



Candidate Information

Non-Executive Chair

Pharmaceutical Services Negotiating Committee

Contents

	Pages
Background	1 - 2
The Role & Person Specification	3 - 5
How to Apply & Appointment Process	6

Background

About PSNC

The Pharmaceutical Services Negotiating Committee (PSNC) is recognised by the Secretary of State for Health as the representative of community pharmacy on NHS matters in England.

PSNC promotes and supports the interests of all NHS community pharmacies in England and works closely with Local Pharmaceutical Committees (LPCs) to support their role as the local NHS representative organisations.

The goal of the PSNC is to develop the NHS community pharmacy service, to enable community pharmacies to offer an increased range of high quality and fully funded services that meet the needs of their local communities and provide value and good health outcomes for the NHS and the public.

PSNC works with NHS England and other NHS bodies, and with the Department of Health and Social Care, to promote opportunities for the development of community pharmacy services, and negotiate the contractual terms for the provision of NHS community pharmacy services.

PSNC has a close relationship with its sister body [Community Pharmacy Wales](#) which represents community pharmacy contractors in Wales. At present most of the English national pharmacy contract negotiated by PSNC is adopted by the Welsh Assembly Government, but where Welsh contractual arrangements differ from those in England, CPW negotiates on behalf of its contractors.

PSNC also operates the Prescription Audit Centre (PAC) based in Enfield, London. A percentage of all prescriptions sent to [NHS Prescription Services](#) are checked and any errors in pricing are corrected.

PSNC Structure

PSNC is an association whose functions and procedures are set out in a formal [Constitution](#) and set of [Rules](#).

PSNC has 32 members on its main committee:

- 13 members elected on a regional basis from England (see [PSNC regional representatives](#))
- 1 member nominated by [Community Pharmacy Wales](#)
- 2 members nominated by the Board of the [National Pharmacy Association](#)
- 12 members nominated by the [Company Chemists' Association](#)
- 3 members elected from non-Company Chemists' Association multiples and the [Association of Independent Multiple Pharmacies](#)

Plus a non-executive chair.

There are in addition six sub-committees:

- Funding and Contract;

Background

- Legislation and Regulatory Affairs;
- LPC and Contractor Support;
- Resource Development and Finance;
- Service Development; and
- Communications and Public Affairs.

[PSNC Subcommittee Remits](#) (revised May 2018)

All members of PSNC adhere to corporate governance principles adopted by the Committee in April 2003. Members are also required to adhere to a Code of Conduct.

[Governance Papers](#)

The Committee meets quarterly for two days at a time in February, May, September and December.

Further information about PSNC is available on its website www.psn.org.uk

The Role and Person Specification

The Appointment

The Chair of PSNC is a non-executive role.

Remuneration will be £30,000 for an aggregate of 30 days *per annum* – although, as a not-for-profit organisation, PSNC will expect the Chair to show some flexibility in time commitment. The appointment is offered on a three-year fixed term.

The current Chair, Sir Michael Pitt, will be standing down in August 2019 after four successful years in the role, and the PSNC is now seeking another outstanding individual to become its new Chair. It is hoped that his successor can be selected in time to observe the PSNC's meeting on the 22nd and 23rd May 2019.

The Role

The Chair will be responsible for ensuring that:

- The necessary business of the PSNC Committee is carried out efficiently, effectively, and in a manner appropriate for the proper conduct of business.
- Inter alia through a good working relationship with the Chairs of the Subcommittees of the PSNC, Subcommittee business is carried on in a proper manner, efficiently and effectively, and that regular and satisfactory reports are presented to the Committee.
- The PSNC Committee acts as representatives of NHS Community Pharmacy and in accordance with the articles of governance of the PSNC and its internal rules and regulations.
- The Committee exercises collective responsibility and that decisions are taken corporately by all members acting as a body.
- The PSNC Committee approves and operates a procedure for the regular appraisal/review of the performance of individual members of the Committee, participating as appraiser/reviewer in that process.

The Chair will also:

- Chair PSNC-linked Conferences for Local Pharmaceutical Committees
- Foster constructive debate and effective challenge, and encourage consensus.
- Be involved in the process for the appointment of new members of the PSNC Committee, and encourage all members to participate in induction events organised by the PSNC Executive.
- Be responsible for the appraisal/review of the performance of the Deputy Chair and Chief Executive, and make recommendations to the Review and Audit Panel accordingly.
- Be responsible for ensuring that the PSNC Committee conducts itself in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Ensure that the PSNC Executive maintains an up-to-date Register of the Interests of members of the Committee, and make a full and timely personal disclosure.

The Role and Person Specification

- Ensure that any conflict of interest is identified, exposed, and managed appropriately, in order that the integrity of PSNC Committee business shall be, and shall be seen to be, maintained.
- Be responsible for ensuring that the PSNC Committee exercises control over the strategic direction of the PSNC, through an effective planning process, and that the performance of PSNC is adequately assessed against the objectives which the Committee has approved.
- Endeavour to establish a constructive and supportive but challenging working relationship with the Chief Executive, recognising the proper separation between governance and executive management, and avoiding involvement in the day-to-day executive management of PSNC.
- Represent the PSNC Committee externally. The Chair may be asked to use personal influence and networking skills on behalf of the PSNC. The Chair will be asked on occasions to play a role in liaising between key stakeholders and the PSNC.

The performance of the Chair will be reviewed annually by the Review and Audit Panel.

The Person Specification

PSNC seeks a senior individual with the integrity, independence and strong chairing experience, who fully embraces the PSNC's purpose and mission.

She/he will bring a strong track record of board experience in both an executive and non-executive capacity, which will likely have been gained in a range of organisations spanning the commercial, public and third sectors and academia.

The right candidate will be able to demonstrate a passion and commitment to community pharmacy. They must also be able to demonstrate independence from specific contractors but have the stature and position to garner the sector's confidence and respect.

He/she will be an experienced and sophisticated communicator, who can evidence the ability to build strong relationships with senior stakeholders across industry, government and beyond into wider healthcare.

Applicants must have experience of:

- Chairing a high-profile Board or advisory body in the public, academic, voluntary or private sector;
- Strategy formulation and policy development;
- Partnership working across sectors and the ability to command the respect of key stakeholders.

In addition, the successful candidate will have:

- Knowledge and a sound understanding of corporate governance;
- Highly developed interpersonal and communications skills and experience in media handling and public relations.
- The ability to operate in a complex political environment with a variety of stakeholders, whilst maintaining independence and integrity.

The Role and Person Specification

A track record of commitment to public health and prevention agendas is desirable as is an understanding of the community pharmacy sector and the operation of government.

How to Apply & Appointment Process

APPLICATIONS

Please apply by email (preferred) to our retained consultant, David Richards of OCT Associates (david@oct-associates.co.uk).

If you have difficulty with email, or if you would like to discuss this appointment further before deciding whether to apply, please telephone David on 07798 523422.

Applications should comprise a detailed CV, giving full career details, achievements and qualifications, together with a short covering letter. This should explain your interest in the appointment, and highlight how you meet the most important requirements of the required profile.

Since we will correspond with you by email and phone, please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

SELECTION PROCESS

Applications will be acknowledged by OCT Associates upon receipt and will be considered by the PSNC's Appointments Panel. It is expected that a short list of the best-qualified applicants will be invited to attend for first interview in February/March 2019. There will also be an opportunity to meet the outgoing Chair, Sir Michael Pitt, and PSNC's Chief Executive, Simon Dukes.

The appointment will be made by an appointments panel consisting of seven current PSNC members representing the spread of community pharmacy in England and chaired by the Vice Chair of PSNC, Bharat Patel.