

9th February 2023

Dear Pharmacy Contractor

Re: Notice of a Special Meeting of Contractors to amend the LPC Constitution – 9th March 2023

Proposals to update the LPC model constitution and in parallel for contractors to consider the future size and footprint of their LPCs were made by the Review Steering Group (RSG) and supported by an overwhelming majority of community pharmacy contractors in a national vote in June 2022.

PSNC has drafted a new model constitution for Local Pharmaceutical Committees (LPCs), which Thames Valley LPC recommends to you. I attach a pack consisting of the existing LPC constitution, the proposed amended constitution and a guide explaining the main changes, including what it means for contractors in Thames Valley. This includes a recommendation to merge with Buckinghamshire LPC and form a new LPC to reflect new NHS Integrated Care Board (ICB) area.

The constitution can only be adopted at a special meeting (SGM), where we are required to seek your approval by ballot of pharmacy contractors to proceed with all our local changes in their totality. You are entitled to cast one vote for each of the pharmacy contractor premises you have in the Thames Valley LPC area.

The SGM will take place online at **7.30pm** on **9th March** and I have enclosed a copy of the agenda. I do hope you are available to join us. Whilst you are not obliged to inform us beforehand, it would be a great help if you are planning to attend, for you to [register your details here](#). If you are unable to attend the meeting, I have attached a form to allow you to register your vote by email or post. Votes cast by this method must be received by **6pm** on **7th March 2023**. Please note you must be the pharmacy owner or authorised by them to cast your vote (this email can be forwarded on).

We need your support to make sure that we can continue to represent you equitably and effectively and to ensure that we continue to have the best team working on your behalf. Please say yes to the changes we have proposed.

Yours sincerely

A handwritten signature in black ink, appearing to read "David Dean".

David Dean
Chief Officer