Minutes – Special Meeting of Contractors (EGM)

Community Pharmacy Gloucestershire · 21 October 2026

Contractors approved the revised LPC Constitution and Rules (2026) unanimously: 47 votes for, 0 against.

Meeting details

Meeting	Special Meeting of Contractors (EGM) of Gloucestershire Local Pharmaceutical Committee (Community Pharmacy Gloucestershire)
Date and time	Wednesday 21 October 2026, 8:30pm, finished at about 8:50pm
Venue	Microsoft Teams
Chair	Andrew Lane
Present	Rebecca Myers (Chief Officer), Sam Bradshaw, Steve Ireland, Ash Aggarwal, Dhiran Vadhia, Will Pearce, Nicky Sincalir, Vas Alafodimos
Apologies / technical issues	Peter Badham tried to join but had trouble with Teams
Advance votes received	Boots and Day Lewis (by email), on the night: Approve - FW495, approve- fh018 and ftj78, Approve- FDE32 FP764 FQV02 FV408 FA323 FAQ35 FCF51 FEJ34 FFR82 FG953 FH568 FJV57 FKD88 FLJ58 FLV17 FCM79 FNW96 FQ451 FRN12 FVC88 FYE05 FYR63 FAV45 FNL99 FN190 FQ240 FJJ61

1. Welcome

The Chair welcomed attendees and explained the meeting's single purpose: to decide whether contractors approve the revised LPC Constitution and Rules for 2026. The revision is based on the new model constitution drafted by Community Pharmacy England (CPE), and the LPC recommends it.

Housekeeping points:

- Attendees should stay on mute and use the raise-hand function or the chat for questions.
- Only pharmacy owners, or people authorised by them, may vote. Each owner has one vote per pharmacy premises (ODS code) in the Gloucestershire LPC area.
- The Chief Officer confirmed that the voting attendees' ODS codes were already known, so they did not need to post them in the chat.

- No amendments could be proposed. The vote was to accept or not accept the revised constitution as circulated on 23 September 2026.

2. Presentation on the proposed changes

The Chair said CPE has drafted a new model constitution and every LPC in England has been asked to put it to its contractors. The pack sent on 23 September included:

- the current 2023 constitution
- the proposed 2026 constitution
- the explainer guide
- the voting form

There are no fundamental changes. Composition, appointments and the election process stay the same, and CCA and IPA appointment rights are unchanged. The revision brings the constitution into line with current practice, tightens governance in a few places and adds some flexibility. The LPC recommended a Yes vote.

3. Summary of the changes

The Chief Officer presented the changes. Clause numbers refer to the proposed 2026 constitution.

- **Committee size (5.1):** Previously the size was more fixed. The committee will now set the size it judges most appropriate, efficient and effective, usually 10 to 12 members. A larger committee is generally not consistent with good governance. The committee has also discussed that a smaller one would risk not being quorate when members are absent.
- **CCA/IPA appointments (6.1, 6.2):** In exceptional circumstances, the committee can refer an unsuitable appointee back to the CCA or IPA and ask for another nomination. This links to the Fit and Proper Person requirements. The LPC has never needed to do this.
- **Officer appointments (Rules 4.8):** Officers who are not employed or contracted will be reappointed every two years instead of every year. Locally, the Vice-Chair is currently the only such officer, and annual reappointment had become a formality. A four-year cycle was considered in the review, but two years was felt to balance continuity with flexibility.
- **Maximum term of office (9.2):** The 12-year limit, counted from 1 April 2023, stays. A targeted override lets a member who reaches the limit continue while they hold, or have confirmed they are standing for, a CPE Committee role. This protects experienced members' ability to represent contractors nationally.
- **Complaints (3.1.3, 3.4.2):** References to complaints were scattered and sometimes inconsistent. The constitution now refers only to the LPC Complaints Procedure, which follows the national model. Updated governance procedures will be published on the LPC website.
- **Housekeeping and governance:** References to the Governance Framework and Code of Conduct, including confidentiality and conflicts of interest. AIMp changed to IPA, old transition wording removed and gender-neutral language used. Constitution now records current practice: documented delegation to officers, email as the default for contacting contractors, electronic voting in elections, and the quorum applying to email decisions. Arrangements must be documented, and any freehold or leasehold property reported in the Annual Report. Members and officers must declare that they are Fit and Proper Persons and tell the Chief Officer if that

changes. Flexibility on the Chief Officer's title, and recognition that the duties can be shared. Updated definitions reflect current NHS structures, including cluster ICBs, although cluster arrangements are currently on hold.

