

English Pharmacy Board 24 June 2009    **PUBLIC BUSINESS**  
**FOR NOTING**

## National Pharmacy Boards Governance Handbook

### **Purpose**

To note the National Pharmacy Boards Governance Handbook for 2009/10.

### **Strategic objective domain**

An organisation that consistently demonstrates leadership as a professional body, regulator and publisher.

### **Recommendations**

The Board is asked to note the National Pharmacy Boards Governance Handbook for 2009/10, adopted by Council on 2 June 2009 at the recommendation of the Governance Committee.

#### **1. Background**

In June of each year the Council adopts the current version of the National Pharmacy Boards Governance Handbook.

A number of changes have been agreed by the Council, which have been incorporated into the new Handbook and are set out below.

The Handbook is included in the Board papers as a separate, spiral-bound, document.

#### **2. Incorporated amendments**

**Section 5.4: Designation of items as confidential** Board business to be public wherever possible and Board papers now specify the confidentiality criteria.

**Section 11: Council member expenses** Allows Council members to claim attendance fees for attending a scheduled committee meeting via teleconference or videoconference.

**Appendix F.2 Business of the meeting** To allow committees of Council to be held via teleconference or videoconference at the discretion of the Chairman.

**Appendix F.3 Conduct of meetings (National Pharmacy Boards)** To allow the national Pharmacy Boards' meetings to be held via teleconference or videoconference at the discretion of the Chairman.

#### **3. Risk implications**

The Society requires a robust and clear governance framework. The updating of the Handbook ensures clarity and supports good governance within the organisation.

#### **4. Resource Implications**

Re-issue of the Handbook is contained within the existing budget. The work is scheduled into the annual programme of the relevant staff.

### **Prita Jobling**

Corporate Secretariat

## Appendix: Summary of revisions

### 5. Conduct of Board meetings

#### 5.4 Designation of items as confidential

*In the interests of openness and transparency the Board has agreed that every effort should be made to include items in public business wherever possible. However, the Board Secretary, in consultation with the Board Chairman, where indicated within the terms of the Freedom of Information Act 2000, may determine that an item(s) for discussion is confidential. Such items will appear on a separate, confidential agenda, which will normally be taken at the end of the public business. Guests, observers and staff not involved in the confidential matter under discussion will be required to leave the meeting.*

Items can be taken as confidential when

- i) they are "position papers" to be used in negotiations or in making submissions to outside bodies;
- ii) they are part of a continuing discussion and the outcome could be jeopardised by disclosure;
- iii) they are reports of Society activities upon which decisions will be made and all or part of the report content will not be released or published;
- iv) they contain information that has been sent to the Society in confidence;
- v) they refer to individuals or organisations who could be prejudiced by disclosure;
- vi) their disclosure could be prejudicial to the commercial activities of the Society, or another organisation or an individual;
- vii) the fact that a specific topic is under consideration is, of itself, confidential;
- viii) the matter is confidential for some other identifiable reason.

*Confidential papers will indicate under which of the above criteria the item has been designated as confidential.*

Confidential agendas, minutes and papers for the Boards will be clearly marked as "Confidential" and should be treated as such and should not be discussed with anyone other than Board members and relevant members of the Society's staff. Inclusion on a confidential agenda does not necessarily mean that the paper or minute is protected from disclosure under the Freedom of Information Act 2000 or within due legal process.

Board members should bear in mind that discretion is also often appropriate for items not on the confidential agenda of meetings.

### 12. Board member expenses

#### 12.1 Board and working group meetings

Members of the Boards are entitled to reimbursement for expenditure on travel and expenses incurred on Society business and for costs of accommodation and subsistence, *within the rates set by the Council.*

~~In addition~~ Board Members are entitled to an attendance fee for the attendance at all Board or Board working group activities. At the Board Member's discretion the attendance fee claimed can be reduced accordingly to a half or quarter day rate. *Board Members*

*attending Board or Board working group meetings scheduled via teleconference or videoconference are entitled to attendance fees.*

On all other occasions, Board Members will only be entitled to reimbursement of expenses and/or payment of an attendance fee where the Board member is a nominee of the Society or attendance at/participation in an event has been agreed by the office.

Where a member of a Board has a statutory duty to employ the services of a locum to enable them to attend to Board business, actual expenditure personally incurred will be reimbursed within accepted limits. Reimbursement to a corporate body is not permitted.

The level of expenses and fees for the ensuing year will normally be considered annually at the June meeting of Council.

## **Appendix E: Standard for remit, roles and working procedures for Board Working Groups**

### **A. Remit**

#### **Meetings**

It may be possible at the time of agreeing the remit of a working group to specify the number of meetings the group will need (an important consideration for budgetary purposes). Most time-limited working groups will, for example, need only one or two meetings.

Where working groups are established for a longer period, the agreement to establish a group should provide some guidance as to the frequency of meetings alongside the schedule for reporting back and review.

*At the discretion of the Chair, a working group meeting may be held in the form of a teleconference or using other remote conference facilities which allow all committee members participating to hear and address one another. Such meetings will be deemed to take place at the location of the Chair.*

## **Appendix F: National Pharmacy Boards Standing Orders**

### **4. Business of the meeting**

4.1 The business of the meeting of a Board shall be divided into public business, which shall be conducted in public, and confidential business, which shall be conducted in private.

4.2 *At the discretion of the Chair, a Board meeting may be held in the form of a teleconference or using other remote conference facilities which allow all committee members participating to hear and address one another. Such meetings will be deemed to take place at the location of the Chair.*