Community Pharmacy Norfolk & Suffolk Market Entry Subcommittee

Terms of Reference

## **Purpose**

The purpose of the Market Entry subcommittee shall be to consider applications for entry to, or changes to, the pharmaceutical list, review changes to the Pharmaceutical Needs Assessments (PNA’s), feedback on PNA process and to present their findings in collaboration with the committee Officers to NHS England for due consideration. Responses will be consistent with recommendations from Community Pharmacy England provided Regulations advice. Appeals responses will not have a formulaic approach by contrast, and will be dealt with depending on the appellant’s statement.

All discussion and responses will be conducted in accordance with the provisions of the LPC model constitution, rules and the governance framework.

## **Membership**

1.1 TBC members of the main committee shall be elected by ballot to the Market Entry subcommittee.

1.2 In the event that a Market Entry subcommittee member ceases to be a member of the LPC, is disqualified from being a member of the subcommittee or resigns, a ballot shall take place to elect a new Market Entry subcommittee member for the remaining the term of office.

1.3 The members of the Market Entry subcommittee may co-opt an additional member from members of the LPC, if it is necessary to ensure that the subcommittee includes representation of both the independent and multiple sectors.

1.4. The members of the subcommittee shall appoint a chairperson from amongst the members.

## **Accountability**

2.1 The Market Entry subcommittee shall be accountable to the main committee and has been granted authority by to make decisions in line with the guidance provided by CPE and the ethos of the committee.

2.2 The Market Entry subcommittee shall determine the frequency of its meetings to discharge it’s duties. The subcommittee may need to plan their meetings around when applications are received, with regard to statutory notice and response periods.

2.3 A Market Entry subcommittee member with a conflict of interest should declare this immediately and recuse themselves from discussions on that application, in which case the subcommittee may co-opt an additional member(s) from the main committee to deal with that application.

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

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

## **Actions**

3.1 The LPC Joint Chief Officers will refer directly to the subcommittee any matters relating to Market Entry responses with a clear response deadline.

3.2 The LPC Joint Chief Officers shall gather information relevant to the application and, where possible, seek to verify any relevant assertions within the applications for accuracy.

3.3 The Market Entry subcommittee will review the application and provide comments for consideration in their response, before agreeing the points.

3.4 Where appropriate, or requested by a subcommittee member, the Joint Chief Officers may seek feedback from the notifiable parties (LPC contractors) of the application.

3.5 The Market Entry subcommittee will draft and agree, or direct the Joint Chief

Officer(s) to draft an official response.

3.6 The Market Entry subcommittee has been granted authority to approve and send, via the Joint Chief Officers, the responses to Market entry applications.

3.7 Responses to Market Entry applications and their outcomes will be shared with the full committee for noting.

3.8 The LPC Joint Chief Officers will notify the full committee of any significant changes to the Pharmaceutical Needs Assessments (PNAs) and plan for producing new PNAs.

3.9 The Market Entry subcommittee will review and feedback on the PNA process as requested by the Officers, at appropriate checkpoints in the plan.

Adopted <enter date>

Review 2025