

Guidance for Pharmacist Associate Members applying to join Local Community Pharmacy Committees

Each local Community Pharmacy Scotland committee can now appoint up to 2 Pharmacist Associate Members to aid the functions and skills mix of the committee.

Applicants, in conjunction with their employer, can apply to join the committee. Each Associate Member should express on their application form what they believe they will bring to the committee.

The following is an extract from the Community Pharmacy Scotland code of conduct to show the role and expectations of a member representing CPS.

Corporate Governance of CPS

The current constitution of Community Pharmacy Scotland states that the objectives and powers of Community Pharmacy Scotland are:

- to promote, represent and safeguard the rights and interests of all pharmacy contractors in the provision of pharmaceutical care services;
- to negotiate, on behalf of pharmacy contractors, the terms and conditions of service for the provision of NHS pharmaceutical care services;
- to consider and give advice and guidance on any matters or questions concerning the provision of NHS pharmaceutical care services referred to Community Pharmacy Scotland by any government department or any authority or body (whether statutory, municipal or public), organisation, institution or other body of persons;
- to provide information, advice or other assistance to pharmacy contractors in respect of any matter concerning the provision of NHS pharmaceutical services;
- to educate the public in the services provided by pharmacy contractors;
- to promote among pharmacy contractors a high standard of practice;
- to promote and increase the profile of community pharmacy to a wide range of external bodies, stakeholders and decision makers;
- to give concerted expression to the opinions of pharmacy contractors upon all questions and laws affecting the provision of NHS pharmaceutical care services.

The Role of the Local Committee

The CPS constitution details the activity to be carried out by each local committee.

Duties of the Committee

The duties of the Committee shall comprise the following:

(i) to negotiate, through Community Pharmacy Scotland, the organisation recognised by The Scottish Government as being representative of the general body of community Pharmacy Contractors in Scotland:

- (a) the terms, remuneration and conditions of service of Pharmacy Contractors in general; and
- (b) the securing of prompt and accurate payment of Pharmacy Contractors' accounts;

(ii) to negotiate, at the request of and under the direction of Community Pharmacy Scotland, the terms, remuneration and conditions of service of Pharmacy Contractors for the provision of those services which have, by regulation or otherwise, been devolved to local negotiation;

(iii) to establish effective liaison with other local bodies engaged in the National Health Service;

(iv) to elect representatives to Community Pharmacy Scotland;

(v) to ensure that information about the work of the Committee is regularly circulated to Pharmacy Contractors in the area of the NHS Board, and to Community Pharmacy Scotland; and

(vi) to ensure effective succession planning and facilitate the development of individual members.

The constitution is complimented by the guiding principles of the organisation. The principles are not exhaustive but give an indication of the standards of conduct set by CPS.

Guiding Principles

Accountability: members of the Board are accountable for their decisions and actions to contractors and therefore subject 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 Board duties and take steps to resolve any conflicts arising.

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

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

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

Representativeness (Selflessness): members must reflect the interests of the contractors who elected or appointed them to the Board and must make decisions in the interest 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.

Participation: members are elected or appointed to give concerted expression to the opinions of pharmacy contractors from the constituency which they represent and have a clear duty to express those opinions when requested.

Responsibility (Corporate): members should adopt a position of corporate responsibility and abide by any decision taken by the Board once reached, however that decision was arrived at.

Respect: members have a duty to respect fellow members and employees of Community Pharmacy Scotland. When acting on behalf of Community Pharmacy Scotland the general public must also be treated with respect by members.

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 decides on a particular issue. This means that the member can hear and participate in debate, and is free to amend their view in the light of the debate.