

**General Pharmaceutical Council –
Assurance and Appointments Committee
Member Application Guidance Notes and
Information for Candidates**



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Introduction

Dear Applicant,

Thank you so much for considering joining the Assurance and Appointments Committee.

We are a Committee that plays a vital role in ensuring regulatory justice can be delivered by the General Pharmaceutical Council, providing a key bridge between the independent decision making of the Statutory Committee Members (and their three Committees – Investigating; Fitness to Practice and Appeals) and the GPhC.

As a small Committee, your voice will really matter. We carry out our oversight role in the spirit of constructive collaboration, relishing and appreciating the opportunity to work alongside GPhC colleagues in appointing the right Statutory Committee Members, in supporting their training and development and in reviewing their performance and the quality of their decision-making.

If this way of working appeals to you and if you think you can help us, then you could be just who the Assurance and Appointments Committee is looking for and we would very much like to hear from you.

We are committed to increasing the diversity of our Committee and always welcome applications from candidates who can demonstrate that they will bring strategic vision, different perspectives and energy along with fresh thinking.

Best wishes,

Elisabeth Davies

Chair of the Assurance and Appointments Committee

About the GPhC

We are the regulator for pharmacists, pharmacy technicians and registered pharmacies in Great Britain.

We work to assure and improve standards of care for people using pharmacy services.

We are a statutory public body, independent from government and accountable to Parliament through the Privy Council. The Professional Standards Authority (PSA) oversees our work and reviews our performance.

What we do

Our role is to protect the public and give them assurance that they will receive safe and effective care when using pharmacy services.

We set standards for pharmacy professionals and pharmacies to enter and remain on our register.

We seek assurance that pharmacy professionals and pharmacies continue to meet our standards, including by inspecting pharmacies.

We act to protect the public and to uphold public confidence in pharmacy services if there are concerns about a pharmacy professional or pharmacy on our register.

Through our work we help to promote professionalism, support continuous improvement and assure the quality and safety of pharmacy.

You can find more information about us on our website www.pharmacyregulation.org

Our vision

Vision 2030 sets out our vision for safe and effective pharmacy care at the heart of healthier communities. It will help us to anticipate and respond to the significant changes taking place in pharmacy. You can read the Vision [here](#). It was produced before the current pandemic and has played an important role in guiding our response as well as guiding how we might work differently in the future. It is supported by our Strategic Plan 2020-25 – our action plan for delivering the Vision. You can read the Strategic Plan [here](#).

Equality and diversity

As an organisation, we are committed to delivering equality, improving diversity, and fostering inclusion in all our work as a regulator and an employer.

We value diversity and want to promote it on our committees. It is vital that our committee members are drawn from the widest possible talent pools, bringing with them different life experiences, ideas and perspectives, to inform our discussions and decisions.

We welcome and encourage applications from a diverse range of applicants, from all sections of the community.

The Assurance and Appointment Committee

The AAC is responsible for the recruitment of members for our three Statutory Committees dealing with Fitness to Practise in the pharmacy profession. This includes the oversight of recruitment, training and monitoring of performance of the three Statutory committees. The AAC is a small Committee that works collaboratively and is well-supported in its role by GPhC Staff.

Time commitment

The AAC meets four times a year with the possibility of attending events and contributing to meetings and teleconferences in between Committee meetings and as required to carry out its responsibilities. All new AAC members are also expected to observe at least one fitness to practice or investigating committee meeting. All meetings will usually take place at the GPhC offices in Canary Wharf, London, (recognising some meetings may be conducted by teleconference).

The minimum time commitment required is therefore estimated at around 6-8 days.

This commitment will increase when the Committee is required to oversee the recruitment of new Statutory Committee members. This does not happen every year but when it does happen will require around a further 8 days. On such occasions dates will be agreed significantly in advance with each Committee member.

Length of Appointment

AAC members can sit on the committee for a term of 4 years. A second term may be offered by the GPhC, to sit for a total of 8 years.

Remuneration

As an Associate, you are a self-employed independent contractor for the purposes of your work with us. This means that you will need to send us an invoice for all fees and expenses. The GPhC will reimburse you for all reasonable receipted expenses incurred, providing these services in accordance with the GPhC's expenses policy. Please note, it is your responsibility to account for income tax through your own self-assessment; the GPhC will not be making any deductions for income tax on your behalf.

The members of the AAC are compensated for the work they do depending on the nature and the length. For daily attendance at a committee meeting at the office the fee is £450 and a half day of attendance £225.. Training may be required to be attended throughout the year with a training day fee of between £114.41 and £228.85.

Conflict of Interests

It is particularly important to declare any conflict of interest that could be seen as relevant to the GPhC. Any actual or perceived conflicts of interest will be fully explored by the selection panel at the preliminary and final interviews. If you are successful in being appointed, you must declare:

- Any conflict of interest that arises during GPhC business, and
- Any relevant business interests, positions of authority or other connections with organisations relevant to the business of the GPhC.

Completing the application

Please take your time to complete the application form and submit it by DATE. The role specification form can be used to aid in this process.

Equalities Monitoring Form

We are committed to promoting equality, valuing diversity and being inclusive in all our work as a health professions regulator.

As part of your application for this role, we encourage you to **complete our equal opportunities and diversity monitoring form**. This form is optional, and you do not have to complete it; however, it provides us with useful information for monitoring and reporting purposes and is **strictly confidential**. The information you provide on this form will not form part of any selection process and will not be shared with the selection panel.

Closing date:

Applicants will be appointed based on their application form and the quality of the assessment questions. Interviews will be held in the latter half of February.

The deadline for applications is 5pm on Monday 30th September. Only successful applicants will be contacted.

Anonymised Short- Listing

We are piloting anonymisation in our recruitment processes where practicable. We consider the process where we short-list candidates for interview is suitable to be undertaken anonymously and therefore, we will undertake this process anonymously.

