LPC Elections 2027 Guidance Notes

Introduction

The term of office for the vast majority of LPC members will expire on 31st March 2027 and new committees will take office from 1st April 2027.

This guidance sets out the steps LPCs need to take to establish the new LPC and should be read alongside the LPC's adopted constitution. In the event of any inconsistency between this guidance and the constitution, the constitution shall prevail.

The LPCs that follow this election cycle established new committees in April 2014, April 2018 and April 2023 (following a one-year extension to the previous term)

For LPCs not following this timetable or operating under different arrangements, specific advice should be sought from the LPC and Member Support Team.

Timeline of Action Points

July 2026 to September 2026

Adoption of the revised model constitution

1. Committees meet to consider the revised model constitution (2026) provided by Community Pharmacy England.
2. Two-thirds of the members of the Committee (or one-third of the pharmacy owners in the LPC area), summon a special general meeting of the pharmacy owners, and shall give not less than seven clear days' notice to each pharmacy contractor, stating the time and place of the meeting and the proposed amendments of the Constitution, using the templates provided by Community Pharmacy England.
3. It is recommended that this is done as part of the AGM process (usually late September) to reduce the burden on pharmacy owners.

Appointment of a Returning Officer

4. First appoint a Returning Officer who must be a person other than an elector. This would usually be the LPC Chief Officer unless they are an elector. The Returning Officer is responsible for the management and integrity of the process, declaring the results of any election and confirming the membership of the new Committee.
5. The Returning Officer should study carefully and adhere to the provisions of the LPC Constitution regarding membership, election and appointment to the Committee.

6. Note the elections exclude those appointed to the LPC under the constitution, however this guidance also sets out the process for appointments

September to October 2026

Determine the size of the future Committee

7. The size of the future committee should be determined by the Committee, ahead of beginning the election process. The decision should be minuted.
8. This should be done by considering the most appropriate, efficient and effective number for representing and supporting pharmacy owners across the area for which it is formed, having regard to the scale, geographical distribution, diversity and operational needs of the local base.
9. If the revised model constitution is adopted flexibility is allowed, and this should usually be between 10 and 12 members.

Confirm Rounding Policy

10. The number of LPC members for each pharmacy owner group is proportional to the related number of contracts – NHS pharmacy premises– in the area members of each group have, and rounding is often required to work out the number of LPC members for each contractor group.
11. The Committee should confirm the rounding policy; see item 2 below for the first occasion the returning officer will need to apply rounding rules. Rounding is a very simple concept and consistency of approach is the most important matter. We strongly recommend the normal rounding rule where 0.5 and above are rounded up; and less than 0.5 rounds down.

31st October 2026

Data cut off

12. The list of pharmacy owners is fixed for seat allocation purposes.
13. Community Pharmacy England will provide a standard data set of NHS BSA data of pharmacy owners direct to LPCs, based on NHS e-dispensary data, see: https://digital.nhs.uk/services/organisation-data-service/data-search-and-export/csv-downloads/gp-and-gp-practice-related-data

14. Whilst there may be changes after this date, the proportions of seats on the LPC are fixed as of that date; the electors will be determined at the time at which the Returning Officer sends out the voting papers to electors.

1st November to 16th November 2026

Dataset of Pharmacy Owners

15. Use the standard data set provided to filter and sense check to confirm the list of all pharmacy owners with premises for the LPC area. Make sure that you have a complete and accurate list of all the pharmacy names, business addresses, corresponding NHS ODS codes and where appropriate POC codes. Finally, premises email addresses, such as pharmacy premises NHS email addresses.
16. This is your starting point, so it is essential that it is correct.
17. Make sure that you are clear who is a member of CCA, IPA and Regional Multiple and Independent.
18. There are 9 CCA member companies: Asda, Boots, Lincolnshire Co-op, Pharmacy2U, Morrisons, Rowlands, Superdrug, Tesco and Well.
19. A central list of IPA members is not available and LPCs should contact IPA directly to determine full IPA members relevant to their area. LPC Returning Officers should send requests to admin@aimp.co.uk when verifying membership information, and/or consider verification directly with representatives of the relevant pharmacy owners.

