Communications and Public Affairs Subcommittee Terms of Reference

1. Purpose and function

The Communications and Public Affairs Subcommittee is a policy and advisory subcommittee of the Community Pharmacy England Committee which provides advice, scrutiny and challenge on strategy and support for communications with internal and external stakeholders and public affairs issues relevant to NHS pharmacy services.

The role of the Subcommittee members is to share knowledge, insight and experience to support the decision making of the Community Pharmacy England Committee and Executive Leadership Team (ELT) and delivery of Community Pharmacy England's strategy, by:

- Providing input or feedback to the ELT, for example on draft proposals, policies and plans, to inform their work.
- Providing pre-scrutiny of information and proposals to provide advice to the Committee.
- Identifying any issues or areas of concern and drawing them to the attention of the Committee.
- Progressing specific projects or work at the request of the Committee or ELT.

The Subcommittee does not have any delegated power to take decisions on behalf of the Committee.

2. Membership

2.1 Members

The Subcommittee shall normally consist of at least four members appointed from the Committee with a range of skills, knowledge and experience relevant to the Subcommittee's work.

In order to reflect the different interests and perspectives of pharmacy contractors/owners, the subcommittee shall normally comprise a balance of Committee members representing independent pharmacy owners and Committee members representing multiples, however, the Committee may agree an alternative composition.

The Committee may at its discretion appoint other non-Committee members to the Subcommittee as non-voting members to bring additional expertise or insight to support the Subcommittee's work where needed, subject to the total number of non-Committee members remaining a minority.

2.2 Appointment

Members are appointed by the Committee, on the advice of the Governance and People Subcommittee, for an initial term of up to two years, which may be extended for up to two additional two-year periods subject to the Committee's approval.

2.3 Chair of Subcommittee

The Committee shall appoint a Chair of the Subcommittee, on the advice of the Governance and People Subcommittee, for an initial term of up to two years, which may be extended for up to two additional two-year periods subject to the Committee's approval.

In their absence, the meeting will be chaired by another member of the Subcommittee.

3. Other Attendees

The Community Pharmacy England Chair and Vice-Chair have a standing invitation to attend Subcommittee meetings if not full members.

The Subcommittee Chair may invite the following to attend all or part of any meeting where relevant to the agenda: Chief Executive Officer (CEO), another member(s) of the ELT, a member of an LPC or other adviser.

Attendance by other Committee members is at the Subcommittee Chair's discretion on a case-by-case basis, save any Committee members whom the Committee has agreed should shadow the Subcommittee.

Participation of the above attendees is at the discretion of the Subcommittee Chair and none has voting rights.

The Subcommittee Chair may invite a non-Committee member to attend a meeting to advise the Subcommittee on a particular matter.

4. Meetings

The Subcommittee usually meets at least twice per year with the timing of meetings to be determined by the needs of Community Pharmacy England business.

Meetings may be held in person or by any means, or combination of means, that enables the Subcommittee's members to communicate with each other. Members unable to attend a meeting may provide comments to the Subcommittee Chair in advance but are not entitled to appoint a replacement to attend in their absence.

Subcommittee members' input or feedback may be sought on specific matters by email outside the schedule of meetings in accordance with business need.

5. Quorum and Decisions

The quorum necessary for the transaction of business at any meeting shall be three full-voting members. Subcommittee members will be considered in attendance and count towards the quorum if they are able to participate fully in the meeting.

The Subcommittee takes any decisions collectively. In the event of a formal vote, a simple majority of the full voting members is required, with the Subcommittee Chair having a casting vote.

Any Subcommittee member or other attendee who faces a potential conflict of interest is required to declare such an interest and to recuse themselves from the discussion, decision or meeting, as determined by the Subcommittee Chair.

6. Meeting Administration and Minutes

The Subcommittee shall receive at least seven days clear notice of any meeting.

The Subcommittee Chair determines the agenda for any meeting in consultation with the CEO or other member of the ELT with the aim of ensuring that the subcommittee best supports the work and decision-making of Community Pharmacy England. The agenda and any papers will be issued in advance of a meeting.

A member of the Community Pharmacy England staff shall attend and prepare minutes of Subcommittee meetings which shall be circulated promptly to Subcommittee members and will be formally approved by the Subcommittee at the next meeting. Minutes, redacted as necessary for confidentiality reasons, will be published on the Community Pharmacy England website.

7. Authority

The Subcommittee receives its authority from the Committee and has delegated authority in accordance with these terms of reference.

8. Reporting

The Subcommittee Chair shall report to the Committee after each meeting on the nature and content of its discussion and any recommendations.