

Council member recruitment application pack

Reference: AAEEK

Closing date: Monday 18th September



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Please email Belinda.Beck@saxbam.com if you need a copy of this pack in Welsh, large print, Braille or in a different format.

Introduction

Dear prospective candidate,

I am delighted that you are interested in joining the governing Council of the General Pharmaceutical Council.

The successful candidates will join the Council at a time of significant change; in pharmacy, in healthcare and in the wider context in which we work. Pharmacy is a rapidly changing and developing profession with increasing clinical responsibilities in caring for patients and the public. This brings opportunities for both patients and the sector, but it also brings risks which need to be managed appropriately, and challenges to which the regulator must respond quickly and effectively.

As a Council we are continually challenging ourselves to think about how we can improve the way we regulate registered pharmacies and pharmacy professionals, so that we can achieve better results for the patients and the public we serve. We are committed to working collaboratively across the health and care system and using all of our levers and influence to drive positive change in pharmacy.

We are looking for new members to join the Council to work with us in taking the GPhC through the next phase of its development and achieve our Vision 2030.

Our vision of 'safe and effective pharmacy care at the heart of healthier communities' applies across the full diversity of the public we serve and the professions we regulate, wherever they work – for example in community pharmacy, hospitals, large multiples, online service providers or other settings. We need people with the right skills to take on these important roles, whatever your background.

We have an ambitious programme of work ahead to help us achieve our aims, but we can only do this with a diverse, strong and effective Council that has members with a range of knowledge, skills and experience. You can read more about the GPhC, the role of the Council and the application process in this pack, including information on the selection panel.

Through this process, we are looking for three members to join us in April 2024 and two in April 2025. You will find more details about this in this pack and will be given the opportunity to give a preferred start date if you choose.

We hope you will be inspired to join us and will consider applying for these important positions.



Gisela Abbam

Chair, General Pharmaceutical Council

About the General Pharmaceutical Council (GPhC)

We are the statutory regulator for pharmacists, pharmacy technicians and pharmacies in Great Britain.

We work to assure and improve standards of care for people using pharmacy services.

We are independent of government and accountable to Parliament through the Privy Council. The Professional Standards Authority (PSA) oversees our work and reviews our performance.

What we do

Our role is to protect the public and give them assurance that they will receive safe and effective care when using pharmacy services.

We set standards for pharmacy professionals and pharmacies to join and remain on our register.

We seek assurance that pharmacy professionals and pharmacies continue to meet our standards, including by inspecting pharmacies.

We act to protect the public and to uphold public confidence in pharmacy services if there are concerns about a pharmacy professional or pharmacy on our register.

Through our work we help to promote professionalism, support continuous improvement and assure the quality and safety of pharmacy.

You can find more information about us on our website www.pharmacyregulation.org.



Who we are recruiting

We are recruiting five new members to the Council, three to begin their terms of office in April 2024 and two to begin in April 2025.

Two of the new Council members starting in 2024 must be lay members of the public and **one** must be a registrant of the GPhC (a pharmacist or a pharmacy technician).

One of the new members starting in 2025 must be a lay member and **one** must be a registrant member.

At least one of the members starting in 2024 must live or work wholly or mostly in Wales – you can see more about this in the section below.

Lay members are people who are not (and never have been) registered with a health or social care regulator and who are not eligible to register with the GPhC. Registrant members are pharmacists or pharmacy technicians registered with the GPhC. This is explained in more detail in the 'Eligibility' section on page 8.

Our governing council

The Council is the governing body of the GPhC and has 14 members, including the chair. The Council has equal numbers of lay members and registrant members. Having an equal number of lay members helps to raise public confidence in both the regulator and the pharmacy profession, and also brings fresh perspectives to the organisation. All members are appointed, not elected.

There are no reserved places for particular pharmacy professionals or different sectors of pharmacy. Registrant members can be either pharmacists or pharmacy technicians and can work in any area of the profession. We are required to always have at least one member who lives or works wholly or mostly in each of the three countries that we regulate - England, Scotland and Wales.

The Council sets the GPhC's strategic direction as a regulator, making sure that it is able to fulfil its statutory duties in an efficient and cost-effective way. The Council holds the Executive to account and is responsible for making sure that systems are in place to allow effective monitoring of the GPhC's performance. You can find information about our current Council members [here](#).

Council members are expected to uphold our values to ensure that we carry out our functions in an open, honest and ethical way. You can find our *Values, conduct and behaviour for Council members, associates and partners* at Appendix 1. The document also includes the seven principles of public life ('the Nolan principles'), which the Council has also adopted.

