



Role and Responsibilities of Committee Members

Purpose of the Community Pharmacy England Committee

The Committee is Community Pharmacy England's governing body, representing community pharmacy owners and providing effective leadership to and oversight of Community Pharmacy England's activity to generate value for the sector and promote the long-term success of community pharmacy in England.

The Committee determines Community Pharmacy England 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.

The Committee agrees Community Pharmacy England's 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 Community Pharmacy England's purpose, strategy and objectives, and that all appropriate organisational policies and practices are in place.

The Committee ensures effective engagement with, and encourages participation from, a wide range of pharmacy owners and other stakeholders to ensure that Community Pharmacy England can best represent the interest of community pharmacy.

The Committee delegates day to day management of Community Pharmacy England to the Chief Executive and Executive Leadership Team (ELT) within the framework it has agreed, and they provide the Committee with recommendations, advice and information to support the Committee's effective oversight and decision-making. This is detailed in the Scheme of Delegation.



Responsibilities of all Committee members

- Making timely and valuable contributions to inform the Committee's work, including sharing opinions, insight and experience where relevant, both their own and their constituency's.
- Engaging openly with other Committee members in constructive discussions and debates, recognising that decisions are usually made through consensus in the overall best interest of the general body of community pharmacy owners, and supporting the agreed position of the Committee.
- Maintaining an active dialogue with their own constituency, seeking input and feedback to inform the Committee's work and reporting back on outcomes and issues (subject to confidentiality).
- Exercising reasonable care, skill and diligence at all times.
- Building and maintaining respectful and constructive working relationships with Community Pharmacy England's Chief Executive, ELT and staff, and other colleagues and stakeholders.
- Remaining up to date with Community Pharmacy England's work, sector issues and activity, and preparing for meetings.
- Contributing to and/or leading specific areas of work, including participation in subcommittees, and other groups if appointed.
- Being involved in discussions on community pharmacy related issues with stakeholders, including NHS England and Department of Health and Social Care, where appropriate.
- Acting with integrity, leading by example and demonstrating the Values and Behaviours at all times. Agreeing to comply with the Community Pharmacy England Code of Conduct is a condition of membership of the Committee.

Specific role and responsibilities for members elected on a regional basis

- Supported by the Member and LPC Support Team, liaising with LPCs in their region about matters relevant to Community Pharmacy England's role. This will include attending LPC meetings, regional LPC/ Community Pharmacy England and contractor meetings and to feedback sector issues raised at LPC meetings in discussion at Committee meetings.



Specific role and responsibilities of chairs of subcommittees (and other groups)

- Liaising with the relevant member of the Executive Leadership Team to agree subcommittee workplans and agendas.
- Reading papers in advance and ensuring that these meet the needs of the subcommittee.
- Chairing and facilitating meetings so as to enable the effective and efficient conduct of business, the participation of all members and ensuring compliance with the Code of Conduct.
- Reporting to the Committee following each meeting, and after other key developments, ensuring that the Committee is appropriately sighted on emerging risks and other issues.
- Ensuring that the subcommittee has the skills and experience it needs, seeking input or advice from the Governance and People Subcommittee as needed.

Person specification

- Willing and able to engage with, understand and represent the needs and interests of community pharmacy contractors while recognising the duty of the Committee is to reach and own collective decisions made in the best interests of community pharmacy in England.
- Strategic and analytical: Able to understand complex strategic issues, see the bigger picture, critically assess and analyse, understand the implications of change, and be able to provide strategic direction for the sector.
- Collaborative: Actively contribute to discussions, encouraging the involvement of others, willing to listen, think flexibly and work constructively to build consensus and reach decisions.
- Constructive challenge: Highly developed interpersonal and communication skills, able to use judgement, tact and diplomacy to know when and how to ask the difficult or challenging questions, suggesting solutions and enabling objective outcomes to be reached.
- Understanding of Community Pharmacy England's governance arrangements including the role of the Committee as distinct from that of the Chief Executive Officer and Leadership Team.
- Sufficient time and commitment to fulfil the role.
- Meet the eligibility criteria as set out in the Constitution and Rules and Fit and Proper Persons Test.