

Forum of LPC Chairs in England

Terms of Reference **[Draft for comment]**

1. Purpose

The Forum of LPC Chairs in England (the “Forum”) brings together Chairs of Local Pharmaceutical Committees (LPCs) in England to support the work of LPCs, Community Pharmacy England and each other. It is a community which engages via meetings and online discussion for:

- Sharing information, experience and best practice amongst Local Pharmaceutical Committees
- Collective engagement and discussion with Community Pharmacy England on emerging issues or areas of concern
- Consultation and input into Community Pharmacy England’s draft plans and policies during their development and testing
- Collaborative working to progress specific activity of mutual benefit.

The Forum does not have any delegated power to take decisions on behalf of LPCs or Community Pharmacy England.

2. Membership

2.1 Members

The Forum comprises the Chairs of all LPCs. The expectation is that all LPCs will have adopted the Governance Framework for Community Pharmacy England and LPCs, the Code of Conduct and Model Constitution.

2.2 Appointment

LPC Chairs automatically become a member of the Forum on their appointment as LPC Chair, subject to paragraph 2.1 and notification of their appointment to Community Pharmacy England.

2.3 Chair and Vice Chair of Forum

The Chair of Community Pharmacy England shall chair the Forum.

The Forum will elect a Vice Chair from amongst its members every two years, normally at the first meeting after 1 April. The Vice Chair shall chair Forum meetings in the Chair's absence.

3. Other Attendees

Members of Community Pharmacy England Committee and Leadership Team may also attend meetings. The Chair of the Forum in consultation with the Community Pharmacy England Director of Member & LPC Support may invite any other people to attend a meeting or be otherwise involved in the work of the Forum where conducive to the Forum's purpose.

Forum members may make suggestions for such attendees to the Chair of the Forum.

4. Duties and responsibilities

Members of the Forum support the work of LPCs and Community Pharmacy England by working together. This may be in formal meetings, in small groups, via online discussion forums and/or 1:1 contact.

Forum members will:

- Engage openly with each other in constructive discussion, adhering to the Code of Conduct of Community Pharmacy England and LPCs and demonstrating the Values and Behaviours at all times
- Share relevant experiences and insight, raise concerns and propose solutions with each other and Community Pharmacy England
- Lead and participate in collaborative working and projects as required
- Help foster and maintain positive and constructive relationships between LPCs and with Community Pharmacy England
- Encourage LPCs to raise areas for discussion via their chair, to help set the agenda and shape the discussions
- Cascade information to their LPC as requested.



5. Meetings

The Forum usually meets up to twice per year with the timing of meetings determined by the needs of LPC and Community Pharmacy England business. At least one meeting per year will usually be held in person.

Forum members unable to attend a meeting may provide comments to the Chair in advance but are not entitled to appoint a replacement to attend in their absence.

Additional meetings may be held online or in person or by any means, or combination of means, that enables Forum members to communicate with each other. Much of the Forum's work and engagement will be online via discussion forums.

6. Quorum and Decisions

The quorum necessary for the transaction of business at any meeting shall be half of its members. Members will be considered in attendance and count towards the quorum if they are able to participate fully in the meeting.

The Forum is an engagement and support community. Votes may be taken in meetings or via the online discussion fora for feedback purposes, but any such decisions are not formally binding in any way on Community Pharmacy England or LPCs.

Any Forum member or other attendee who faces a potential conflict of interest is required to declare the interest and be willing to recuse themselves from the discussion or meeting if the Chair of the Forum considers this necessary.

7. Meeting Administration and Minutes

Forum members shall normally receive at least fourteen days clear notice of any meeting.

The Chair of the Forum determines the agenda for any meeting in consultation with the Community Pharmacy England Director of Member & LPC Support with input from other Community Pharmacy England colleagues and Forum members with the aim of ensuring that the Forum best supports the work and decision-making of LPCs and Community Pharmacy England.



An agenda will be issued in advance of a meeting.

A member of Community Pharmacy England staff shall usually attend and prepare a summary note of meetings which shall be circulated promptly to Forum members.

8. Authority

The Forum receives its authority from the Community Pharmacy England Committee and has authority in accordance with these terms of reference.

9. Reporting

A report on the nature and content of meetings and other activity will be regularly provided to the Community Pharmacy England Committee and to LPC committees.