Some Council meetings are held in-person and some online - all are held in public.



Our vision

Our Vision 2030 sets out our vision for safe and effective pharmacy care at the heart of healthier communities. It will help us to anticipate and respond to significant changes taking place in pharmacy and the delivery of healthcare more widely. You can read it [here](#). The Vision was produced before the Covid-19 pandemic and it played an important role in guiding our response then, and continues to play an important role in guiding our new ways of working. It is supported by our Strategic Plan 2020-25, which you can read [here](#). We are currently starting the process of developing our next Strategic Plan, which new members will have the opportunity to help shape.

Equality and diversity

As an organisation we are committed to delivering equality, improving diversity and fostering inclusion in all our work as a regulator and employer. In 2022/2023, we delivered the first year of our new EDI strategy. You can read the strategy [here](#) and our first end of year report [here](#).

We want to promote diversity on our Council – we know that having a broad range of experience and insight will help us to have better discussions and make better decisions. We are keen to hear from people with the right skills who bring different life experiences, ideas and perspectives.

We actively encourage applications from a wide range of applicants, from all sections of the community. If you need any adjustments or support to help you apply and/or carry out the role, please tell us so that we can help you with this.

What GPhC Council members do

The Council has a governance and assurance role, overseeing the GPhC's regulatory work rather than carrying it out. All Council members (including the Chair) share a collective responsibility for carrying out the work of the Council and for the good governance of the organisation.

To do this effectively, the role includes:

- setting the strategic direction of the organisation – reviewing and revising its vision and purpose as needed
- making sure that the GPhC carries out all its statutory functions in an appropriate way
- making sure the financial management of the organisation is sound and its activities are cost effective
- delegating appropriate authority to the Chief Executive and Registrar and to the committees of the Council (which members also sit on)
- making sure systems are in place to monitor the organisation's performance and hold the Chief Executive and Registrar to account
- making sure the organisation is run properly
- taking an active part in Council meetings and other internal and external meetings, and working effectively with the executive
- understanding who the GPhC's key interest groups are and their priorities
- keeping up to date with the changing nature of independent professional regulation and how it contributes to society
- taking part in induction, learning and development, and performance reviews
- acting as an ambassador for the GPhC, representing the Council to stakeholders
- being available to the GPhC for the amount of time needed

The GPhC does most of its business electronically. You will need to have access to and be able to use Microsoft Office or similar software, email and the internet. We will support you with reasonable adjustments if you need them.



The experience and knowledge Council members need to have

To help you decide if you want to apply for a role as a Council member, we have set out the criteria we will use when assessing applicants. You will see that these are 'essential criteria'. You will need to show through application and (if your application progresses) interviews how you meet the essential criteria to an acceptable level to be recommended for appointment by the panel.

Your application form must show that you have the experience and knowledge needed for the role.

Essential criteria

The essential criteria that candidates will need to demonstrate are set out below. Please read them carefully to help you decide whether you might be suitable for the role. We will use these criteria to assess your suitability for the role at every stage of the process. You will need to show through your application how you meet these criteria, using examples from any aspect of your life and work.

E1 Working within a framework

- An appreciation of and commitment to protecting, promoting and maintaining the health, safety and well-being of patients and the public.
- Experience of working within, either professionally or in other ways, a set of rules, guidance, policies or other boundaries.

E2 Good governance

- An understanding of and commitment to good governance, upholding the recognised principles of public life and understanding the role of governance in public bodies
- Clear appreciation of the non-executive role, and how executives should be held to account through constructive and positive challenge
- Ability to contribute to an organisation at strategic level, be held accountable and hold others to account – contributing positively to the GPhC in a non-executive capacity.
- Capacity to understand and contribute to the organisational and business issues with which the Council deals.

E3 Analytical and decision-making skills

- The ability to identify problems, options and solutions, considering the risks, consequences and impact.
- Ability for forward thinking and to see the bigger picture.
- Knowledge and experience of analysing different types of information and situations
- A willingness to reconsider or change your thinking in light of new information.

E4 Working collaboratively and communicating professionally with others

- The ability to work with others, to challenge, listen and question constructively
- Good communication skills and ability to put views across clearly, persuasively and sensitively.
- Influencing and persuading others, using well-reasoned arguments, experience of participating in group discussions and working effectively with a team
- Understanding and being open to different points of view
- Ability to inspire confidence and support from GPhC stakeholders, including service-users, patients and members of the public

E5 Integrity and respect

- A commitment to equality, diversity and inclusion – dealing with people and issues honestly, fairly and with respect, and promoting equality, valuing diversity and being inclusive
- Gaining the trust of others, principles, and values-based actions
- Taking an ethical approach to your work and being open and honest, including when things go wrong.
- Ability to reflect on own behaviour and impact on others.

