

## Governance and Code of Conduct Framework

### PURPOSE

To provide a summary statement whereby Community Pharmacy Humber members are clear on the expectations of them in relation to committee governance and to provide guiding principles on their behaviour as members of Community Pharmacy Humber.

To assure contractors and commissioners that Community Pharmacy Humber matters are handled in line with the best standards.

### 1. Introduction

This summary document sets out Community Pharmacy Humber's Code of Conduct and Governance Framework and the sanctions that are available if this document is not followed. It also sets out the procedure for dealing with unauthorised disclosure of confidential material.

### 2. Code of Conduct

a. A member of Community Pharmacy Humber who, other than by reason of qualification for appointment to Community Pharmacy Humber has a personal interest, pecuniary or otherwise, in a subject under discussion by Community Pharmacy Humber or any of its sub committees should ensure that interest is made known to Community Pharmacy Humber. If the member wishes to participate in the discussion or vote on the subject the Chairman of Community Pharmacy Humber, or of the relevant committee, will decide whether the member should be permitted to take part in the discussion or, if there is one, the vote.

b. Members of Community Pharmacy Humber must respect the confidentiality of all papers issued to them as members of Community Pharmacy Humber and other information identified as confidential and acquired by them solely by virtue of their position as a member of the committee. They should ensure these cannot be accessed by any other person [Includes e-mail, post etc.]. Should any committee member wish to disclose items within the Community Pharmacy Humber agenda which are not in the public domain permission should be sought of Community Pharmacy Humber through the Chief Officer.

c. Members of Community Pharmacy Humber must ensure that the finances of the committee are properly applied to the furtherance of the objectives of the committee.

d. If a member of Community Pharmacy Humber knowingly breaches any provision of the Code of Conduct Community Pharmacy Humber may pass a motion of censure naming the member of Community Pharmacy Humber accordingly.

### 3. Corporate Governance and Community Pharmacy Humber

The following are guiding principles for members of the Committee:

**Accountability** - Members of Community Pharmacy Humber 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 the 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 Community Pharmacy Humber duties, and take steps to resolve any conflicts arising.

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

**Representativeness (Selflessness)** - Members must reflect the interests of the contractors who elected or appointed them to Community Pharmacy Humber, 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 Community Pharmacy Humber or their ability to reflect the interests of the contractors who elected or appointed them or to make decisions in the interests of the general body of contractors.

**Objectivity** - In making decisions and in carrying out the business of Community Pharmacy Humber members should act within the constitution and make decisions only on merit.

#### **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 they vote or decide on a particular issue. This means the member can hear and participate in debate, and is free to amend their view in the light of the debate. They will no doubt then reflect back to the relevant body why they made the decision they did, recognising their accountability.

#### **4. Declaration of Interests**

Members must complete a “Declaration of Interests Form” in April each year (or the first Community Pharmacy Humber meeting of the financial year).

They must also complete a new “Declaration of Interests Form” if there are any material changes in their interests.

Members must, at the start of each meeting, declare to the Chair if any item to be discussed is of an interest that would not normally be associated with their membership of Community Pharmacy Humber. And update the Committee on any changes since the last meeting.

#### **5. Procedure for Dealing with Unauthorised Disclosure of Confidential Material**

##### **General principles**

These should be read in conjunction with the Code of Conduct and Accountability Policy.

a. All confidential material will be identified in agendas and papers as such. Where an agenda item is marked as confidential all papers and discussions related to the item must be treated as being

confidential, even if not specifically marked as such.

- b. In case of doubt the Chief Officer should be consulted before any disclosure is made.
- c. Disclosure includes disclosure to the body nominating or electing a member to Community Pharmacy Humber. Unless otherwise agreed material identified as confidential must be restricted to Community Pharmacy Humber members and staff.
- d. Once material identified as confidential is in the public domain it ceases to be confidential.
- e. Details of opinions expressed by individual members and how members voted on specific issues should not be disclosed by anyone other than the individual member. Members are expected to adopt corporate responsibility for the committee's decisions.

#### **Procedure in the event of a disclosure of confidential material**

5.1. A member who becomes aware that confidential material has been disclosed, by themselves or someone else, should provide information to the Chair or Chief Officer.

5.2. The Chair will decide whether the disclosure is sufficiently serious to merit reference for inquiry, or whether the matter can be dealt with informally.

5.3. In cases referred to the Governance sub-group they will conduct such investigation and inquiries as it considers are warranted. If the sub-group concludes that an identified member of the committee has been responsible for the unauthorised disclosure it may determine:

- a. That no action should be taken in respect of the matter
- b. To give informal advice to the member
- c. To give a formal rebuke, reported in confidence to the committee
- d. To give a formal, public rebuke
- e. To exclude the member from attendance at meetings of Community Pharmacy Humber or its sub committees for a specified period
- f. To exclude the member from the committee.

5.4. A member excluded by a determination under f) above will be ineligible for membership of Community Pharmacy Humber for a period of 12 months from the date of the determination. When considering whether a determination under e) should be made, the sub-group will have regard to the need to avoid prejudicing the interests of contractors represented by the individual.

5.5. Determinations made by the sub-group will be communicated in writing together with the reasons for the determination.

5.6. A member of the committee may appeal to the Vice Chair of Community Pharmacy Humber against a determination

#### **6. Contact Details**

If you have any queries regarding this framework statement, please contact the Chief Officer, Janet Clark on 01482 335824.