

HUMBER

LOCAL PHARMACEUTICAL COMMITTEE

CODE OF CONDUCT AND ACCOUNTABILITY

April 2018

Introduction

Local Pharmaceutical Committees (LPCs) are bodies recognised under NHS legislation with a duty to represent the NHS pharmacy contractors in the LPC area. The LPC is funded by the contractors it represents and is accountable to those contractors for the work that it does on their behalf and for the effective and economical use of LPC funds. High standards of corporate and personal conduct are a requirement for the LPC and its members and all aspects of the LPC's operations must be open to critical scrutiny. The LPC has to be consulted by the NHS England Area Team on all matters relating to the terms of service and contracts for community pharmacy.

The LPC is here to represent the interests of community pharmacy contractors and to help and advise them on all NHS matters. Its primary aim is to accurately reflect and put forward the professional views and aspirations of all pharmacists engaged in community pharmacy that provide NHS pharmaceutical services in the East Riding & Hull and North & North East Lincolnshire areas; and to improve pharmaceutical services to the local population of these areas.

The LPC is involved in local negotiations for additional services such as out of hours services, medication reviews, supply of emergency hormonal contraception/sexual health services, health promotion, medicines management, weight management, NRT therapy services/smoking cessation, supervised consumption of medication, needle and syringe exchanges when local policy and funding allows.

The LPC believes that community pharmacists have a significant role to play in meeting local healthcare needs. The Secretariat Officers and the Committee Members will actively pursue any issue that affects or is likely to impact on local pharmacy services. The work and agenda of the committee will always be directed to protect and enhance the interests of contractors and the customers and patients they serve.

This document sets out the standards of conduct, accountability and openness expected of the Secretariat Staff and members of the committee. Its aim is to ensure that everyone understands the way they are expected to work.

All committee members, co-opted members and employees of the Humber Local Pharmaceutical Committee will be asked to sign a declaration confirming that they have read this code, understand it and agree to abide by it.

Conduct

In 1995 the Committee on Standards in Public Life formulated the Seven Principles of Public Life, which it recommended should be incorporated in the Codes of Conduct of all public bodies. The Principles (known as the Nolan Principles – see Appendix A) are

Representativeness (Selflessness), Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

The success of the Committee depends on some extent on the adoption of these values so that they influence the behaviour of those who are involved in the organization. The Committee works closely with the NHS; as a consequence of this its own values must reflect those of the public service values that are at the heart of the NHS. Acceptance of the values should inform and govern the decisions and conduct of all committee members and staff.

Accountability

The LPC is accountable to the community pharmacy contractors. The LPC members have a responsibility to set the strategic direction of the LPC, define its annual and longer-term objectives and agree plans to achieve them. The work of the committee and individual members must be able to stand the test of public scrutiny, judgments on propriety and professional codes of conduct. If any contractor has concerns about governance, especially confidentiality and conflicts of interest, these can be raised with the Chair of the LPC.

The Officers of the Committee shall be the Chair, Vice-Chair, Chief Officer and Treasurer. The LPC currently employs the Chief Officer and Chair of the LPC. Other employed staff are as follows: Officer Manager, Administrator, Strategy Implementation Pharmacist; Professional Development Pharmacists, Pharmacy Contract Support Lead and Health Integration Lead.

The Executive Committee of the Humber Local Pharmaceutical Committee shall comprise the Chair, Vice-Chair, Chief Officer, Treasurer, Office Manager and an additional LPC member from the LPC Governance sub-group. The Chief Officer is directly accountable to the LPC Committee and Executive for ensuring that the decisions of the Executive and Committee are implemented, that the organization works effectively and for the maintenance of proper financial stewardship. The Chief Officer directly manages the Officer Manager, Strategy Implementation Pharmacist; Professional Development Pharmacists, Pharmacy Contract Support Lead and Health Integration Lead on behalf of the Committee. The Officer Manager directly manages the Administrator.

The Executive Committee is required to meet on a regular basis and is responsible for monitoring the executive management of the organization.

Whilst it is accepted that the Executive will from time to time make decisions before consulting the Committee, where time is of the essence, all such decisions will be referred to the LPC Committee at its next meeting for ratification. The Executive may authorize payments of up to £1000 on behalf of the LPC before ratification by the Committee.