Additional essential criteria *for registrant applicants only*

E6 Pharmacy professional practice

- Up to date knowledge and understanding of the practice of pharmacists or pharmacy technicians and an awareness of the factors and issues that influence it.

Desirable criteria

On this occasion, we are seeking candidates with **one or more** of the following:

- knowledge and/or experience of patient advocacy or the patient voice (lay)
- clinical and/or prescribing skills in one or a range of settings (registrant)
- experience of technology developments in healthcare (lay or registrant)
- an understanding of academic and vocational education and training (lay or registrant)
- a finance professional with relevant experience and qualification (lay)

Start date and country

We are looking for a total of five new members - two lay members and one registrant member to join the Council in April 2024; and one lay and one registrant member to join in April 2025.

You will be asked to say on the application form whether you have a preferred start date, or whether you would be open to either. We will try to accommodate the wishes of successful candidates, while keeping our statutory balance.

As part of keeping that balance, at least one of the members joining in 2024 must live or work primarily in Wales. This can be either a lay or a registrant member.

Eligibility

Both lay and registrant applicants must be eligible to join the Council.

For lay applicants, this means that you must not:

- be registered, or have ever been registered, as a health and social care professional in the UK or overseas; or
- hold qualifications which would allow them to apply for registration with the GPhC as a pharmacist or pharmacy technician.

For registrant applicants, this means that you must be either a pharmacist or pharmacy technician registered with the GPhC.

Disqualification criteria

Some people are automatically disqualified from taking up these roles for other reasons. Appendix 2 gives the 'criteria for disqualification' which explain who is not eligible. Please read this appendix carefully to check that you are eligible before applying.

Practical information

Time commitment

The Council meets up to ten days per year, usually including an overnight 'awayday'. Each meeting includes both an informal workshop and a formal meeting. All members also sit on at least one Council committee, most of which meet four times per year. **Members are also encouraged to attend events on behalf of the GPhC.** The total time commitment will be up to 30 days a year for Council members.

You will be asked to confirm at interview that you are willing and able to meet the time commitment.

The Council has offices in Canary Wharf in London.

Length of appointment

The initial term of office will be three years (1 April 2024-31 March 2027 for members joining in 2024 and 1 April 2025-31 March 2028 for those joining in April 2025).

You may be eligible for re-appointment after this period. The maximum that any member can hold office for is eight years, subject to satisfactory performance and a successful re-appointment process during which you would be asked to demonstrate how your skills continue to meet the GPhC's needs at the time.

However, it is important to note that the Council's structure may be changed in the future as a result of changes in government policy and this could affect how long you hold office for.

Payment

Council members receive £15,000 a year, subject to applicable deductions for PAYE income tax and National Insurance contributions.

The payment is taxable under Schedule E and subject to Class 1 National Insurance contributions. The role is not pensionable.

You can also claim for reasonable travel, accommodation, carer's costs and subsistence costs incurred on GPhC business. We do not provide a locum allowance, pay for meeting preparation or cover stationery or computer costs as we consider that these are covered in the annual payment.

The rates for expenses are set centrally and you will be expected to use the most cost-effective methods of travelling while on GPhC business, taking into account your circumstances and needs.

Council members who take on significant extra responsibility as part of their role, for example by chairing a committee, may receive an additional allowance which is currently £2,500 a year.

