APPENDIX 9

NHS GREATER GLASGOW AND CLYDE

PHARMACY PRACTICES COMMITTEE

REMIT

1. **Membership**

1.1 The Committee shall comprise seven Members appointed by NHS Greater Glasgow and Clyde of whom:-

(a) one shall be the Chair appointed by NHS Greater Glasgow and Clyde from the Non-Executive Members of the Board;

(b) three shall be pharmacists of whom:-

(i) one shall be a pharmacist who is not included in any pharmaceutical list and who is not an employee of such person [known as Non-Contractor Pharmacist];

(ii) two shall be pharmacists each of whom is included in the Pharmaceutical List, or is an employee of a person who is so listed [known as Contractor Pharmacists];

(c) three shall be persons appointed by NHS Greater Glasgow and Clyde otherwise from the Members of the Board [known as Lay Members].

1.2 NHS Greater Glasgow and Clyde shall appoint deputies for the Members of the Committee in a like manner to the seven Members.

1.3 In making appointments to the Committee of Members and Deputies NHS Greater Glasgow and Clyde shall ensure that the eligibility criterion in paragraph 3 of Schedule 4 of the National Health Service (Pharmaceutical Services) (Scotland) Regulations 1995 (as amended) are met.

1.4 Members shall be appointed for a term of three years, but NHS Greater Glasgow and Clyde shall reserve the right to remove any member at any time. Provided a quorum is present at any meeting, the proceedings of the Committee shall not be invalidated by any vacancy in its membership, or any defect in a Member's appointment.

2. **Quorum**

The quorum for Meetings of the Pharmacy Practices Committee shall be 5 members comprising:-

Chair (or Deputy Chair)
One Non-Contractor Pharmacist Member
One Pharmacist Contractor Member
Two Lay Members

(but see voting provisions at paragraph 4.2)

3. Terms of Reference

3.1 The Committee shall exercise the functions of NHS Greater Glasgow and Clyde in terms of Regulation 5(10) and paragraph 2 of Schedule 3 of the National Health Service (Pharmaceutical Services) (Scotland) Regulations 1995 (as amended) [determination of applications for general pharmaceutical contracts].

3.2 The Committee shall also be empowered by NHS Greater Glasgow and Clyde, to exercise other functions of as are delegated to it under the National Health Service (Pharmaceutical Services) (Scotland) Regulations 1995 (as amended) to the extent that those functions are not delegated to an officer of the Board under the Scheme of Delegation.

3.3 Any officer of the Board, with delegated authority in respect of the provision of General Pharmaceutical Services under Part II of the National Health Service (Scotland) Act 1978 (as amended), may refer to the Committee for determination any matter within the officer's delegated authority either as a matter of policy or in respect of a specific issue and the Committee shall be authorised to determine such matters.

4. Procedures

The following procedures shall be adopted by the Committee:-

4.1 Declaration of Interest

Before the commencement of any meeting of the Pharmacy Practices Committee the Chair shall ask the Members intending to be present whether, in respect of any matter to be considered, any of them has an interest to declare or is associated with a person who has any personal interest. Any Member who has disclosed such an interest, or in the opinion of the Chair should have declared such an interest, shall not be present at the consideration or discussion of that matter or the voting on it.

4.2 Voting

Each application submitted to the Pharmacy Practices Committee under Regulation 5 (10) shall be discussed by all Members present at the meeting, but shall be determined by the following Members (if present):-

(a) the Non-Contractor Pharmacist Member
(b) the Lay Members

The Chair (or Deputy Chair acting as Chair) shall not be entitled to vote except in the case of an equality of votes, in which case he or she shall have a casting vote.

In cases other than applications under Regulation 5(10) matters shall be determined by a majority of Members present and voting (including the Chair (or Deputy Chair if present)).

4.3 Determination of Applications

In considering all applications submitted to it the Committee shall have regard to the provisions of the National Health Service (Pharmaceutical Services) (Scotland) Regulations 1995 (as amended) with particular reference to :-

(a) consultation with interested parties; and

(b) criterion for the granting of pharmaceutical contracts.

4.4 **Urgent Business**

4.4.1 The Chair of the Committee shall be empowered, in cases of urgency, (as to which the Chair shall be the sole judge on each occasion) to determine matters falling within the remit of the Committee (with the exception of applications submitted under Regulation 5(10)) in circumstances where it is considered necessary that, as a matter of urgency, a decision should be reached on an application between the scheduled meetings of the Committee.

4.4.2 The Chair shall not give approval to a proposal under this provision where there has been adverse representations received in response to the necessary consultation procedures carried out in respect of such matter or the Lead – Community Pharmacy Development (or Deputy) does not support the proposed decision.

4.4.3 Any decisions taken by the Chair on grounds of urgency conforming to the criterion above shall be reported to the next meeting of the Pharmacy Practices Committee for confirmation.

4.4.4 In the absence of the Chair, the Deputy Chair may act as the Chair for the purpose of this provision.

Approved by Trust Board 29th July 1999. Came into operation from 1st October 1999 on delegation of functions by the Health Board under the Health Act 1999
Amended to reflect change of title of Board to Trust Management Team from September 2001
Amended from April 2004 to reflect dissolution of the Trust
Amended from April 2007 to reflect inclusion of 'Clyde'
Reviewed – April 2008
Amended – April 2009