



**Royal
Pharmaceutical
Society**
of Great Britain

Statutory Committees: Code of Conduct

Ref: SC84

Being a Committee Member on Fitness to Practise Statutory Committees carries with it responsibilities. In order that registrants and the public may have confidence in the effectiveness and impartiality of hearings, Committee members must undertake:

- To attend all hearings, seminars, training sessions or other hearings at which their presence is required and should only cancel under exceptional and wholly unavoidable circumstances.
- To take all reasonable steps to give advance warning of his/her absence to the Chairman or FTP Secretariat if he/she is unable to attend a meeting or hearings panel at which his/her presence is required.
- To prepare for any meeting or hearing by reading any papers issued to the Committee or hearings panel beforehand.
- To keep the deliberations of the Committee members sitting on a case absolutely confidential, and not disclose them to any external party (save where required to by a Court Order or by law).
- To refrain from discussing a case with other members of the Committee who are not sitting on that case.
- To undertake periodic training provided or organised by the Registrar, in relation to Human Rights and Regulatory Law, and best practice being developed by the Council for Healthcare Regulatory Excellence and by other Healthcare Regulators.
- To participate fully in any assessment of peers or others if requested to do so, and, where necessary, to report any serious concerns about the conduct of panels or individuals participating in them to the Chairman, or in the event of concern about the Chairman, to the Chairman of the Appointments Group, Mrs Elizabeth Filkin.
- To reflect the principles and responsibilities as set out in the Core Competencies for Committee members and the Role and Person Specification for Committee members and to follow and support by example the Nolan Principles of Public Life.

Appropriate conduct and behaviour during hearings include appropriate dress, punctuality, turning off mobile phones and maintaining a proper balance between formality and autonomy with other panel members, staff, respondents, representatives and witnesses. Appropriate conduct and behaviour additionally includes:

- asking appropriate questions of witnesses to clarify evidence already presented;
 - to be fair, open minded and arrive at decisions untainted by bias or prejudice on grounds of gender, race, disability, lifestyle, culture, beliefs, colour, sexuality, age or any other ground;
 - to have regard to guidance issued by the Society when reaching decisions.
- To be alert to the possibility of any conflicts of interest, and to declare any such conflicts to the Committees Secretariat as soon as is practicable.
 - To inform the Committee Secretariat immediately if he/she has personal knowledge of any registrant or witness in respect of whom they have received, or will, or are likely to receive information in the course of a hearing before a panel, he/she must and shall take no further part in that hearing unless given written consent to do so.
 - To ensure at all times while acting in the capacity as a Statutory Committee member that their activities are directed toward the fulfilment of the RPSGB's Objectives specified in the Charter, the Societies responsibilities specified in legislation, and the interests of the public.
 - Not make use of information acquired solely by virtue of their position as such for personal gain, whether financial or non-financial.
 - To respect the confidentiality of information acquired by them solely by virtue of their position.
 - Not use their position as such to promote their personal, professional or business interests.
 - Not use their position as such to seek to influence the conduct of any aspect of the Statutory Committees' business for the benefit of any individual, body corporate or other association rather than for the benefit of the profession as a whole.
 - To ensure when speaking in their capacity as such at any meetings, they declare any personal or business interests relevant to the matter in hand.
 - To ensure that entries relating to them in the Register of Interest and of Gifts and Hospitality are accurate, complete and up-to-date.
 - To comply with the RPSGB's Equal Opportunities Policy.

Any Statutory Committee member who wishes to engage in litigation against the RPSGB, the Council or any member thereof, or any officer or employee of the RPSGB in their capacity as such, must resign from their post as a Statutory Committee member before taking such action.

I hereby declare that I have read and understand this document, that I undertake to abide by its rules and support the above principles by example.

Name: _____

Signature: _____ Date: _____