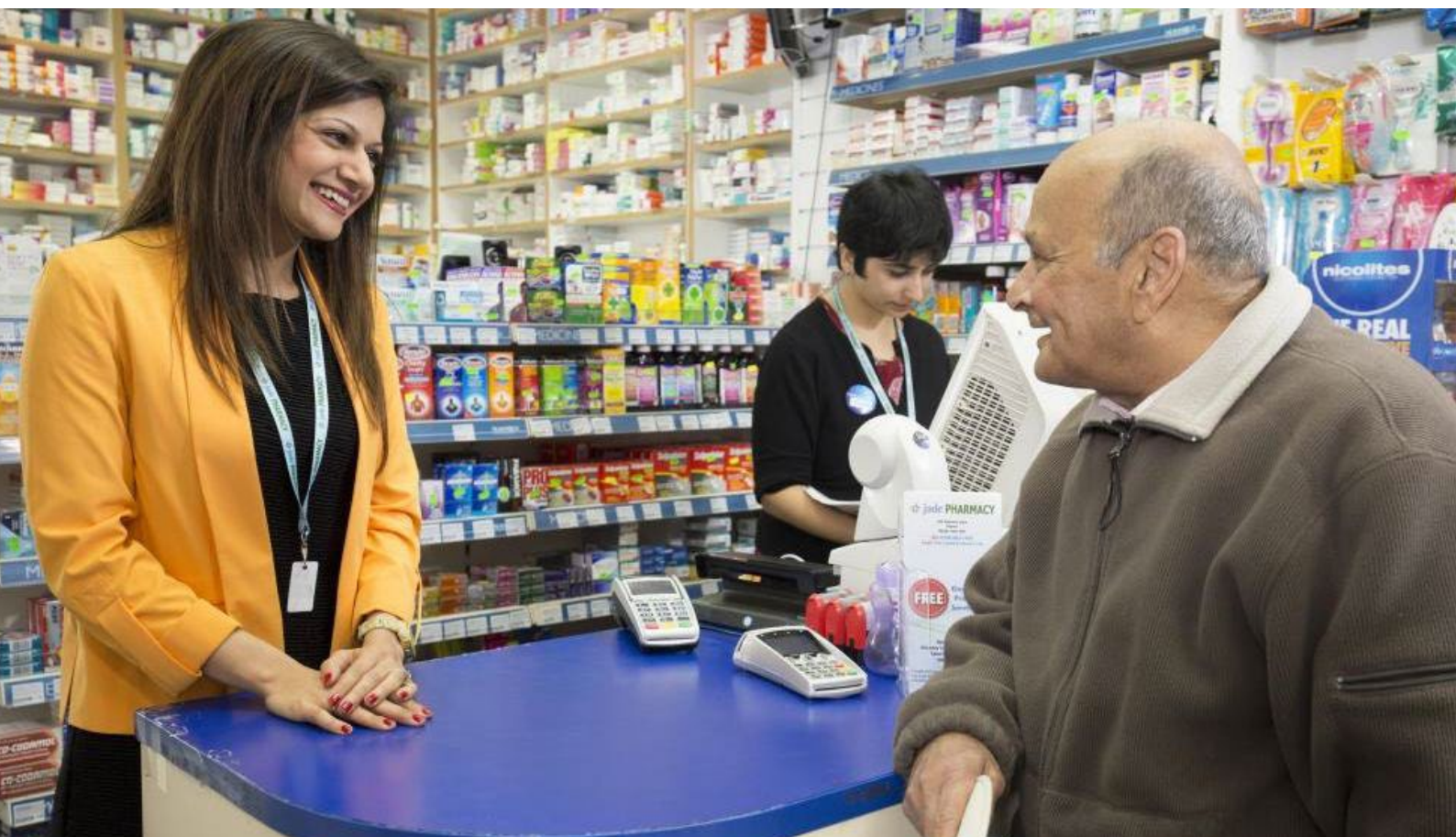
The role of Council member is a statutory office and not employment. This means that Council members are not covered by employment law.

Adjustments

We welcome and encourage applications from people who may need adjustments through the process and to carry out the role. All applications will be treated equally and fairly and a need for adjustments will not disadvantage you in any way.

Please let us know if we can make any adjustments which could help you at any stage of the process by emailing our Senior Governance Manager, Janet Collins, at janet.collins@pharmacyregulation.org

We are committed to making any reasonable adjustments that would support your application or support you in the role, including to travel, accommodation and other expenses.



The impact of appointment on people who are getting benefits

Your appointment may affect your entitlement to benefits. If you are receiving benefits, you should ask the Department for Work and Pensions for advice.

Location

Meetings are usually held in London, but you are likely to occasionally need to travel to other places (for example, for awaydays or for Council meetings held in Wales or Scotland). If so you will be reimbursed for any additional expenses incurred in line with the relevant expenses policy.

Training

There will be induction training covering the duties and responsibilities, stakeholders, strategy, corporate governance arrangements and other key issues of the GPhC, to help you in your role.

Conflict of interests

It is particularly important to declare any conflict of interest that could be seen as relevant to the GPhC.

Any actual or perceived conflicts of interest will be fully explored by the selection panel at the preliminary and final interviews. If you are successful in being appointed, you must declare:

- any conflict of interest that arises in the course of GPhC business, and
- any relevant business interests, positions of authority or other connections with organisations relevant to the business of the GPhC.

Performance review

Council members take part in an annual appraisal process that reviews and supports their development as members.



