27th November, 2017

Dear Contractor

**Re: Community Pharmacy South Central Elections 2018**

The term of office of the members of the Community Pharmacy South Central Committee (CPSC) expires on 31st March 2018 and I am writing to you seeking nominations for the pharmacy contractor places on the committee.

There are 4 places available and a nomination form is attached. Other places on the CPSC are filled by nominations from the Company Chemists Association (CCA) and Association of Independent Multiple Pharmacies (AIMp) and consequently neither candidates nor nominators may be representatives of member companies of the CCA or AIMp. The same prohibition applies to non AIMp regional multiples with more than 8% of the total contracts in the CPSC area who have accepted reserved places on the CPSC.

There are many benefits of being a CPSC Member. It is an opportunity to have influence at a strategic level on behalf of Community Pharmacy and to build your local network with colleagues and other important stakeholders. All CPSC members receive relevant training to support their development as an informed leader, enabling them to provide the best representation on behalf of all contractors.

Below, for your information, are the Functions and Capabilities required of a CPSC Member:

**Function:**

* Expected to be in post for at least 2 years
* Engaged and operating/practising locally
* Empowered to make decisions on most matters without referral to line manager
* Ability to represent all Independent contractors rather than just wear their Company hat
* Accept corporate governance positioning on CPSC decisions
* Allocated time in addition to meetings to action CPSC requirements
* Able and willing to take up a role within the CPSC’s operating framework

**Capability:**

* Good two-way communication skills so that they might feed in and feed back relevant issues
* Effective time management and organisational skills so that they are able to attend regularly and contribute fully i.e. take on additional CPSC roles
* Proactive - able to embrace, implement and deliver change
* Collaborative – able to work with others (CPSC, multiples and other independents) to achieve a shared vision within clear governance framework
* Facilitative – able to provide sufficient resource (staff, finance) to ensure commissioned services deliver consistently with high quality outcomes

If you would like to put forward a nomination please complete and return the attached nomination form so as to reach me by 12 noon on 22nd January 2018. In the event that there are more nominations than places available there will be an election and voting papers will be distributed to eligible contractors. Accompanying the voting paper will be the information taken from the shaded boxes on the nomination paper to provide voters with information on each of the candidates.

Yours faithfully,



Deborah Crockford

**Chief Officer and Returning Officer**