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January 2023

For attention of: The Pharmacy Owner

Dear Pharmacy Contractor,

IMPORTANT NOTICE: Voting in Independent Pharmacy Contractor Elections for Community Pharmacy England

Civica Election Services is sending this notice on behalf of the Pharmaceutical Services Negotiating Committee (PSNC).

It is intended to be read and acted upon by the pharmacy contractor or person who will be responsible to vote on behalf of your organisation. The same notice has also been sent electronically to your premises NHSmail address where possible.

PSNC, which from April 2023 will be known as Community Pharmacy England (CPE), 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, as recognised by the Secretary of State for Health and Social Care. We also work collaboratively with Local Pharmaceutical Committees (LPCs) to support their role as the local NHS representative organisations.

A new term of office for 25 committee members will begin on the 1st April 2023 until 31st March 2027. Formal nominations for those wishing to stand for election from the ten regions in England are welcome until **Wednesday 8th February 2023**. If there is more than one valid nomination received, a ballot will be held. Therefore, this is an important notice to prepare for any ballot or vote of independent pharmacy owners within your region, scheduled for March 2023. In the event of a single valid nomination, the sole candidate will be declared to have been elected.

This process is vitally important to the work of your national negotiator, as our success depends on vibrant, engaged and committed leaders. Committee members are required to make decisions in the best interests of NHS community pharmacy owners, providing leadership and vision, bringing insight and accurately and fairly representing views of contractors and LPCs in England. Further information is available at psnc.org.uk/elections.

About your vote

- Your vote will be exercised in the 'Independent' category to elect a total of 10 members on a regional basis in England.
- For the purposes of this election, Independent Pharmacy Contractor means a contractor that operates pharmacy businesses from no more than nine (9) premises in England, from which NHS Pharmaceutical Services or Local Pharmaceutical Services are provided and is not a member of the Association of Independent Multiple pharmacies (AIM)
- One vote will be permitted per NHS pharmacy premises owned in the region (i.e. one vote per ODS code), based on NHS data used by PSNC and Civica to run the elections. Find out more at: psnc.org.uk/elections.

Please see over

What you should do upon receiving this notice

If you are not the pharmacy contractor (owner) or person responsible and authorised for voting on the organisation's behalf, please bring the contents of this communication to the attention of the appropriate person immediately. That person should:

1. Check the pharmacy's premises NHSmail inbox for the electronic copy of this notice

- This will have been sent from takepart@cesvotes.com within the last few days. If you cannot find the email, search in your Junk email folder.
- This is important because you will need your NHSmail address to receive all future notices regarding the vote, including the electronic voting notice with a unique link for your pharmacy, to be sent out prior to the voting period. (Note – a unique notice will be sent to each premises that you own.)
- If you still cannot locate the electronic copy of this notice, please visit psnc.org.uk/elections and use the webform to advise your correct shared premises NHSmail address associated with your ODS code, **by Friday 10th February 2023**.

2. Notify us of any changes in your pharmacy details

- If you believe that you need to update your pharmacy data or have any other questions about voting, please visit psnc.org.uk/elections and use the webform to request changes.
- For further information on how we use and process your data please see <https://psnc.org.uk/website/psnc-privacy-notice/> and please note that the information you provide as part of the PSNC election process may be shared with your LPC to assist their election process.

3. Tell us if you are a member of the Association of Independent Multiple Pharmacies (AIM)

- This is important as we will need to update our records. If you are an AIM member, for PSNC, you should be voting in the (non-CCA) Multiple election and for your LPC, you will be part of the AIM appointed members.
- If you **are not** an AIM member, you do not need to say or confirm this.
- If you **are** an AIM member, please provide this information to PSNC **by Friday 10th February 2023**, please visit psnc.org.uk/elections and use the webform to advise a contact name and email for this election process, head office details, if appropriate, and – the total number of premises and ODS codes and their AIM membership number.

It is your responsibility as a contractor to ensure that PSNC has the correct information for its elections.

What happens next?

The vote is being run by Civica Election Services (formerly Electoral Reform Services) who are the Independent Scrutineer, to ensure the impartiality and integrity of the process.

W/C Monday 6th March 2023: If a ballot is required in your region, voting instructions will be sent to your shared NHSmail inbox, including the electronic voting notice with a unique link for your pharmacy premises, from takepart@cesvotes.com. This will include access to an online voting portal, including the candidate's policy statement.

Thursday 9th March 2023: Online voting portal live and the voting window opens for a period of two weeks.

Friday 24th March 2023: Voting window closes at 12noon, you will not be able to cast your vote after this time.

Wednesday 25th March 2023: Results announced on this date or as soon as possible afterwards.

These elections give you the chance to shape the leadership of Community Pharmacy England and we encourage you to prepare to use this opportunity.

Gordon Hockey, PSNC Director, Legal
Katrina Worthington, PSNC Regulations Officer
JOINT RETURNING OFFICERS

Email katrina.worthington@psnc.org.uk