About the panel

The GPhC follows the principles of a good appointments process – accessibility, fairness, transparency, based on merit and free from bias and unlawful discrimination. The process will be evidence-led at every stage. We have appointed a selection panel which will make recommendations on the appointments to the Privy Council.

The panel will be made up of:

- Ian Green, who will chair the panel
- Gisela Abbam, the Chair of the GPhC
- Berwyn Owen, a pharmacist and GPhC registrant
- Ellen Williams, a pharmacy technician and GPhC registrant; and
- Jacqui Francis, who is the independent panel member or IPM*



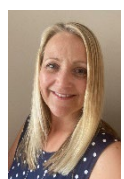
Ian has held high-profile leadership roles in the voluntary, local government and housing sectors and was Chair of the Royal College of Veterinary Surgeons Disciplinary Committee until 2019. He is currently Chair of Salisbury NHS Foundation Trust and until recently was Chair of the Terrence Higgins Trust – the UK’s leading HIV and sexual health charity.



Gisela joined the GPhC as Chair in March 2022, having previously chaired the British Science Association. She is also the Senior Director for Government Affairs at PerkinElmer, a global company which develops innovations in health, food and the environment and serves on a number of advisory committees, the Bar Standards Board and the board of Everywoman Ltd.



Berwyn is a pharmacist and former Council member of the GPhC. He is currently Chief Pharmacist with the Betsi Cadwaladr University Health Board and has significant knowledge of community pharmacy. He also brings a helpful Welsh perspective to the panel, given the requirements of this current recruitment.



Ellen is a fellow and former Vice President of the Association of Pharmacy Technicians UK and champions the role that pharmacy technicians play in medicines optimisation and the wider healthcare agenda. She is Director of Regional Pharmacy Training in the South West and leads Pharmacy Workforce Development South – an NHS pharmacy training



Jacqui has over 25 years’ experience recruiting to ministerial, executive and non-executive roles. She was an accredited Public Appointments Assessor for the Office of the Commissioner for Public Appointments and has extensive experience as an independent panel member for a number of organisations including government departments, the Solicitors Disciplinary Tribunal Service, the GMC and the GDC.

* The IPM is responsible for providing assurance to the Professional Standards Authority (PSA) that the principles of a good appointments process have been followed. The PSA scrutinises our appointments and advised the Privy Council whether it can have confidence in the process.

Recruitment timetable

- Closing date – Monday 18th September 2023
- Panel meet to confirm the longlist of candidates to progress to initial interviews with Saxton Bampfylde consultants – week commencing 9th October 2023
- Saxton Bampfylde carry out initial interviews with those taken forward as part of the longlist – weeks commencing 16th, 23rd, 30th October 2023
- Panel meet to confirm the shortlist of candidates to progress to initial interviews with Saxton Bampfylde consultants – week commencing 6th November 2023
- Due diligence carried out on candidates who are on the shortlist – weeks commencing 13th, 20th November 2023
- Final interviews – week commencing 27th November, 4th December 2023

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor the GPhC on these appointments.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **AAEEK**.

Click on the 'apply' button and follow the instructions to upload a CV and application form, and complete the online equal opportunities monitoring form.

The closing date for applications is midday on Monday 18th September 2023.

The application form

Please take note of the word limits when answering the questions.

Your application will be scored only on the evidence you provide to show how well you meet the essential criteria. It is this score that decides if you will be invited to a preliminary interview.

Career history details

We require a career history covering the last ten years, highlighting specific areas of achievement and outcomes. If you have had a career break during this time, please say so – this will not disadvantage you in any way. Please provide a CV of two pages or less as a separate document when submitting your application form.

You must also give details of your education, including the secondary schools, colleges or universities you attended and the qualifications you gained. You can also include any professional qualifications such in this section.

The selection panel will use CVs as well as your application to get an overview of your skills and experience.

Please note that the information you provide in your application must be accurate and you may be asked to provide additional information to demonstrate this. Your application may be subject to a pre-screening review to check your identification, qualifications, career history and other matters related to the role.

Equal opportunities monitoring form

We would also like you to fill in a monitoring form for equal opportunities purposes. This is not part of the selection process and is used only for statistical purposes, and for us to review our performance in relation to our equality, diversity and inclusion responsibilities.

Due diligence checks

Due diligence checks are carried out on all candidates who are shortlisted for final interview. You will be asked to give your consent to these checks on the application form but **we will only carry out the checks if you are shortlisted.**

Saxton Bampfylde GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV. Please also remember to only include contact details for referees with their prior agreement.