Calculations of entitlements: sequential steps

20. The Returning Officer should calculate the number of LPC members for each contractor group. A calculator is available in the LPC area of our website that will help you calculate the places on your LPC for the next term of office. See: https://cpe.org.uk/lpcs-and-local/lpc-area/running-an-lpc/elections/
21. It is based on this rounding rule and the arrangements for each membership category. The calculator is designed to follow the clauses and the sequential nature of these as set out in the constitution.
22. Enter the new number of CCA seats intended to be taken for the spreadsheet to complete the calculations, which will then distribute the rest. The calculator uses logic rules based on the model constitution and election process, which requires LPC returning

officers to determine the CCA places first, then IPA, finally those for election (in that order).

23. Very occasionally the rounding policy applied to the calculator does not work in all instances (depending on committee size) with the simple rounding policy, *for example, a scenario where all membership categories are below 0.5*. In such instances further guidance and support should be sought from the LPC and Member LPC Support Team.
24. Note the model constitution makes provision for if the number of appointed members equals or exceeds the total size of the Committee, there shall be one additional place to be filled by election.
25. Total the number of CCA pharmacy premises and determine what percentage of all contracts (i.e. pharmacies).
26. The constitution provides that the percentage of CCA pharmacies will be the percentage of places on the LPC – rounding is almost certain to be required. If 30% of your pharmacies are CCA then for a 13-member Committee it will be entitled to 3.9 places so round up to give 4 CCA places.
27. Remove CCA owner premises from the list of pharmacy owners.
28. Adopt the same process above for IPA members. As with the CCA entitlement, if IPA is eligible under this provision to appoint a member or members, there is **no** option to take part in the elections.
29. Remove IPA member owner premises from the list of pharmacy owners
30. The Model constitution provides places as of right to pharmacy owners who are not CCA or IPA members but which sufficient numbers of contracts (pharmacy premises) in the area and decide to appoint to the LPC. A sufficient number of contracts is 8% or more of the total number of premises in the area (determined on 31 October 2026). These are classed as regional multiples and must be owned by the same company. Verify that these owners are not IPA members.
31. Such contractors may either have a place as of right if they have 8% or more premises or opt to go into the election. In practice, few LPCs will have places under this provision as most regional multiple with significant numbers in an area will probably be IPA members. However, if this does apply to your LPC, contact the LPC and Pharmacy Owner Support Team for further advice.
32. Finally, Determine the number of places remaining. A worked example of the steps above for illustration:

LPC size = 12 Total pharmacy premises = 100

CCA members = 26 premises → 26% → 3.12 seats → 3 seats

IPA members = 17 premises → 17% → 2.04 seats → 2 seats

Regional multiple entitled to reserved seat = 1

Total appointed seats = 6

Remaining elected seats = 6

Mid-November to end of December 2026

Notification of entitlements

33. Give notice to the CCA that elections are being held, inform them of the number of CCA places available and invite the CCA to make nominations to fill the number of places available.
34. When doing so CCA may ask LPCs to state the total number of CCA contracts broken down by the number of pharmacies for each CCA member in the LPC area (e.g. 15 Boots, 6 Superdrug etc). Ideally provide this information when you invite the CCA to make nominations.
35. The person at the CCA handling this matter on behalf of the CCA is Rob Severn, Email Robert.Severn@thecca.org.uk. The CCA should inform the Returning Officer of the number of places, up to its entitlement, that it wishes to fill, within 28 days of being notified. If the CCA does not reply indicating that it wishes to fill fewer places than it is entitled to, then the Returning Officer should proceed on the basis that the CCA will fill all its places.
36. Give notice to the IPA that elections are being held, inform them of the number of IPA places available and invite the IPA to make nominations to fill the number of places available.
37. When doing so IPA may ask LPCs to state the total number of IPA member contracts broken down by the number of pharmacies for each IPA member in the LPC area. Ideally provide this information when you invite the IPA to make nominations, subject to the data verification exercise already undertaken with the IPA before this step.
38. Send notification by email to admin@aimp.co.uk. The IPA should inform the Returning Officer of the number of places, up to its entitlement, that it wishes to fill, within 28 days of being notified. If the IPA does not reply indicating that it wishes to fill fewer places than

it is entitled to, then the Returning Officer should proceed on the basis that the IPA will fill all its places.