Delegation of Powers

From time to time the Committee may delegate certain tasks to sub-groups or teams. Under these circumstances the nature and limits of such delegation will be minuted at a full LPC meeting.

The Role of the LPC Chair

- To provide leadership to the Committee and to represent the Committee in meetings with NHS England Area Team, Clinical Commissioning Groups, Commissioning Support Groups, Local Authorities and other organisations as appropriate
- To enable all committee members to make a full contribution to the committee's affairs and ensure that the committee acts as a team
- To ensure that new committee members are fully briefed on the terms of their membership and their rights and responsibilities including this Code
- To ensure that key and appropriate issues are discussed by the Committee in a timely manner
- To ensure that all committee members declare relevant interests and if requested withdraw

from any relevant discussions

- Working with the Chief Officer to ensure that the committee has adequate support and is provided efficiently with all the necessary data on which to base informed decisions
- To appraise the performance of the Chief Officer
- To lead or chair sub groups if required
- To ensure that the Committee conducts its affairs in accordance with accepted principles of good governance, and that high standards of personal behaviour are maintained in the conduct of the business of the LPC
- In consultation with the LPC Chief officer to appoint/nominate representatives to any committee or subcommittee on which pharmaceutical representation is required
- To ensure transparency and equality of information and opportunity for all contractors in matters relating to the local purchasing of pharmaceutical services
- To respond to any request for an inquiry by a contractor who believes that the LPC or an officer of the LPC has acted unconstitutionally by holding a meeting of the LPC to deal with the matter and to report to all contractors represented by the LPC

A complementary relationship between the Chair and the Chief Officer is paramount. The Chief Officer should be allowed full scope within clearly defined delegated powers for action in fulfilling the decisions of the Committee and to ensure that there is effective dialogue between the LPC and the local health and social care community.

The role of the Chief Officer

- To ensure systems are in place for effective management and organisation of the Secretariat arrangements
- To be responsible for the prudent and economical administration; for the avoidance of waste and extravagance and for the efficient and effective use of all the LPC resources
- Ensure that the LPC has in place effective management systems that safeguard contractor funds
- Ensure that the LPC achieves value for money from the resources available and appropriate advice is tendered to the LPC Committee members
- To ensure that the committee members have access to the information, training and expert advice they need to exercise their responsibilities effectively
- Be clear what decisions and information are appropriate to the Committee
- Ensure that financial and other information is organised and presented succinctly and efficiently to ensure the Committee can fully undertake its responsibilities
- To take accountability to the Committee for the transparency of LPC operations and communicating them to pharmacy contractors
- Ensure an effective communications strategy is in place for both communication with members and the contractors
- To work with the Chair to ensure that meetings are managed in an appropriate way in accordance with the Standing Orders (Appendix B)
- To check the minutes of LPC meetings and associated meetings and to ensure that all

pharmacy contractors are provided with relevant and timely information

- Ensure that the LPC has a risk management process to ensure all significant risks and potential liabilities are addressed
- Establish effective liaison and relationships with other organisations concerned with health and social care
- Collaborate with the PSNC on all matters for the provision of pharmaceutical services in terms of local and/or national issues
- Develop the role of the Secretariat in acting as a clearing house for information, as a collating point and as a network for members to minimise their individual isolation
- Line manages the Administration staff, Strategy Implementation Pharmacist and Professional Development Pharmacist and carries out annual appraisal of the roles.

Role of the LPC Treasurer

- To assist the Chief Officer in ensuring effective financial stewardship
- To act on the committee's instructions to ensure there is a budgetary control system in place
- To draw up a schedule of financial standing orders

Role of the LPC Committee Members

- To read and adhere to the PSNC – LPC new members guide and Humber LPC Constitution
- To support the work of the LPC Office and Executive
- To commit to working together effectively as a team in order to get things right first time, saving time and effort
- Take on tasks for the LPC where these tasks are allocated in ways which build on the interests and expertise of individual members in order to maximize expert input on key issues and report back when requested
- To engage on a regular basis with your pharmacy contractor communication groups and feedback issues/concerns to the LPC
- To recognize and adhere reporting procedures put in place by the LPC and the Executive and to submit activity reports in a timely way
- To prepare for meetings by familiarising yourself with the Chief Officer's Report and papers

Declaration of Interests

It is a requirement that all committee members, officers and staff declare any conflict of interest that arises in the course of conducting committee business. There is also a register, available to the public, of the committee members' interests. Members will be asked to declare their interests on appointment (Appendix C) and to inform the committee of any changes to their register entries as and when they occur.