How the GPhC will use your personal information

We will use your personal information in line with the Data Protection Act 2018. You will not receive unsolicited paper or emails as a result of sending us any personal information. We will not pass any personal information on to third parties for commercial purposes. Our privacy policy is available on our website.

The information you give in the application form (and on your CV) will be used to assess your suitability for a Council member role.

We ask for equality and diversity information so that we can monitor the performance of our recruitment process. You do not have to give us this information, but it will help us make sure that we meet our duties under the Equality Act 2010. We will not hold it with the rest of your personal information and it will not be used in the selection process or shared with the selection panel assessing your application.

When we ask you for personal information, we promise we will:

- only ask for what we need
- make sure you know why we need it
- protect it

- make sure you know what choice you have about giving us information
- make sure we don't keep it longer than necessary
- only use your information for the reasons we tell you

We ask that you:

- give us accurate information
- tell us as soon as possible about any changes
- tell us as soon as possible if you notice mistakes in the information we hold about you

If you apply for the role, your application will be made to the recruitment consultancy that is handling the process for us. They will share some of the information you give with the members of the selection panel, so that your application form can be assessed.

Information management

If you are appointed, we will keep your information on file for the length of your appointment plus six years. If you are not appointed, we will dispose of your information after six months.

If at any time you want your personal information to be deleted by the GPhC please email the Governance and Assurance Manager at the GPhC at foi@pharmacyregulation.org

If you have a concern about the process

We are committed to processes and procedures that are fair, transparent and free from discrimination. Complaints about any aspect of the appointments process for Council member roles will be monitored, recorded and promptly handled. Complaints should be made within three months of the closing date for applications.

If you have a complaint, please contact [**feedback@pharmacyregulation.org**](mailto:feedback@pharmacyregulation.org). If you send in a written complaint, it will be acknowledged within three days and we will say when you can expect a full reply.

The GPhC is responsible for this recruitment, however, the Privy Council is responsible for appointing Council members. Once your complaint has been investigated, if you are not satisfied with the reply, you will be able to raise your concerns with the Privy Council.

Contact details for the Privy Council are:

Ceri King, Head of Secretariat and Senior Clerk
 Privy Council Office
 2 Carlton Gardens
 London
 SW1Y 5AA
 Phone: 020 7271 3294
 Email: ceri.king@pco.gov.uk

Appendices

Appendix 1: The seven principles of public life

All applicants for public appointments are expected to demonstrate a commitment to, and an understanding of the value and importance of, the principles of public life. The seven principles of public life are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner.

Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix 2: Values, conduct and behaviour for GPhC Council members, associates and partners

1. Values

- 1.1 As an independent regulator, it is our role to protect, promote and maintain the health, safety and wellbeing of patients and of those who use or need pharmacy services. We also act to uphold public confidence in pharmacy. To do this, the GPhC needs to carry out its regulatory functions and statutory requirements in an open, honest and ethical way. As such, we have a code of conduct for Council members and others which sets standards of behaviour for them and for others, who carry out work in connection with the GPhC.
- 1.2 The Council has adopted the seven principles of public life (also known as the Nolan principles) as its values for Council members, associates and partners. The code of conduct, set out in section 4, provides further detail of the behaviours expected:

2. Scope

- 2.1 As well as Council members, there are a number of non-employee groups who help the GPhC to fulfil its regulatory functions. We use the terms 'associate' and 'partner' to describe these groups. Associates and partners fill a variety of roles, providing a wider range of knowledge and skills to support the GPhC's work.
- 2.2 Council members, associates and partners must demonstrate high standards of corporate and personal behaviour and are required to observe the same code of conduct and standards of behaviour, although not all provisions may be equally relevant to all groups. Where appropriate, associates may also need to comply with legislative and other requirements and codes of conduct relevant to their specific functions.

3. Code of conduct

3.1 Members, associates and partners must:

- a) be committed to fully upholding the principles of public life and, in addition, they are committed to ethical and lawful conduct;
- b) be professional and demonstrate good behaviours in their roles;
- c) not attempt to exercise individual authority within the organisation, unless expressly authorised by the Council;
- d) co-operate and work collaboratively with colleagues;
- e) use good judgement and communicate professionally in public, or online (please see paragraphs 4.2 to 4.5 below for more guidance on this);
- f) adhere to the principle of collective responsibility in decision making that they are involved in;

