

**Community Pharmacy Durham and
Sunderland (CPDandS) Services
Subcommittee
Terms of Reference**

Responsibilities

The main responsibility of the Services subcommittee shall be to improve engagement with commissioned services by contractors and pharmacy teams, to work with commissioners to agree new services and improvements to current services and to maximise reimbursement for local services.

Membership

1.1 At least three members of the main committee shall be appointed by the committee to the Services subcommittee. Three members must be present to hold a meeting. Ideally, membership should be drawn from each of the different representative groups.

1.2 In the event that a Services subcommittee member ceases to be a member of the LPC, the committee shall appoint a new Services subcommittee member for the remaining term of office.

1.3 The members of the subcommittee shall appoint a Chair from amongst its members.

Accountability

2.1 The Services subcommittee shall be accountable to the main committee.

2.2 The Services subcommittee shall meet bimonthly but can further determine the frequency of its meetings to discharge its duties. The subcommittee may need to meet more frequently should a specific issue arise which needs further discussion and agreement.

2.3 The Services subcommittee shall report its discussions and outcomes to the main committee.

2.4 Services subcommittee member with a conflict of interest should step down temporarily, in which case the subcommittee shall co-opt an additional member from the main committee.

2.5 The subcommittee, may invite the LPC Chief Officer or other officer or member to part or all of one or more of its meetings if their input is required to deal with a specific issue.

2.6 There is no quorum for the subcommittee but the maximum attendance will be sought when arranging a meeting.

3. Delegated Authority

The Services subcommittee has been granted authority by Community Pharmacy Durham and Sunderland (CPDANDS) to make decisions in line with the responsibilities shown below.

4. Actions

The Services subcommittee will:

4.1 Refer directly to the full committee any matter involving possible LPC expenditure.

4.2 Oversee the Services section of the LPC Strategic Plan.

4.3 Engage with service commissioners to oversee the LPC services development and engagement objections setting.

4.4 Where data is available, monitor uptake of services within pharmacies across CPDANDS.

4.5 Encourage engagement with services from community pharmacy contractors.

4.6 Encourage engagement and delivery of services in line with service specification by pharmacy teams.

4.7 Be re-elected every year. This election should coincide with the election of the new Officers.

Review: September 2025