- **Not changing:** A suggestion that Chief Officers should not serve as committee members has been noted for future consideration. It was not part of this vote, but the committee may discuss it at its next meeting.

4. Making it happen: election timeline

If approved, the revised constitution takes effect immediately and the next election will be run under it. The current term began on 1 April 2023 and lasts four years.

1. **31 October 2026:** pharmacy numbers are counted for the next term.
2. **November–December 2026:** the CCA, IPA and any multiples entitled to appoint are notified based on the 31 October numbers. They have 28 days to respond.
3. **Early January 2027:** nominations open, with at least 14 days' notice, for independent places and any unfilled CCA/IPA places the committee releases to independents.
4. **January 2027, if contested:** an electronic vote open for at least 14 days.
5. **March 2027:** CPE training for newly appointed committee members.
6. **1 April 2027:** the new four-year term begins.

The committee will confirm its size for the new term under clause 5.1. Anyone interested in standing was invited to contact the Chief Officer.

5. Questions and discussion

Steve Ireland asked what immediate impact the changes would have on the committee. The Chief Officer said the changes are largely a formality. They update wording such as AIMp to IPA and write in flexibility on committee size that the LPC has already applied in practice.

The Chair went through the prepared answers:

- **Can the document be changed tonight?** No. The vote is on the constitution as a whole. Any concerns can be taken forward by the committee for future review.
- **What happens if the vote fails?** The 2023 constitution stays in force and the next election runs under it.
- **Does it change the levy?** No. The constitution does not set the levy, and the explainer recommends linking to information on how the levy is determined.
- **Does it change seat numbers for the CCA, IPA or independents?** No. Composition, appointments and the election process are unchanged.
- **Why the term-limit override?** So that experienced members are not forced off their LPC, and therefore off CPE, while they serve on or stand for a national role.
- **Why biennial officer appointments?** Continuity and less administration, while keeping a regular review point.

There were no further questions.

6. Ballot of contractors

The Chair read the resolution:

> *That the pharmacy contractors of Gloucestershire Local Pharmaceutical Committee approve the adoption of the revised Constitution and Rules (2026), as circulated on 23 September 2026.*

Voting rules confirmed:

- one vote per pharmacy premises (ODS code)
- email and postal votes received before the deadline to be added to the votes cast at the meeting
- anyone who had voted in advance and wanted to vote again had to say so first, and their advance vote would be withdrawn
- the amendment needed a two-thirds majority of the total votes cast (clause 14.5)

The Chief Officer noted that the two-thirds majority applies to votes actually cast. Contractors who did not attend or send an advance vote are not counted. Attendees voted Yes or No in the chat, giving their number of premises. Advance votes from Boots and Day Lewis were added. Sam Bradshaw counted the votes.

7. Result

Votes for	Votes against	Total cast	In favour
47	0	47	100%

The resolution was carried. The revised Constitution and Rules (2026) are adopted with effect from 21 October 2026.

8. Any other business

There was none.

9. Close

The Chair thanked attendees for their time and support, and thanked the Chief Officer and Sam Bradshaw for their work. The outcome will be confirmed by email and on the website. The meeting closed at about 8:50pm.

Actions

Action	Owner	By
Tell Community Pharmacy England and NHS England the outcome	Chief Officer	As soon as possible
Confirm the outcome to contractors by email	Chief Officer	As soon as possible

Action	Owner	By
Publish the adopted constitution, Complaints Procedure and governance documents on the website	Chief Officer	As soon as possible
Count pharmacy numbers and start the election process	Committee	Oct 31, 2026
Add Chief Officers serving as committee members to the agenda	Chief Officer	Next committee meeting