

Conference of LPC Representatives 2023

Agenda

Date: Thursday 12th October 2023

Time: 10am – 3:30pm

Location: Cornwall and Crown Suites, De Vere Grand Connaught Rooms
61–65 Great Queen Street, London, WC2B 5DA

Indicative Timings	Item
09:30am	Registration, networking and refreshments
10am	Welcome and opening remarks – Sue Killen, Chair and James Wood, Director of LPC and Member Support, Community Pharmacy England
10:15am	Primary Care and Integrated Care System, what next for Community Pharmacy – Professor Claire Fuller, Medical Director of Primary Care at NHS England
10:45am	A Vision for Community Pharmacy Implementing the vision at a local level – LPC discussions
11:50am	Comfort break – Served in the Crown Suite
12:10pm	Primary Care Recovery Plan Digital Developments – Charis Stacey, Assistant Director of Digitising Primary Care, NHS England's Transformation Directorate
12:40pm	Soapbox Soapbox is a session that gives up to 3 LPC representatives 5 minutes to highlight any LPC related topic that is important to them that has not made it onto the main agenda. Background information is available in appendix 3.



1pm	Lunch – Served in the Crown Suite
Indicative Timings	Item
2pm	<p>Governance Framework and Code of Conduct for Community Pharmacy England and LPCs – Victoria Finney, Governance Consultant, followed by a conference floor discussion and reaching consensus and support on moving ahead.</p> <p>Delegates will be asked Can you support in principle the Governance Framework and Code of Conduct as relevant and appropriate for Community Pharmacy England and LPCs?</p> <p>Background information is available in appendix 4 and 5, containing draft documentation incorporating revisions to reflect suggestions from LPCs over the summer. General feedback has been supportive of them as a single set of principles for both national and local representatives, in line with the Review Steering Group proposals of a consistent approach to governance.</p>
2:30pm	<p>Negotiations on the Primary Care Recovery Plan, laying the Groundwork for 2024/25 and our ongoing work at Community Pharmacy England – Janet Morrison, Chief Executive.</p>
3pm	<p>Questions and discussion</p> <p>In this ask us anything session put your questions to the Leadership Team and Committee Members. Questions can be submitted prior to conference via Slido or asked in-person on the day facilitated by the Slido platform.</p> <p>Background information is available in appendix 3.</p>

Appendix 1

Conference of Representatives of Local Pharmaceutical Committees, extract from Community Pharmacy England Rules

16.1. Annual Conference

A Conference of Local Pharmaceutical Committees shall be called by the PSNC normally at least once in each calendar year.

16.2. Special Conference of Representatives of Local Pharmaceutical Committees

The PSNC shall, if requested in writing, by not less than 25 Local Pharmaceutical Committees, call a Special Conference of Local Pharmaceutical Committee Representatives.

16.3. Representation

16.3.1. Subject to the provisions of paragraph 13.3.2 below, Local Pharmaceutical Committees shall be entitled to appoint representatives to attend Conferences of Local Pharmaceutical Committees as follows: No of premises Number of Representatives up to 100 2 101 up to 200 3 201 up to 300 4. One additional representative may be appointed for every 100 or part thereof of premises in the Local Pharmaceutical Committee area.

Up to 100 contractors – 2 representatives

101 – 200 contractors – 3 representatives

201 – 300 contractors – 4 representatives

301 – 400 contractors – 5 representatives

401 – 500 contractors – 6 representatives

501- 600 contractors – 7 representatives

16.3.2. A Local Pharmaceutical Committee shall not be entitled to appoint representatives to attend a Conference of Local Pharmaceutical Committee Representatives if at the date of the

Conference, there are any amounts due under paragraph 14.3 that have been outstanding for more than six months.

16.4. Quorum

The number of Committees which shall form a quorum of a Conference of Representatives of Local Pharmaceutical Committees shall be 25 Local Pharmaceutical Committees.

16.5. Voting

If the number of Representatives attending the Conference on behalf of an LPC is fewer than the entitlement under 14.3.1 above, the Representatives attending will be entitled to submit votes in person and votes as a proxy totalling the number that would have been available had all Representatives attended the Conference.