Conflict of interest

LPC members, officers and staff are required to act in the best interests of the pharmacy contractors they serve and not for personal gain.

Openness

There should be sufficient transparency about the committee activities to promote confidence between the LPC, the community pharmacy contractors it represents, its staff, patients, and the public, health and social care organizations it deals with. Reports from meetings will ensure that the reasons and results of discussions held are reported in an open way, although the content of the discussions will remain confidential to the committee members.

The Chief Officer will ensure that:

- There will be an annual general meeting for which the agenda papers accounts and annual report will be made available to contractors at least seven days in advance of the meeting. Provision must be made for questions and comments to be put by contractors to the committee at the meeting.
- An annual report will be published describing the committee's performance over the previous year, including details of any remuneration and expenses
- Audited annual accounts will be available

Confidentiality

LPC members at times may be privy to information that should be treated in the strictest confidence and not discussed outside of meetings. Members will be asked to sign Confidentiality Agreements on appointment (Appendix E). The Chief Officer and all employed staff will also sign confidentiality agreements on appointment. (Appendices F & G)

Employee Relations

The LPC Office must comply with employment legislation and guidance, respect agreements entered into by themselves or on their behalf and establish terms and conditions of service that are fair to the staff and represent good value for money.

Appendix A

The Humber LPC accepted the following guiding principles for members of the Committee:

Representativeness (Selflessness): Members must reflect the interests of the contractors who elected or appointed them to the LPC, and must make decisions in the interests of the general body of contractors; they must not make decisions in order to gain financial or other material benefits for themselves, family or friends.

Integrity: Members must not put themselves under any obligation that might influence their performance on the LPC or their ability to reflect the interests of the contractors who elected or appointed them or make decisions in the interests of the general body of contractors.

Objectivity: In making decisions and in carrying out the business of the LPC members should act within the constitution and make decisions only on merit.

Accountability: members of the LPC are accountable for their decisions and actions to contractors and the public and therefore submit to scrutiny.

Openness: members should be as open as possible about all decisions and actions they take. They should give reasons for their decisions, and restrict information only for short term tactical reasons, or when the wider public interest clearly demands.

Honesty: Members have a clear duty to declare any private interest relating to their LPC duties, and take steps to resolve any conflicts arising.

Leadership: Members should promote and support the above principles by leadership and example.

Note

The effect of the principles of representativeness and integrity is that the nominating bodies can mandate the member to express a view, but cannot bind them in how he/she votes or decides on a particular issue. This means the member can hear and participate in debate, and is free to amend his/her view in the light of the debate. He/she will no doubt then reflect back to the relevant body why they made the decision they did, recognizing their accountability.

Appendix B

Humber LPC Standing Orders

1. The Committee

The Officers of the Committee shall be Chairman, Vice-Chairman, Chief Officer and Treasurer. The Officers shall be appointed at the first meeting of the LPC following an election.

All business shall be conducted in the name of the LPC.

All funds received shall be held in the name of the LPC.

The composition of the LPC shall be in accordance with Section 5 of the Constitution.

Regulations setting out the period of tenure of office of the Chair and members and for the termination or suspension of office of the Chair and members are contained in Section 13 of the Constitution

2. Meetings of the LPC

Minimum number of meetings to be six per year, held during the daytime, normally on the first Wednesday of the month (January, March May, July, September and November). The September meeting will be daytime/evening to accommodate the AGM, as agreed by the committee. The schedule will be posted on the LPC website.

Ordinary meetings of the Committee shall be held at such times and places as the Committee may determine.

The Chief Officer /Chair of the LPC may call a meeting of the LPC at any time in line with the LPC Constitution.

2.1 Meetings Management

All questions/comments to go through the Chair. Members commit to brevity and avoid repetition when speaking and also to active concentrated listening.

Criticism to be made in a constructive and respectful way.