- g) maintain confidentiality at all times, working within the GPhC's information governance and security policies and the law;
- h) avoid any behaviour that may impair the ability of the GPhC, the Council or a committee to perform its functions or to enjoy the confidence of stakeholders;
- i) keep in mind the competencies required for their role and seek to demonstrate these throughout their tenure;
- j) be properly prepared for Council or committee deliberations or discussions;
- k) promote equality, diversity and inclusion, and treat others with respect;
- l) observe all applicable GPhC standards and policies such as conflicts of interests; gifts & hospitality; education & training; attendance at meetings; and performance appraisal policies;
- m) disclose to the relevant person (for example, the Chair of Council, or the Associates and Partners Manager), as soon as a situation arises, any commitment or activity which may be perceived as a potential conflict of interest in respect of the role they undertake with the GPhC and do so in line with the relevant policy;
- n) challenge any action or behaviour by a fellow member or associate or partner which appears not to comply with this code;
- o) inform their Chair or relevant staff lead of any reason why they may be liable to be suspended or removed from the Council or a committee under the provisions of the Pharmacy Order, the GPhC's Constitution Order, the GPhC's Rules and/or Standing Orders. (Please note the Chair of Council must inform the Chief Executive & Registrar of any reason why he or she may be liable to be suspended or removed from the Council under the provisions of the GPhC (Constitution) Order and Standing Orders 3.3).

4. Communicating in public or online

- 4.1 In line with the above, Council members, associates and partners must use good judgement and communicate professionally when in public, or online. This includes maintaining confidentiality and privacy, when appropriate to do so.
- 4.2 When communicating in a public space such as at an event or on social media, members, associates and partners must understand and take into account that their opinions are likely to be interpreted as being representative of the GPhC, despite any efforts they make to point out that their views are their own. Those listening to you speak or reading your posts may identify you as being associated with the GPhC even if you do not identify yourself as such.
- 4.3 Similarly, members, associates and partners must understand and take into account that their behaviour is likely to be interpreted as being endorsed by the GPhC and reflective of its values.

- 4.4 It is therefore important that members, associates and partners think carefully about these risks before engaging in communications that may be associated with the GPhC or topics that could be related to the work of the GPhC and avoid being drawn into negative, unconstructive discussions or behaviours.
- 4.5 When using social media, remember that anything you say online can be copied or forwarded and taken out of context. Remember also that once something is posted, it can be very difficult to remove it – even if you delete a post, it may already have been copied or shared.

DO:

- Act professionally online as well as in person;
- Think before you post: privacy settings do not mean that a post will remain private;
- Remember that your content is likely to be seen as reflective of or endorsed by the GPhC and statements that your views are your own mean little in practice

DON'T:

- Get drawn into negative discussions;
- Post anything which you would not be prepared to say in public;
- Risk undermining the principle of collective responsibility which applies to Council members;
- Post any content which could bring the GPhC into disrepute.

5. Behavioural standards

- 5.1 Members, associates and partners are professional and display good standards of behaviour in their roles. The statements below, although not exhaustive, illustrate the types of behaviour the GPhC expects from members, associates and partners (please note not all may be equally relevant to all groups). The raising concerns policy describes the mechanisms for: Council members or staff to raise concerns about a Council member; Council members to raise concerns about staff; and associates to raise concerns about any aspect of the GPhC's operations.

The behavioural statements

i) Good corporate behaviour

A1 Acting in the public interest

Putting the interests of the public first, never forgetting the duty to use the position for public benefit not personal advantage

A2 Considering the impact of the Council's work

Analysing strategic direction to ensure it supports improvement of public safety and wellbeing and considering the impact on all communities

A3 Challenging the status quo

Constructively challenging the status quo and probing effectively to achieve the best outcomes for the public whom the GPhC exists to serve

A4 Building constructive relationships

Displaying empathy and respect for others and building constructive relationships across boundaries

A5 Holding others to account

Holding others to account for performance of delegated responsibilities, working within the distinction between the non-executive and executive role in line with the GPhC's governance policy

A6 Weighing up risk

Balancing the cost (whether financial or resource) against the benefit and considering the overall impact including the risks and opportunities of different strategic approaches

ii) Good personal behaviour

This is characterised by members, associates and partners demonstrating courtesy, listening and respect in dealings with each other, with the organisation's staff and with stakeholders:

- B.1 Modelling behaviours in line with the GPhC's commitment to equality, diversity and inclusion
- B.2 Displaying a high level of probity, integrity, objectivity and fairness in working with the GPhC and being accountable and responsible for behaviours and actions
- B.3 Supporting and hold themselves to account for a collective decision taken. Accepting personal responsibility for their part in whether the GPhC succeeds or fails
- B.4 Accepting challenge on their own perspective
- B.5 Embracing change when it is needed, remaining open to adapting their position in light of others' views or new information
- B.6 Giving and accepting feedback positively and constructively
- B.7 Listening to and actively seeking to understand issues from a range of different perspectives, including individual and minority views
- B.8 Embracing change when it is needed, remaining open to adapting their position in light of others' views or new information

Appendix 3: Disqualification criteria

The following disqualification criteria are set out in the General Pharmaceutical Council (Constitution) Order 2010.