Appendix 2

Attendees by LPC

Sam Griffiths	Arden
Satyan Kotecha	Arden
Fiona Lowe	Arden
Richard Brown	Avon / Dorset
Gerald Alexander	Barnet, Enfield & Haringey
Rishma Naidoo	Barnet, Enfield & Haringey
Raj Matharu	Bexley, Bromley & Greenwich / Lambeth, Southwark & Lewisham
Anne-Marie King	Bedfordshire, Luton, Milton Keynes & Northamptonshire
Jeff Blankley	Birmingham & Solihull / Wolverhampton
Shabbir Panju	Brent & Harrow
Banji Kelan	Cambridgeshire & Peterborough
Christine Stafford	Cambridgeshire & Peterborough
Karen Cox	Cambridgeshire & Peterborough
Sanjay Ganvir	Camden & Islington
Yogendra Parmar	Camden & Islington
Adam Irvine	Cheshire & Wirral
Jemma Grossman	Cheshire & Wirral
Sara Davies	Cheshire & Wirral
Drew Creek	Cornwall
Clare Ingram	Cornwall
Amanda Alamanos	Derbyshire
David Holmes	Derbyshire
Yasir Pirmohamed	Derbyshire
Ciaran McCaul	Devon
Leah Wolf	Devon
Scot Taylor	Dudley
Stephen Noble	Dudley
Hiten Patel	Ealing, Hammersmith & Hounslow
Babatunde Sokoya	Essex
Husain Master	Essex
Jon Lake	Essex
Mo Raje	Essex
Sarah Read	Essex
Luvjit Kandula	Greater Manchester
Janice Perkins	Greater Manchester
Rikki Smeeton	Greater Manchester
Louise Gatley	Halton, St Helens & Knowsley

Alec Meakin	Halton, St Helens & Knowsley
Anurag Hegde	Herefordshire & Worcestershire
Danielle Brennan	Herefordshire & Worcestershire
Lucy Corner	Herefordshire & Worcestershire
Vinesh Naidoo	Hertfordshire
Farhan Moulana	Hertfordshire
Helen Musson	Hertfordshire
Rachel Solanki	Hertfordshire
Abayomi Olusanya	Humber
Joanne Lane	Humber
Paul McGorry	Humber
Amish Patel	Kensington, Chelsea & Westminster
Hitesh Patel	Kensington, Chelsea & Westminster
Mark Anyaegbuna	Kent
Sachin Mehta	Kent
Samantha Grieve	Kent
Abid Malluk	Lancashire & South Cumbria
Michael Ball	Lancashire & South Cumbria
Mubasher Ali	Lancashire & South Cumbria
Chris Kenny	Lincolnshire
Paul Jenks	Lincolnshire
Tracey Latham-Green	Lincolnshire
Gemma Whitehead	Liverpool
Matt Harvey	Liverpool
Michael Levitan	Middlesex Group
Lauren Seamons	Norfolk
Simon Ingham	Norfolk
Tony Dean	Norfolk
Greg Burke	North East - Central
Abiramme Sarangan	North East London
Dalveer Johal	North East London
Ross Fraser	North East London
Shilpa Shah	North East London
Kim Whitehouse	North East - North
Ian Dean	North Yorkshire
James Usmar	North Yorkshire
Dave Fernley	Nottinghamshire
Emma Marsdon	Nottinghamshire
Robert Severn	Nottinghamshire
Ali Din	Sandwell

Lisa Manning	Sefton
Peter Prokopa	Shropshire
Jane Davies	Shropshire
James Nicholas	Somerset
Michael Lennox	Somerset
Alison Freemantle	South Central
Artur Pysz	South Central
Deborah Crockford	South Central
Raj Morjaria	South Yorkshire
Steve Taylor	South Yorkshire
Amit Patel	South West London
CJ Patel	South West London
Mayank Patel	South West London
Lucy Dean	Staffordshire & Stoke on Trent
Tania Cork	Staffordshire & Stoke on Trent
Alister Huong	Suffolk
Tania Farrow	Suffolk
Marie Hockley	Surrey
Simran Johal	Surrey
Julia Powell	Surrey
Yola Barnard	Sussex
Mark Donaghy	Sussex
Chris Shields	Swindon & Wiltshire
Patrick Gompels	Swindon & Wiltshire
Sarah Cotton	Swindon & Wiltshire
Tim Rendell	Swindon & Wiltshire
Brent Foster	Tees Valley
Pete Horrocks	Tees Valley
Sandie Keall	Tees Valley
David Dean	Thames Valley
Ian Dunphy	Thames Valley
James Famakin	Thames Valley
Kevin Barnes	Thames Valley
Robert Bradshaw	Thames Valley
Abbas Bashir	West Yorkshire
Adeel Sarwar	West Yorkshire
Nicola Goodberry Kenneally	West Yorkshire

Community Pharmacy England Members:

Peter Cattee	Non-CCA Multiple Representative
Ian Cubbin	NPA Nominee
Lindsey Fairbrother	Regional Representative – East and North Midlands
Sami Hannah	Regional Representative – North East* <i>also attending on the behalf of Gateshead & South Tyneside</i>
Jas Heer	Regional Representative – West Midlands
Ifti Khan	CCA Representative
Sue Killen	Chair
Fin McCaul	Regional Representative – North West
Beran Patel	Regional Representative – South London
Prakash Patel	Regional Representative – North London
Sian Retallick	Regional Representative – South West

Community Pharmacy England Team:

Janet Morrison	Chief Executive
Alastair Buxton	Director of NHS Services
Mike Dent	Director of Pharmacy Funding
Gordon Hockey	Director, Legal
Zoe Long	Director of Communications, Corporate and Public Affairs
James Wood	Director of Member and LPC Support
Daniel Ah-Thion	Community Pharmacy IT Policy Manager
Sharlyn Beltran	Digital Communications and Policy Support Officer
Shine Brownsell	Office Manager
Daniel Fladvad	Member and LPC Engagement Officer
George Foote	Public Affairs and Policy Manager
Melinda Mabbutt	Pharmacy Communications Manager
David Onuoha	Service Development Manager
Rosie Taylor	Head of Service Development
Caline Umutesi	Service Development Officer
Gabriele Vickers	Deputy Office Manager

Observers:

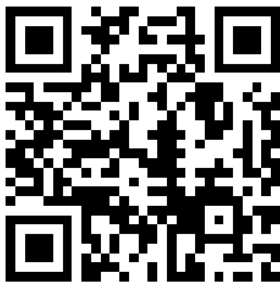
Gareth Jones	Director of External and Corporate Affairs, NPA
Katie Pickles	CCA LPC Support Group Member
Chetan Singh Rai	CCA LPC Support Group Member
Vicki Roberts	Chief Officer Designate, Community Pharmacy West Yorkshire

Appendix 3

Being Part of the Discussion and Participation at Conference

1. We have built in to the agenda various points to allow for conference floor discussion, breakout table-top discussions, questions sessions and informal networking.
2. Slido will be used to send in questions and vote in polls so you can easily be part of the discussion, simply use your smartphone, or other handheld device.
3. Join at slido.com with the **event code #19687476** enter your full name and **passcode agfsxp** or join with the following link, or QR code **any time before the event starts:**

https://app.sli.do/event/r6AvaQHww1f98UNBCEZwNM/login?redirect_url=https%3A%2F%2Fapp.sli.do%2Fevent%2Fr6AvaQHww1f98UNBCEZwNM



4. In the Q&A tab, you can upvote the questions of others, or send through your own. The questions sent via Slido will appear in the slides at the Q&A sections, and you will be invited to read out your question in the room with the use of a roving microphone.
5. When Polls are activated, you can vote for your preferred answer, rate the sessions, or give text feedback on a range of topics and the event itself.
6. Ideas for the soapbox session can be submitted via the 'ideas' tab in Slido and the top there most popular will be selected.

Wi-Fi Details

Username: Pharmacy Services Meeting

Password: October2023

Appendix 4

Draft Governance Framework for Community Pharmacy England and LPCs

Purpose

Community Pharmacy England (CPE) and Local Pharmaceutical Committees, known as Community Pharmacy Local (CPL), champion community pharmacy across England – representing pharmacy owner members at national and local level, and giving them the support they need, negotiating the best deal with the Government and NHS, and influencing positive change because everyone in society needs thriving community pharmacy.

Leadership

1. The Committees of CPE and CPL provide effective leadership to their organisation. Each Committee collectively represents the interests of pharmacy owners and provides oversight of organisational activity to generate value for the sector and promote the long-term success of community pharmacy in England.
2. Each Committee determines its organisation's strategy (including for negotiation) and satisfies itself that this is aligned with its purpose and organisational culture and is consistent with the overall governance framework, its constitution and the long-term interest of community pharmacy. All Committee members must act with integrity, lead by example and promote the desired culture.
3. The Committee agrees its organisational objectives to support delivery of the strategy and ensures that the organisation makes best use of the resources available to deliver these, measuring performance and progress against them. The Committee ensures that there are effective arrangements in place to manage risks to the delivery of the organisation's purpose, strategy and objectives.
4. The Committee ensures effective engagement with, and encourages participation from, a wide range of pharmacy owners and other stakeholders to ensure that the organisation can best represent the interest of community pharmacy.
5. The Committee ensures that the organisation has the policies and practices in place that are consistent with the organisation's values as well as statutory requirements. The staff should be able to raise any matters of concern.