Members to recognise the competitive tensions inherent in the LPC structure and be determine to turn these into strengths by celebrating and using their diversity.

Minutes will be kept brief and action oriented. Unconfirmed minutes will be circulated prior to the next meeting where they will be finalised and adopted. Unconfirmed minutes of the open session will be amended and added to the LPC website.

Items for discussion must be placed on the agenda for the next meeting by the Chief Officer or at the request of members and no other matters may be raised without the Chairman's express permission.

Members required to report to the Committee must submit reports to the Chief Officer according to the dead-line dates as indicated in the schedule of LPC meetings so that they can be circulated with the agenda. Reports received after the deadline will be deferred to the next available meeting.

Agreed action points will be checked against progress at each meeting.

2.2 Setting the agenda

The LPC will operate under a standard agenda drawn from an agreed model.

Agenda items must be submitted by a specific date in advance of the meeting. No other business may be added to the published Agenda except: -

- Items of correspondence etc. coming into the Chief Officer's possession after the publication of the Agenda will be notified to the Chairman who will decide whether they may be added at the appropriate point.
- Members may approach the Chairman at any time before the meeting to request the inclusion of any item which they consider too important to leave until the following meeting, but the Chairman's decision will be binding.
- At the commencement of the meeting the Chairman will ask if there are any important items for discussion that cannot wait until the next meeting.

The Agenda may contain a Closed Session, during which the Committee shall discuss matters of a confidential nature. Guests, who are not LPC members or the PSNC Representative, shall be asked to leave the meeting before the closed session starts. Pharmacy contractors or their representatives attending as guests may be invited to remain for some items. Notwithstanding the above, any member may call for the exclusion of guests at any time during a meeting. A simple majority shall be sufficient for the motion to be carried.

Agenda and papers to be made available one week in advance of the meeting; all are responsible for reading ahead of the meeting.

2.3 Chairman's ruling

Statements of members made at meetings of the committee shall be relevant to the matter under discussion at the material time and the decision of the Chair of the meeting on questions of order, relevancy, regularity and any other matters shall be final.

2.4 Representation

Where appropriate ahead of the meeting each member may contact by phone a pre-agreed number of contractors about specific issues on the agenda so that each member can take sounds ahead of the meeting and come prepared to contribute other people's views as well as their own.

2.5 Voting

Should a question require a vote at a meeting it shall be determined by a majority of the votes of members present with a clear voting question. If the numbers of votes for and against a motion are equal the Chair [or Vice Chair if the Chair is not an LPC member] of the meeting shall have a second

or casting vote.

3. Delegation of powers

3.1 Sub- Groups

From time to time it may be necessary to appoint a sub-committee to work on a specific topic or for a particular area. The composition and terms of reference of such committees shall be that determined by the full committee, together with the reporting requirements. Under these circumstances the nature and limits of such delegation will be minuted in writing at a full LPC meeting.

The committee must develop policies on key issues to set “floors and ceilings” on negotiations and contractors must be kept informed about negotiations that are taking place early in their development to allow them to comment in a timely manner.

Sub-Group decisions shall not be binding on the Committee and Sub-committees will not hold executive powers. In the event that a Sub-Committee requires an urgent decision, which cannot wait until the next meeting of the Committee, the matter shall be referred to the Executive, which shall make an interim decision. The LPC must ratify any recommendations and decisions made as a result of sub-committee work.

3.2 Individual Committee members

Members of the Executive and LPC Committee must be briefed about the powers they have when attending meetings on behalf of the LPC and pharmacy contractors.

4. Declarations of interests and register of interests

The Code of Accountability requires committee members to declare interests, which are relevant and material to the LPC of which they are a member. Interests, which should be regarded as “relevant and material”, are:

1. Ownership or part-ownership of private companies, businesses or consultancies likely or possibly seeking to do business with the LPC or NHS
2. A position of trust in a charity or voluntary organisation in the field of health or social care
3. Any connection with a voluntary or other organisation contracting for NHS business
4. Any other commercial interest in the decision before the meeting
5. At the time LPC members’ interests are declared they should be recorded in the minutes.

During the course of a committee meeting if a conflict of interest is established the member concerned should draw attention to the conflict and play no part in the relevant discussion or decision. They may be asked to make a statement of fact and /or be requested to withdraw from the meeting.