From January 2027

Determine remaining seats for independent election

39. You should now have the list of pharmacy owners (including of independently owned LPS pharmacies, are treated in the same way as other independent contractors, provided the LPS contractor has agreed to be represented by the LPC) who are eligible for nomination and to vote. CCA and IPA members are not eligible to vote, and any regional multiples taking places as of right will also not be eligible to vote.

Nominations

40. The next step is to write to electors and seek nominations.
41. The text of a draft letter and link to a nomination form is attached in appendix 1 and 2. Note that a nomination must include details of the candidate's community pharmacy experience, skills and a short supporting statement. In the interests of transparency, all candidates standing for election and/or appointed to a CPE or LPC committee should be required to make public the number of pharmacies they own in England and any trade association memberships.
42. Nominations are valid only if received by the Returning Officer by the specified closing date (14 days).
43. On receipt of nominations check eligibility of each (i.e. that they are a pharmacy owner, or representative of, in the LPC area and not otherwise excluded) and acknowledge receipt. If there are fewer nominations than places the Returning Officer will declare the nominees elected without the need for a ballot. If there are more nominations than places then an election is needed - follow the procedure in steps below.

Ballot Period (if required)

44. Collate all the statements from the nomination forms received by the deadline. Prepare the voting form - see attached example in appendices. Publish the voting form and statements to the eligible pharmacy owners, via the open part of the LPC website. A notification by email should include the link, with covering information clearly specifying

the closing date for returning voting selection – draft copy is attached in appendix 3. This could be incorporated into electronic means, such as Microsoft Forms.

45. Voting should ordinarily be conducted electronically, using a secure platform such as Microsoft Forms or a dedicated election service provider. LPCs should ensure that suitable controls are in place to verify voter eligibility and prevent duplicate voting
46. If the LPC prefers that the votes are counted by an independent body rather than the LPC the Returning Officer can arrange this, and a number of election provider services are in operation such as Civica, Mi-Voice and UK-Engage. In exceptional circumstances, this can be Community Pharmacy England, in which case contact the LPC and Member Support team by 30th November 2026 and well before voting forms are sent out to make the arrangements (under this arrangement, once agreed the LPC Returning Officer sends out the voting papers with a CPE email for return).
47. The Returning Officer should include clear instructions for the return of the voting selection, such as an email address, or voting link to an electronic form, or voting portal.
48. The election results will determine the independent members enabling the LPC Returning Officer to complete the Committee membership by including them with the CCA, IPA and regional multiple nominees. If an election was necessary the Returning Officer should inform all the candidates of the result before making a public announcement.

By 19th March 2027 (or before)

Confirm full committee membership

49. This should give the total number of members i.e 12 members (for a 12-member Committee) including: CCA, IPA and other appointed places and then elected members. If any vacancies remain unfilled because an insufficient number of candidates have been nominated, the persons elected may fill the vacancies in accordance with the relevant clause in the constitution.
50. A letter of appointment should be sent to each elected or appointed member with induction information and details of the first meeting of the new Committee.

Results Declared

51. Declare the results to pharmacy owners via a news story on the LPC website, inform Community Pharmacy England via LPC and Member Support Team by email

lpc.support@cpe.org.uk and record changes in details via https://psnc.org.uk/lpcs-and-local/lpc-members-area/lpc-member-changes/ this is an important part of the process to maintain the database of LPC members in England.

52. Inform the NHS Integrated Care Board, which is responsible for LPC recognition, usually in consultation with the Pharmacy Contract Team, see: https://www.england.nhs.uk/primary-care/pharmacy/pharmacy-contract-teams/ A sample notification letter, is available in appendix 7.

1st April 2027

Members Take Office

53. The first meeting of the new Committee will be arranged in accordance with the constitution and officers appointed. Further guidance on election of LPC officers will follow.

Suggested Indicative Timetable

Action	Date
Data cut-off	31st October 2026
Notify CCA/IPA entitlements	16th November 2026
Nomination forms issued	11th January 2027
Close of nominations	22nd February 2027
Ballot period (if required)	1st–15th March 2027
Results declared	By 19th March 2027
Notify stakeholders	Late March 2027
New LPC takes office	1st April 2027

Need further advice?