Division of Responsibilities

6. The chair steers the Committee, promoting a culture of openness and debate. The chair facilitates constructive Committee relations with each other and the executive leadership team, encouraging the effective contribution of all Committee members. The chair, working with the CEO/Chief Officer and executive leadership team (if any), ensures that Committee members receive accurate, timely and clear information and that the Committee has the policies, processes, information, time and resources it needs in order to function effectively and efficiently.
7. The Committee is representative of the sector or area. All members participate equally in the Committee's decision-making, with decisions reached by consensus where possible and the Committee collectively owning all decisions taken.
8. There is a clear division of responsibilities between the Committee and the executive leadership of the organisation, and separation between governance and advisory roles.
9. Committee members must have sufficient time to meet their committee (and any sub-group) responsibilities. They provide constructive challenge, strategic guidance, share knowledge and experience, and hold the executive to account for delivery of agreed priorities.

People: Composition, Succession, Evaluation, Compensation and Sanction

10. All appointments to the Committee (whether elected or appointed members) and all appointments to any sub-groups are subject to a transparent procedure based on objective criteria. The Committee aims to promote diversity and inclusion and reduce obstacles to participation within this context.
11. Members are usually appointed (elected or nominated) to the Committee for an initial term of up to four years. If re-appointed (elected/nominated) they may serve for a total of up to 12 years (usually two further terms). Any external independent chair serves for an initial term of usually three or four years (as determined by the Committee) and may be reappointed for one further term. The Committee determines arrangements and requirements for the appointment of members to sub-committees and other groups, including their tenures.

12. Members of the Committee and any sub-committees should together have the combination of skills, experience, and knowledge to best carry out their role to support community pharmacy.
13. The Committee regularly reviews its composition as well as its performance, to understand and address any barriers to effectiveness and participation and to make best use of members' skills, experience and knowledge. It promotes the future effectiveness of the committee by planning for succession and smooth transition, both through encouraging the sharing and development of existing members' skills and knowledge and fostering a community of prospective candidates.
14. The Committee annually reviews and agrees rates and terms for recompensing Committee members (including CPL Committee officers) for costs incurred in carrying out Committee and sub-committee activity. The Committee determines the remuneration of its external independent chair (if any) on appointment and reviews annually.
15. The Committee ensures arrangements are in place for the annual performance review of the Chief Executive/Chief Officer. The Committee annually reviews and agree the remuneration of the Chief Executive/Chief Officer, taking account of organisational and individual performance and wider circumstances. It also ensures effective succession planning for the Chief Executive/Chief Officer and any executive leadership team members.
16. Arrangements are in place to investigate and deal with any instances of Committee members not adhering to the agreed code of conduct or policies.

Audit, Risk and Internal Control

17. The Committee satisfies itself on the integrity of the organisation's systems, processes, policies and information, with advice as necessary. This includes the external audit or assurance of financial information at least annually.
18. The Committee agrees and publishes an annual report providing a fair and balanced assessment of its performance and use of funds over the previous year, and its financial position.

19. The Committee ensures that there are effective arrangements in place to identify, assess and manage risk, and regularly reviews the organisation's risk tolerance to ensure it is best placed to achieve its long-term strategic objectives.

Appendix 5

Draft Code of Conduct for Community Pharmacy England and LPCs

Purpose

This Code of Conduct sets out the values and behaviours that Community Pharmacy England (CPE) and Local Pharmaceutical Committees, known as Community Pharmacy Local (CPL) expect of their Committee members to best support the work of CPE and CPL and the long-term success of community pharmacy in England.

All Committee members are required to commit to these values and behaviours on accepting their role on the Committee and to demonstrate their commitment throughout their tenure. The Code operates within the context of the GPhC's professional standards, with which all GPhC members are expected to comply.

The Code of Conduct details arrangements to support the Values and Behaviours, and should be read in conjunction with the following:

- Constitution and Rules
- The CPE/CPL Governance Framework
- Committee member role descriptions
- Policy and guidance for members covering confidentiality, conflicts of interest, Bribery Act and Competition Law Compliance

Values & Behaviours

The personal behaviour of all Committee members must be consistent with the following Values and Behaviours agreed by the CPE and CPL Committees.

Respectful – We:

- Are present and engaged in meetings
- Listen and enable all contributions to be heard and understood
- Value each other's contributions, recognising similarities and not judging differences
- Appreciate the broad range of pharmacy owners' business models, views and circumstances

Collaborative – We:

- Are generous with our own time and knowledge, participating fully and ensuring that the Committee is inclusive and makes best use of all members' skills and experience
- Work together as a Committee to make the tough decisions necessary for the overall best interest of community pharmacy
- Are curious and engage with a wide range of members, seeking their input and explaining the Committee's work
- Are open-minded, innovative, and willing to embrace change and new ways of working

Honest and open – We:

- Speak up, providing informed and evidence-based opinions, and say if we disagree in a constructive tone and manner
- Are open to changing our opinions and acknowledge mistakes or disappointing outcomes as a Committee
- Call out bad behaviour or breaches of our agreed ways of working
- Are accountable and as transparent as possible about the Committee's work and decisions, explaining our position and the basis for it, and setting out plans and reporting progress against them.