The committee members should ensure that no special favour is shown to any member or their close relatives or associates in awarding contracts to be run by them.

5. Staff Appointments

No officer of the LPC may engage an employee either on a permanent or temporary nature unless authorised to do so by The LPC Committee.

All employees to be issued with a Contract of Employment, in a form which complies with employment legislation, and approved by the Executive after consideration of relevant HR advice.

Responsibility must be delegated to the executive to deal with variations to or termination of contracts of employment after consideration of relevant HR advice

Personal development plans must be produced for employees setting out training required to meet set standards.

An appraisal system should be put in place with documented outcomes.

6. Register of assets

An asset register must be established and maintained.

Appendix C

CODE OF CONDUCT – DECLARATION OF INTERESTS

Name:

1.	Remunerated Directorship of company(s) (public or private) and businesses owned personally or in partnership	
2.	Remunerated employment or offices	
3.	Remunerated Consultancy(s)	
4.	Remunerated work performed under contract	
5.	Names of companies or other bodies in which I have an interest, either on my own account, my spouse or infant children, for a beneficial interest in share holdings greater than the 10% of the share capital	
6.	Remunerated contributions to professional and scientific publications	
7.	Names of charities, not for profit and/or voluntary sector organisations in the field of health and social care or that contract for NHS services that I or my spouse have involvement with.	
8.	Other sources of income or pecuniary support relevant to my membership of Community Pharmacy Humber	
9.	Membership of other pharmaceutical bodies	

I agree to update this document at any time there is a change in my interests

Signed

Date:

Appendix D

Humber LPC

Standing Financial Instructions

It is the responsibility of the Executive to ensure there are arrangements to review, evaluate and report on the financial control of the LPC.

1. Role of the Treasurer

Provide monthly/bimonthly (according to the LPC schedule of meeting dates) reports in the form required by the LPC.

Ensure timely payment of remuneration and expenses to officers and members of the LPC engaged on LPC business and publish details in the annual report.

Ensure money drawn from the LPC accounts is required for approved expenditure only.

Ensure that an adequate system of monitoring financial performance is in place to enable the LPC to fulfill its statutory responsibility and not to exceed its annual budget.

The Treasurer will prepare and submit budgets for approval by the LPC.

The Treasurer is responsible for bank accounts in particular to establish a separate bank account for income not derived from the levy collection.

All invoices/claims for expenses must have two authorized signatures before payment can be made. Payment will be made via cheque or internet banking. Two signatures are required to authorize a cheque. The signees are appointed by the Committee and include the Treasurer, the Chief Officer, Officer Manager and the Chairman plus another appointed person as deemed necessary. Internet banking payments are made by the Officer Manager when the invoice/claim for expense has been authorized by two signatures and approved for payment according to financial instructions.

2. Business Planning

The Chairman and Chief Officer in conjunction with the Treasurer will review the LPC finances to forecast any limits of available resources which will include changes in workload, delivery of service or resources required to achieve the LPC goals.

3. Expenses Policy

The Committee, Officers and Staff will abide by the Expenses Policy, which the LPC will review annually.

APPENDIX E

CONFIDENTIALITY AGREEMENT FOR LPC MEMBERS

I understand that as an LPC member I may have sight of or acquire information that will be commercially sensitive or may for other reasons be information that the LPC or the pharmacy contractor(s) to whom the information relates would not wish to be communicated to third parties.

I acknowledge my obligation to ensure that I do not make use of any such information for purposes other than those of the LPC. I further acknowledge that all information received from or about contractors that relates to their business and financial affairs may not be disclosed to anyone without the express consent of the contractor to whom it relates, in which case the disclosure will be through the LPC Chief Officer.

I will make full disclosure to the LPC of all appointments or offices held by me and I will consult the LPC prior to accepting any appointment or office that may reasonably be thought to be relevant to my membership of the LPC.

Print Name: _____

Signed: _____

Date: _____

Appendix F

CONFIDENTIALITY AGREEMENT FOR LPC CHIEF OFFICER

I understand that in the course of my work as LPC Chief Officer I will produce or acquire information that will be commercially sensitive or may for other reasons be information that the LPC or the pharmacy contractor(s) to whom the information relates would not wish to be communicated to third parties.

