LPC and Pharmacy Owner Support Subcommittee

Terms of Reference

1. Purpose and function

The LPC and Pharmacy Owner Support Subcommittee is a policy and advisory subcommittee of the Community Pharmacy England Committee which provides advice, scrutiny and challenge to ensure that Community Pharmacy England provides appropriate support for pharmacy owners, LPCs and Regional Representatives.

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 to inform their work, for example on draft proposals, policies and plans relating to support for pharmacy owners, LPCs and Regional Representatives.
- Providing pre-scrutiny of LPC-related information and proposals to provide advice to the Committee.
- Providing input and advice to the Governance and People Subcommittee on LPC matters as requested.
- Overseeing Community Pharmacy England's communications to LPCs, working with the Communications and Public Affairs Subcommittee.
- Monitoring LPC and pharmacy owner satisfaction with Community Pharmacy England's services, identifying any issues or areas of concern and drawing them to the attention of the ELT or Committee.
- Overseeing the Conference of LPC Representatives and the Forum of LPC Chairs.
- Progressing specific projects or work at the request of the Committee or ELT such as developing programmes for providing briefing, training and other support services for LPCs.

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 six 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 Subcommittee shall also include the following non-voting members:

- the Vice Chair of the Forum of LPC Chairs
- a Chief Officer appointed from the network of LPCs

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

CPE Committee 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.

The Vice Chair of the Forum of LPC Chairs shall automatically become a member of the Subcommittee on their appointment to the role of Vice Chair of the Forum of LPC Chairs; their membership of the Subcommittee will be commensurate with their term as Vice Chair of the Forum of LPC Chairs.

A Chief Officer from the LPC network will be appointed by the Committee by rotation to join the Subcommittee for a term of one year.

2.3 Chair and Vice-Chair of Subcommittee

The Committee shall appoint a Chair and Vice-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.

The Vice-Chair will chair meetings in the absence of the Chair. In the event of the absence of both the Chair and Vice-Chair, another member of the Subcommittee will chair the meeting.

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), other 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 four times per year with the timing of meetings to be determined by the needs of Community Pharmacy England and LPC 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.