporate governance principles and the code of conduct, set out in the [Governance Papers](#)