I acknowledge my obligation to ensure that I do not make use of any such information for purposes other than those of the LPC, and that I seek prior consent of the LPC before making any use of my office or any information produced or acquired as a consequence of it. I further acknowledge that all information received from or about contractors that relates to their business and financial affairs may not be disclosed to anyone without the express consent of the contractor to whom it relates.

I will make full disclosure to the LPC of all appointments or offices held by me and I will consult the LPC prior to accepting any appointment or office that may reasonably be thought to be relevant to my work as Chief Officer.

Print Name: _____

Signed: _____

Date: _____

Appendix G

CONFIDENTIALITY AGREEMENT FOR LPC POSTS

Chair
Strategy Implementation Pharmacist
Professional Development Pharmacist
Officer Manager
Administrator
Health Integration Lead
Pharmacy Contracts Support Lead

I understand that in the course of my work as LPC

I will produce or acquire information that will be commercially sensitive or may for other reasons be information that the LPC or the pharmacy contractor(s) to whom the information relates would not wish to be communicated to third parties.

I acknowledge my obligation to ensure that I do not make use of any such information for purposes other than those of the LPC, and that I seek prior consent of the LPC before making any use of my office or any information produced or acquired as a consequence of it. I further acknowledge that all information received from or about contractors that relates to their business and financial affairs may not be disclosed to anyone without the express consent of the contractor to whom it relates.

I will make full disclosure to the LPC of all appointments or offices held by me and I will consult the LPC prior to accepting any appointment or office that may reasonably be thought to be relevant to my work in this LPC post.

Print Name: _____

Signed: _____

Date: _____

LPC Governance Checklist

Committee Procedures

- LPC Governance Principles agreed and adopted at an LPC meeting, minuted and document annotated with date of agreement
- LPC Governance Principles accompany all LPC meeting papers
- LPC Governance Principles are posted on the LPC website
- Check decisions or actions are within the powers of the LPC provided in the constitution
- Have Declarations of Interests available for inspection at all LPC meetings
- Make LPC meeting agendas and minutes available to contractors e.g. on a website
- Keep contractors informed of committee business through newsletters, contractor meetings etc
- Consult contractors when appropriate before significant decisions
- If delegating responsibility set remits and conditions
- Minute LPC meetings clearly and fully.
- Provide an induction procedure for new LPC members to include LPC governance(a New Members Induction Pack is available on the LPC members area of the PSNC website and PSNC also runs new members induction days)
- Hold an AGM each year in accordance with the constitution
- Prepare a Annual report to contractors
- Appoint a member or subcommittee to monitor governance.
- Appoint sub-groups to perform delegated tasks and make recommendations which must be ratified by the LPC Committee
- Chair to rule on dealing with conflicts of interest
- Chair to conduct meeting in accordance with standard meeting procedures.

LPC Members

- Read the PSNC Governance guide
- Be aware of and conform to duties of the LPC set out in the LPC constitution
- New members read the PSNC Governance guide and local equivalent and sign to accept the LPC Governance Principles
- New members read the PSNC new members Induction pack or local equivalent
- Complete and keep updated Declaration of Interest form
- Sign confidentiality agreement
- Declare any conflicts of interest at LPC meetings as appropriate
- Adhere to corporate responsibility
- Ensure members have relevant training to discharge their role. PSNC provides training on issues relating to LPC business.

Finance

- Separate the role of secretary/chief officer and treasurer
- Prepare annual accounts with sufficient detail of income and expenditure
- Accounts prepared by professional with practising certificate
- Ensure levy is used for administrative purposes only
- Members scrutinise budgets plus annual and regular management accounts as part of their duty to ensure contractors funds are being managed properly.

Governance and the NHS England Area Team

- Provide the NHS England Area Team with a copy of the LPC constitution and, as a matter of good practice, the LPC governance principles
- Seek recognition from the NHS England Area Team (for new LPC)

DECLARATION FORM

I confirm that I have read and understood this Code of Practice on Conduct and Accountability and that I will follow it at all times during my appointment as a member of the Humber Local Pharmaceutical Committee

Print Name: _____

Signed: _____

Date: _____