Integrity – We:

- Unite and take collective responsibility for all Committee decisions and adhere to agreed messaging
- Put the needs of community pharmacy as a whole first and above those of ourselves, our businesses and our own constituency
- Respect the confidential nature of the information that we have access to
- Declare any relevant interests or circumstances including those that could (or could be perceived to) compromise the Committee's work
- Are committed to upholding the spirit of Seven Principles of Public Life (the Nolan Principles)

Tenacious – We:

- Are assertive and ambitious, negotiating with authority and confidence to secure the best possible outcome for community pharmacy
- Plan for the future – building evidence and working strategically towards our goals

- Are resilient, focused on overcoming challenges and finding solutions, always seeking the right approach to achieve the best outcomes for community pharmacy

Supporting the Values & Behaviours

Committee members are expected to support the Values and Behaviours at all times. This includes living and demonstrating them personally, by encouraging and enabling others to do the same, and through facilitating, when necessary, the sanction mechanisms detailed below.

Examples of how Committee members can support the Values & Behaviours:

- Providing visibility of the Values and Behaviours as a collective reminder (in discussion, or on walls/screen at start of meetings)
- Reminding colleagues of the Values and Behaviours in meetings in advance of or during difficult discussions
- Being open about personal tensions and challenges, seeking advice and support from others
- Encouraging and contributing to feedback discussions about how well the Values and Behaviours are being demonstrated and suggesting opportunities to strengthen support for these
- Sharing the Code of Conduct with other key stakeholders to build understanding and awareness of the expectations of Committee members (including trade bodies and employers)
- Highlighting and questioning (“calling out” potential instances of non-compliance whether in a meeting or elsewhere (eg on social media), either:
 - Ideally at the time, if able to do so sensitively and respectfully and in accordance with the Values and Behaviours
 - In private later, again if able to do so sensitively and respectfully and in accordance with the Values and Behaviours
 - By seeking informal advice/support from another Committee member
 - For more serious matters, reporting to the Chair/Independent Chair (or the Vice Chair if the complaint concerns the Chair) who will make an initial assessment about whether to deal with the matter themselves, or to refer it for formal review and investigation.

Enforcing

The Committee takes any potential breaches of the Code seriously and has delegated responsibility for reviewing and investigating instances of potential non-compliance with the Code of Conduct to the [to be determined] Subcommittee.

The Subcommittee determines the nature of the investigation required and how it should be undertaken. Its aim is to understand the circumstances and any mitigating or aggravating factors and identify any action needed to enable the effective operation of CPE/CPL in the long-term best interest of community pharmacy in England.

If following investigation, the Subcommittee concludes that there has been a breach of the Code of Conduct, it may determine:

- a. That no action need be taken
- b. To give informal advice or support to the member
- c. To give a formal rebuke, which is reported in confidence to the Committee
- d. To recommend one of the following actions to the Committee for its consideration:
 - e. To give a formal, public rebuke
 - f. To exclude the member from attendance at one or more meetings of the CPE/CPL Committee or its subcommittees (or other action appropriate to the breach) for a fixed period, while ensuring that the sanction avoids prejudicing the interests of contractors represented by the individual
 - g. To exclude the member from the Committee; a new member would be appointed to their position and they would be ineligible to rejoin the Committee for a period of three years from the date of the determination.

Determinations made by the Subcommittee or Committee will be communicated in writing together with the reasons for the determination.

Any appeal regarding determinations a-c (above) would be considered by the Committee. There is no appeal in respect of determinations which have been ratified by the Committee (d, above).

Appendix 6

Conference Working Group

The LPC & PSNC Conference and Events Working Group, along with the Community Pharmacy England Contractor and LPC Support Subcommittee (LCS) helped to shape the agenda and content for this year's Annual LPC Conference.

Thanks to the members of this year's Conference and Events Working Group are as follows:

LPCs

Fiona Lowe, Geraint Morris, Lauren Seamons, Nick Hunter, Rajshri Owen, Shilpa Shah.

Community Pharmacy England

Daniel Fladvad, Sian Retallick, Gabriele Vickers, James Wood.

If you would like to register your interest to be a member of the Conference and Events Working Group, please contact lpc.support@cpe.org.uk.