

Wednesday 1st October 2025

Dear Pharmacy Owner,

Invitation to join the Community Pharmacy England Committee

I'm writing to offer you the opportunity to express interest in a place on the Community Pharmacy England Committee.

We are the organisation that represents the general body of pharmacy contractors (the owners of over 10,000+ 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.

Our committee is responsible for 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.

Changes in sector ownership and changes to our Committee

Elections were last held to populate the committee in 2023, when we sought nominations from you for the then ten elected places on our committee, known as the 'regional representatives', as they are members elected on a regional basis, drawn from LPCs in England.

Since then, there has been a significant change in sector ownership, following the exit of Lloydspharmacy from the market and other changes. To address this we have agreed to make changes to the composition and size of our committee in order to better reflect the make-up of the community pharmacy sector.

The changes are part of ongoing work on governance at Community Pharmacy England, and follow independent expert recommendations to increase the number of 10+ multiple members of the Committee and give the Independent Pharmacies Association (IPA) appointment rights to Community Pharmacy England.

Under the new interim arrangements, which will come into effect from 1st November, the IPA will nominate two 10-plus multiple representatives to Community Pharmacy England. This is in addition to the existing three members of the Committee in the non-CCA multiples category.

An additional independent representative will be co-opted to the Committee, and the CCA representatives will be reduced by one.

✉ info@cpe.org.uk
☎ 0203 1220 810
📍 14 Hosier Lane, London EC1A 9LQ
🌐 cpe.org.uk

Community Pharmacy England is the operating name
of the Pharmaceutical Services Negotiating Committee.



One additional place for a pharmacy owner with 1–9 pharmacies

We're looking to co-opt one independent pharmacy owner (or their representative) who is a serving LPC member, as described in section 5.7 of the model constitution:

"Pharmacy contractors other than multiples that appoint members under 5.5 above, the CCA and AIMp [IPA] contractors appointing members, shall be entitled to elect members to the Committee in accordance with the Rules."

You will have to be from the category of pharmacy owners operating between one and nine pharmacy premises. We're really keen to have the input of your skills and knowledge to our deliberations.

What is involved

The co-opted member will serve for all regions to assist existing members elected on a regional basis as necessary. They will have the opportunity to contribute fully to committee and subcommittees discussions in an active way, informing decision making and have full access to committee information. You will be expected to represent the interests of the whole sector and operate according to our values.

We have approximately six main two-day meetings a year. Occasionally there are extra meetings and members may be nominated to attend additional subcommittees, working groups or panels – and may be asked to be available for external meetings. This is a significant time commitment that candidates should consider.

The appointment will be effective from November 2025 until 31st March 2027. The role is unremunerated, but expenses will be paid in accordance with our expenses policy.

Who can apply

We welcome expressions of interest based on the following criteria:

1. A pharmacist; and a member or officer of an LPC in England;
2. An Independent Pharmacy Owner (either individually or in partnership), or a director and a substantial shareholder (either personally, or through shares owned by members of their immediate family, i.e. parents, spouse or children) in a body corporate which is an Independent Pharmacy Owner;
3. Can demonstrate meeting the [role, responsibilities and person specification](#) of being a committee member;
4. Agree to adhere to our [Code of Conduct, Governance Framework](#) and confidentiality protocols that apply to all Committee members and which are set by Government for negotiations and other sensitive policy discussions; and
5. Meet our ['Fit and Proper' Persons](#) test.



Expressing interest

Please apply by using this Microsoft Form: <https://forms.office.com/e/zfrGY4DNBa> and answering some short biographical questions, together with a supporting statement, up to 500 words, demonstrating how you meet all the criteria of the role, as stated in the "Role and Responsibilities of Committee Members" section of the role description.

Closing date: Sunday 19th October 2025

Interview dates: Between week beginning Monday 27th October and ending Friday 7th November 2025

A recommendation for appointment will be submitted to the Committee for approval, with the involvement of an appointments panel and our Governance and People subcommittee.

Appointment from: Monday 17th November 2025, for their first Committee meeting on Wednesday 19th and Thursday 20th November 2025, in London.

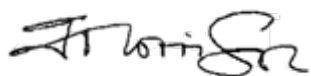
Further information

Guide to our committee, subcommittee and working groups, see: <https://cpe.org.uk/wp-content/uploads/2025/10/Guide-to-Community-Pharmacy-England-Subcommittees-October-2025.pdf>

To arrange an informal discussion about the role or for any questions please contact us by email to: lpc.support@cpe.org.uk

This process is important to the work of your national negotiator, as our success depends on vibrant, engaged, committed leaders from all the main parts of the sector and I encourage you to use this opportunity.

Yours sincerely,



Janet Morrison OBE
Chief Executive