



Dear <Head Office Named Contact>

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

You have been nominated as the person who will vote on behalf of all pharmacy premises in your organisation, <Pharmacy Business Name> in future elections regarding NHS pharmacy contractor representation.

PSNC, which from April 2023 will be known as 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, 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 and last until 31st March 2027. Formal nominations for those wishing to stand for election for three (non-CCA) multiple places are welcome until **Thursday 23rd February 2023**. If there are more than three valid candidates, a ballot will be held. This notice is to prepare you for any ballot or vote of (non-CCA) multiple pharmacy owners in England, scheduled for March 2023. In the event of just three valid nominations, they will be declared to have been elected and notice given soon after.

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 the 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 (non-CCA) 'Multiple' category to elect a total of 3 members to the committee in England. This includes a guaranteed place for a representative nominated by a multiple pharmacy contractor that has fewer than 40 premises, if one or more such candidates are nominated.
- For the purposes of this election, non-CCA multiple means a contractor that operates pharmacy businesses from more than nine (9) premises in England, from which NHS Pharmaceutical Services or Local Pharmaceutical Services are provided or is a member of the Association of Independent Multiple Pharmacies (AIM).
- One vote will be permitted per NHS pharmacy premises owned in England (i.e. one vote per ODS code), based on NHS data used by PSNC and Civica to run the elections. Find out more [here](#).

What you should do upon receiving this notice

If you are not the person responsible and authorised for voting on the organisation's behalf, please forward this email to a senior decision maker. That person should:

1. Note that this email address will be used to receive all future notices regarding voting, including the electronic voting notice with a unique link, weighted for the total number of pharmacy premises in ownership. The weighting will be confirmed prior to any ballot going live.

2. Notify us of any changes in your pharmacy details

- If you believe that you need to update your pharmacy data, email address, nominate somebody else to vote on behalf of the organisation, 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/>. 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, you will be part of the AIM appointed members for your LPC(s).
- 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, voting instructions will be sent to this email inbox, including the electronic voting notice with a unique link for all 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 29th March 2023: Results announced on this date or as soon as possible afterwards.

These elections give you the chance to directly 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

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