If you have queries on this guide or you require more information please contact James Wood, Director of LPC and Member Support james.wood@cpe.org.uk

July 2026

APPENDIX 1

<Add to LPC Letterhead>

Dear Pharmacy Owner

LPC Elections 2027

Your Local Pharmaceutical Committee (LPC) known as Community Pharmacy <Local name> , is the organisation that represents the general body of pharmacy contractors at a local level, as recognised by the local NHS.

The term of office of the members of the <enter name> Local Pharmaceutical Committee expires on 31st March 2027 and I am writing to you seeking nominations for the pharmacy contractor places on the committee.

There are <enter number> places available and a nomination form is attached. Other places on the LPC are filled by nominations from the Company Chemists' Association (CCA) and the Independent Pharmacies Association (IPA) and consequently neither candidates nor nominators may be representatives of member companies of the CCA or full IPA members. The same prohibition applies to non IPA regional multiples with more than 8% of the total contracts in the LPC area who have accepted reserved places on the LPC.

If you would like to put forward a nomination please complete and return the attached nomination form to reach me by 12 noon on <enter Date> February 2027. If nominations exceed available places, an election will be held.

This process is vitally important to the work of your local representative body to the NHS, as our success depends on vibrant, engaged and committed leaders. Committee members are required to make decisions in the best interests of NHS community pharmacy owners, providing leadership and vision, bringing insight and accurately and fairly representing the views of contractors and LPCs. Further information is available at <enter website link>

In the event of a ballot being held, voting papers will be distributed to eligible pharmacy owners . Accompanying the voting form will be the information taken from the nomination form to provide voters with information on each of the candidates.

Yours Sincerely

Returning Officer

<enter name>

Community Pharmacy <Local>

Community Pharmacy England

APPENDIX 2

<enter name> LPC Election

Self-Nomination Form

Name:	Representing: (name of contractor)
Address of contractor:	
Contractor NHS ODS code Any corresponding NHS POC Note one of the Independent pharmacy owner's premises must be in the LPC area	
Are you a Pharmacist? ☐ Yes ☐ No	Job title: (e.g. Superintendent Pharmacist, pharmacist manager, regional manager, technician, other)

Please tick which of the following applies to you:

☐ Owner ☐ Employee ☐ Shareholder

☐ Director ☐ Manager ☐ Locum

☐ Other (please state): .....

Independent pharmacy owner meaning: personally (either individually or in partnership), or as 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. Not a member of the IPA for the purposes of this election (IPA members can be appointed to LPCs through IPA).	
How many hours a week do you work at this pharmacy?	How many hours a week do you work in any community pharmacy? (including those specified to the left)

Personal statement: Please describe how you meet the criteria of the role, as stated in the "Role and Responsibilities of LPC Members" (up to 500 words). See: add link This may include qualifications and experience relevant to LPC membership and may include comments on major issues for the sector, especially locally.

Declaration of Interests In the interests of transparency and good governance, declare the • The number of community pharmacies in England in which I have ownership or a beneficial interest: • Any current membership(s) of trade associations or representative bodies relevant to community pharmacy: I understand that this information may be made publicly available as part of the LPC election and appointment process.
Fit and Proper Person A member or officer of the LPC is expected to be a fit and proper person, and shall at all times act in a way that preserves and protects the reputation of the Committee. Members and officers are required to confirm that they are a fit and proper person on appointment and to inform the Chief Officer at the first opportunity should this change or any concerns arise. Further information can be found at: <Add link to policy on the LPC website> (see appendix6)

Name and address of two other pharmacy owners who are different to the pharmacy owner (and who shall not be electors in which the candidate has a business interest) seeking representation in the LPC area and who support the nomination.	
Name and address of first contractor	Name and address of second contractor
Email address:	Email address:
Signed: Date:	Signed: Date:

Declaration:

I confirm I am authorised to put myself forward to represent the above contractor. I understand that to be valid all sections of this form must be completed. I confirm that the information provided is complete and accurate to the best of my knowledge, and I undertake to notify the Returning Officer of any changes that may occur during the election process or during my term of office.

Signature of candidate: Date:

Please return this form by 12 noon on <enter date> to the Returning Officer at the following email address: <enter address>

APPENDIX 3

<Add to LPC Letterhead>

Dear Pharmacy Owner

LPC Elections 2027 – Vote Now Open

Following our previous communication inviting nominations, I can confirm that we received Y nominations for the X available places on the Local Pharmaceutical Committee.

