



December 2022

PSNC Briefing 040/22: Guide to the PSNC (non-CCA) Multiple Pharmacy Contractor Election.

PSNC is preparing for the (non-CCA) Multiple elections as the terms of office for PSNC members expire on 31st March 2023. The election process starts in January 2023.

PSNC's membership will consist of its Chair (who may or may not be a registered pharmacist) together with 24 registered pharmacists from England, 3 of whom are (non-CCA) Multiple pharmacy contractors (Multiples) elected as such in accordance with PSNC rules. The term of office for all members of PSNC is four years.

Multiples for this election means pharmacy contractors that:

- operate retail pharmacy businesses from more than nine (9) premises in England from which NHS pharmaceutical service (including LPS arrangements) are provided
- or**
- members of the AIMp.

This briefing outlines the election process and actions required for those seeking to stand for the election.

Role of PSNC Multiple pharmacy contractor Representative

The Multiple pharmacy contractor representatives, together with the other members of PSNC, represent the interests of NHS pharmacy contractors and ensure that PSNC undertakes the functions set out in its Constitution. In addition, they provide an important conduit between Multiple pharmacy contractors and PSNC.

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. This is a significant time commitment that candidates should consider.

PSNC Multiple pharmacy contractor 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 a Multiple pharmacy contractor (owner or employee) the decisions made at PSNC could have a significant effect on a business with which the representative is involved or owns. 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 the 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.

Multiple pharmacy contractors with fewer than 40 premises

One of the Multiple representatives elected will have a maximum of 40 NHS pharmacy premises on a pharmaceutical list in England, if one or more such candidates are nominated as candidates to the Multiple election. This ensures that smaller Multiple pharmacy contractors have representation on PSNC.

Eligibility

Multiple pharmacy contractors means a pharmacy contractor, other than a member company of the Company Chemists' Association, that operates retail pharmacy businesses from more than nine (9) premises in England from which NHS pharmaceutical service (including LPS arrangements) are provided **or** is a member of the AIMp.

The candidate must be a/an:

Pharmacist - registered as a pharmacist with the General Pharmaceutical Council.

Multiple pharmacy contractor or employed by a Multiple pharmacy contractor (see above)

See Rule 15 of [PSNC Rules](#).

NB: There is a guaranteed place for a representative nominated by a Multiple pharmacy contractor that has fewer than 40 premises on a pharmaceutical list in England, if one or more such candidates are nominated.

Provisional timetable for each PSNC region

PSNC is seeking to check the database of all pharmacy contractors for the purposes of the elections.

January 2023, date to be confirmed: Confirm contact details

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.

PSNC asks all Multiple pharmacy contractors to confirm or provide to PSNC with:

- a contact name and e-mail for this election process,
- head office details, if appropriate, and
- total number of premises and,
- their AIMp membership number, if appropriate.

Please note that any member of AIMp is a Multiple pharmacy contractor, under the PSNC Constitution.

It is the responsibility of Multiple pharmacy contractors to provide relevant information to PSNC and contractors may wish to provide this information to PSNC in early January for the purposes of the nomination process for the Multiple elections.

On Thursday 2nd February 2023 – formal nominations

The Returning Officer will write or e-mail all known Multiple pharmacy contractors to invite them to nominate a candidate for election as a Multiple pharmacy contractor representative.

Candidates for election shall be nominated in writing, and the nomination shall state his or her full name; the name of the Multiple pharmacy contractor; his or her correspondence address; and telephone number; and a declaration that he or she is either the Multiple

pharmacy contractor or employed by the Multiple pharmacy contractor. The nomination shall be signed by the owner of the Multiple pharmacy contractor, or in the case of a body corporate, by a director of the Multiple pharmacy contractor, stating his or her name and correspondence address. The nomination must include the number of premises on a pharmaceutical list in England operated by the Multiple pharmacy contractor and may be accompanied by a policy statement not exceeding 500 words, which must avoid any direct reference to other candidates.

On Thursday 23rd February 2023 by 12 noon – formal nominations must be received by PSNC

The nomination form shall be despatched so as to be delivered to the Returning Officer not later than midday 21 days after the invitation to nominate is sent which is Monday 23rd February 2023.

If there are more than three candidates, a ballot will be held. Otherwise, if there are just three valid nominations they will be held to have been elected and notice given as soon as practicable thereafter.

Week commencing Monday 9th March 2023 – ballot information sent out

If appropriate, ballot information accompanied by each candidate's policy statement, to be sent to all Multiple pharmacy contractors with the deadline for receipt of votes, which will be 12 noon on 24th March.

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 three successful candidates 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.

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](#)