A person is disqualified for appointment as a member of the Council if that person:

- a) has at any time been convicted of an offence involving dishonesty or deception in the United Kingdom and the conviction is not a spent conviction;
- b) has at any time been convicted of an offence in the United Kingdom, and
 - i. the final outcome of the proceedings was a sentence of imprisonment or detention, and
 - ii. the conviction is not a spent conviction;
- c) has at any time been removed—
 - i. from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners, the Charity Commission, the Charity Commission for Northern Ireland or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity—
 - aa) for which the person was responsible or to which the person was privy, or
 - bb) which the person by their conduct contributed to or facilitated, or
 - ii. under—
 - aa) section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of the Court of Session to deal with management of charities), or
 - bb) section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (powers of the Court of Session), from being concerned with the management or control of any body.
- d) has at any time been removed from office as the chair, or a member, convenor or director, of any public body on the grounds that it was not in the interests of, or conducive to the good management of, that body that the person should continue to hold that office;
- e) at any time been adjudged bankrupt or sequestration of the person's estate has been awarded, and
 - i. the person has not been discharged, or
 - ii. the person is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order under Schedule 4A to the Insolvency Act 1986 or Schedule 2A of the Insolvency (Northern Ireland) Order 1989 or sections 56A to 56K of the Bankruptcy (Scotland) Act 1985 (which relate to bankruptcy restrictions orders and undertakings);
- f) has at any time made a composition or arrangement with, or granted a trust deed for, the person's creditors and the person has not been discharged in respect of it
- g) is a person to whom a moratorium period under a debt relief order under Part VIIA of the Insolvency Act 1986 (debt relief orders) applies, or is the subject of a debt relief restrictions

order or an interim debt relief restrictions order under Schedule 4ZB to that Act (debt relief restrictions order and undertaking);

- h) is subject to—
 - i. a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986,
 - ii. a disqualification order under Part II of the Companies (Northern Ireland) Order 1989 (company directors disqualification),
 - iii. a disqualification order or a disqualification undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002, or
 - iv. an order made under section 429(2) of the Insolvency Act 1986 (disabilities on revocation of a county court administration order);
- i) has been included by—
 - i. the Independent Barring Board in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006 or the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007), or
 - ii. the Scottish Ministers in the children’s list or the adults’ list (within the meaning of the Protection of Vulnerable Groups (Scotland) Act 2007);
- j) has at any time been subject to any investigation or proceedings concerning the person’s fitness to practise by any licensing body, the final outcome of which was—
 - i. the person’s entry in a register held by the licensing body is suspended,
 - ii. the person’s entry is removed from a register held by the licensing body or there has been a decision that had the effect of preventing the person from practising the profession licensed or regulated by the licensing body, or
 - iii. a decision allowing the person to practise that profession subject to conditions and those conditions have not been lifted;
- k) has at any time been subject to any investigation or proceedings concerning the person’s fitness to practise by the Council, in the course of which or where the final outcome was that—
 - i. the person’s entry in the Register, or part of the Register, was suspended (including by an interim suspension order) and the order imposing that suspension has not been lifted,
 - ii. the person’s entry in the Register, or part of the Register, was removed (for a reason connected with the person’s fitness to practise), or
 - iii. the person’s entry in the Register, or part of the Register, was made subject to an order imposing conditions with which the person must comply (including by an order for interim conditional entry) and that order has not been lifted;
- l) has at any time been the subject of any investigation or proceedings relating to an allegation that the person’s entry in the Register, or part of the Register, was fraudulently procured or incorrectly made, the final outcome of which was the removal of the person’s entry from the Register or part of the Register;

m) has at any time been subject to any investigation or proceedings concerning the person's fitness to practise by—

i. any licensing body, or

ii. the Council,

and the Privy Council is satisfied that the person's membership of the Council would be liable to undermine public confidence in the regulation of registered pharmacists or pharmacy technicians; or

n) has at any time been convicted of an offence elsewhere than in the United Kingdom and the Privy Council is satisfied that the person's membership of the Council would be liable to undermine public confidence in the regulation of registered pharmacists or pharmacy technicians