As the number of nominations exceeds the available positions, an election is required.

Have Your Say

This is your opportunity to influence who represents your pharmacy business on the LPC. Strong participation helps ensure the Committee reflects the views and priorities of local contractors.

Candidate Information

To support your decision-making, we have provided candidate statements outlining experience, skills, and priorities. These can be viewed on our website, see: <add link>

Vote Now (MS Forms)

Please cast your vote using the secure online form here: <add link>

- You may vote for up to X candidates (as there are X places you should vote for no more than X candidates)
- Votes exceeding X selections cannot be counted

Voting Deadline

Please submit your vote by:
12 noon on <date> 2027

Thank you for taking the time to participate in this important process. Your input is essential in shaping the future leadership of the LPC, which also determines the candidates available in future Community Pharmacy England elections from the 10 regions.

If you have any questions, please contact the Returning Officer.

Yours sincerely,

<enter name>

Community Pharmacy <Local>

APPENDIX 4

<ENTER NAME> Local Pharmaceutical Committee

LPC Elections 2027 – Voting Form

Please complete this form to cast your vote in the LPC Elections 2027

This ballot is confidential. Results will be reported in aggregate only

Instructions

1. You may vote for up to <number of places> candidates.
2. Select your preferred candidates using the options below.
3. Votes exceeding the permitted number will not be counted.

Candidates

Select	Candidate Name	Contractor Name and Address
☐	Candidate 1 Name	Candidate 1 Contractor Details
☐	Candidate 2 Name	Candidate 2 Contractor Details
☐	Candidate 3 Name	Candidate 3 Contractor Details
☐	Candidate 4 Name	Candidate 4 Contractor Details
☐	Candidate 5 Name	Candidate 5 Contractor Details
☐	Candidate 6 Name	Candidate 6 Contractor Details

Declaration

I confirm that I am the contractor or an authorised representative of the contractor and that I am entitled to vote in this election. I understand that only valid votes submitted in accordance with the instructions will be counted.

Name:

Position:

Pharmacy name:

Premises address:

NHS ODS code:

Any corresponding NHS POC if applicable:

Date:

APPENDIX 5

<Add to LPC Letterhead>

Dear Pharmacy Owner

Your appointment to Community Pharmacy <Local>

Congratulations on your appointment as an LPC Committee member for the new term of office commencing on Thursday, 1st April 2027. To help you prepare for your appointment, I have included some useful information to support your first meeting and induction.

I have included with this letter, a pack of key documents regarding the LPC and the role of the Committee and duties of its members. I would ask you to read these and confirm your acceptance of the role and these documents at the earliest opportunity by signing and returning a copy of this letter to me along with the fit and proper persons declaration and declaration of interests form.

Details of the first committee meeting

Date and time: <add date and time>

Location: <add location>

The agenda and supporting papers will be sent in advance of the meeting.

LPC Committee Member Induction Resources

To support LPC Committee members in fulfilling their responsibilities effectively, the following induction resources are provided:

Local induction resources <add links or add as attachments>

- Adopted LPC Constitution and Rules
- LPC Governance Framework
- LPC Code of Conduct
- LPC expenses policy and claim form
- Strategy, operating plan
- Last set of financial statements and annual report for 2025/26
- Stakeholder map

National resources

- Guide for new LPC members
- Role of LPCs – a quick guide
- Briefing note – risks of liability
- LPC competition law guidance
- Competition guidelines for meetings
- LPC finance guide

Join a national LPC Committee Member briefing session

Hosted by the Community Pharmacy England Member and LPC Support Team, the session provides an introduction or refresher to help members prepare for the new term of office.

The session will include:

- An overview of the induction process
- Key responsibilities of LPC committee members
- The ongoing support, tools and resources available to LPC members and their LPCs

Location: Online

Date and time: Tuesday 23rd March 2027, 1-2pm Book here

or

Date and time: Wednesday 31st March 2027, 7-8pm Book here

On behalf of myself and the LPC team, we very much look forward to working with you.

If you have any questions, please contact <add name>

Yours sincerely,

<enter name>

Chief Officer

Community Pharmacy <Local>

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I confirm acceptance of the role of Committee member and that I have read and will comply with the Governance Framework, Code of Conduct and policies agreed by the Committee, including Conflicts of Interest and clauses about confidentiality.

Should my circumstances change, and I can no longer comply with any requirements for the role, I will inform the CPE Chief Executive or Chair immediately.

Signed:

Name:

Date:

APPENDIX 6

Fit & Proper Persons: Guidance and Declaration

Introduction

A 'fit and proper persons' test seeks to ensure that those in leadership positions in an organisation are suitable. It is widely adopted across multiple sectors as part of the onboarding process for new appointments to boards and management positions, with many incorporating it into annual review and confirmations.

Our approach

We have prepared a declaration based on the NHS' new framework and mandatory declaration and can be used by all LPC members and LPC Chief Officers. Going forward, all new prospective members will be asked to complete this.

If you are confident you do not need to disclose any information listed on the declaration, please sign and return it to us. You should advise us immediately if your circumstances change and you do not feel that the declaration still applies.

If you have any concerns about your ability to make any part of the declaration, please contact us at the earliest opportunity so that we can discuss and agree any action needed.

Completed forms will be retained by us and held securely.

Further information

If you have any questions regarding the requirement or completing the form, please do not hesitate to contact <name> LPC Chief Officer or for further information from Community Pharmacy England, contact James Wood, Director of LPC and Member Support by email james.wood@cpe.org.uk

Declaration

I declare that I am a fit and proper person to carry out my role.

- I am of good character
- I have the qualifications which enable me to be a member of the Committee
- Where applicable, I have not been erased, removed or struck-off a register of professionals maintained by a professional or regulatory body
- I am capable by reason of health of properly performing tasks which are intrinsic to the position

- Within the last five years:
    - I have not been convicted of a criminal offence in the British Islands or elsewhere (which if committed in England, Scotland or Wales would constitute a criminal offence)
    - I am not an un-discharged bankrupt nor have I been subject to bankruptcy restrictions, or made arrangement/compositions with creditors from which I have not been discharged
    - I have not been on any 'barred' list.
- I have not been responsible for, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful or not) in the course of carrying on a regulated activity or providing a service elsewhere which, if provided in England, would be a regulated activity.

Should my circumstances change, and I can no longer comply with the Fit and Proper Person Test (as described above), I acknowledge that it is my duty to inform the LPC Chief Officer or Chair immediately.

Signed:

Name:

Date:

If you have signed the declaration but want to make any information known or clarify any points, please add them in the space below.

APPENDIX 7

<Date>

<Name>

Chief Executive

<Area> NHS Integrated Care Board *[To find your local integrated care board (ICB), please visit this page]*

Letter by email to <email address>

Dear <name>

Re: <name> Local Pharmaceutical Committee Recognition

I write to seek recognition by the NHS for <name> Local Pharmaceutical Committee, known as Community Pharmacy <name>. Local Pharmaceutical Committees are recognised in Section 167 of the NHS Act 2006.

The LPC is the local organisation for community pharmacy funded by and representing all the community pharmacy owners within its area. A ballot of pharmacy contractors took place at a special general meeting on <date> accepting a new constitution for the committee, as the representative of pharmacy contractors with premises <number> in the areas of the following Integrated Care Board(s) (ICBs) and Health and Wellbeing Board(s): -

[LIST ICBs and HWBs]

Recognition of Local Pharmaceutical Committees is delegated to ICBs and I would be grateful if you could confirm that you are satisfied Community Pharmacy <name> is representative of pharmacy contractors in <area>.

I attached a copy of our adopted constitution, which has been adapted from a model provided by Community Pharmacy England, who are recognised by the Secretary of State for Health and Social Care as the body that represents community pharmacy owners in England.

Please find below those who have been elected or appointed to the committee for the term of office beginning on 1st April 2027 for a period of four years.

Name	Organisation	Elected or appointed by

I look forward to continue working in collaboration with the ICB and other local partners. Please let me know if you require clarification or have any questions.

Yours Sincerely,

<Name>

Chief Officer

Cc:

NHS Pharmacy Contract Team *[NHS England » Pharmacy contract teams]*

<name> <email>

NHS ICB Chief Pharmacist <name> <email>