



# Registrant Member of the Assurance and Appointments Committee Role and Person Specification

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# Introduction

The General Pharmaceutical Council (GPhC) is the independent regulator for pharmacists, pharmacy technicians and pharmacy premises in Great Britain.

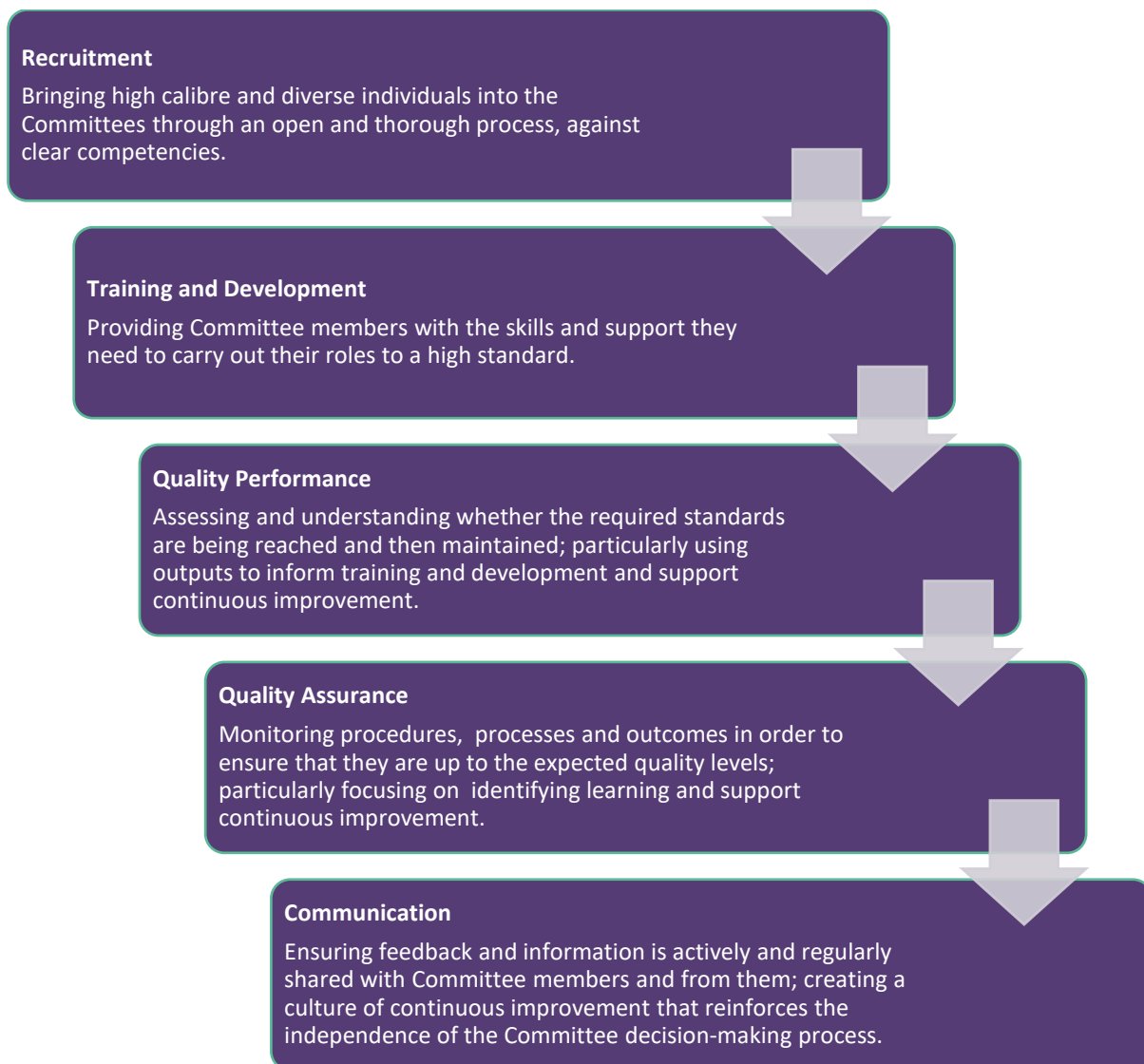
It is the job of the GPhC to protect, promote and maintain the health, safety and wellbeing of members of the public by upholding standards and public trust in pharmacy. Our principal functions include:

- approving qualifications for pharmacists and pharmacy technicians and accrediting education and training providers;
- maintaining a register of pharmacists, pharmacy technicians and pharmacy premises;
- setting standards for conduct, ethics, proficiency, education and training, and revalidation (keeping professional skills and knowledge up to date);
- establishing and promoting standards for the safe and effective practice of pharmacy at registered pharmacies; and
- establishing fitness to practise requirements, monitoring pharmacy professionals' fitness to practise and dealing fairly and proportionately with complaints and concerns.

## The Role of the Assurance and Appointments Committee

The Assurance and Appointments Committee and its Chair is accountable to the GPhC Council but operates independently to recruit members of the statutory committees, and to provide assurance on the quality of their work. It is an integral part of ensuring the independent decision-making of the statutory committees and helps to ensure that the decisions made by those committees have the confidence of the public and the profession.

Its work and responsibilities are divided into five workstreams:



## The Role of an Assurance and Appointments Committee member

The Assurance and Appointments Committee are individually and collectively responsible for the overall governance and strategic direction of the Committee and the probity of its activities.

According to the working practices determined by the Chair, members are responsible for fairly, objectively and transparently overseeing and progressing the five key workstreams.

Their principal responsibilities are:

### Strategic leadership

- To contribute actively to the strategic direction of the Assurance and Appointments Committee, setting overall policy and defining goals.
- To agree an annual work plan and to set targets and regularly monitor and evaluate performance against these.

### Governance

- To ensure the AAC's governance is of the highest possible standard and fully complies with GPhC requirements.
- To safeguard the good name and values of GPhC by ensuring the Committee complies with and fulfils all of its legal and regulatory requirements.
- To work within any agreed policies adopted by GPhC.

### Work streams

- To oversee the appointment of Statutory Committee members.
- To oversee the induction, learning and development of Statutory Committee members.
- To appraise and address issues relating to the conduct and performance of members in accordance with relevant policies, including the complaints policy.
- To assess and understand whether the required quality standards are being met by the Statutory Committees.
- To ensure regular communications channels are established and maintained with Statutory Committee members.

### Extra duties

- To fulfil additional duties as agreed with the AAC including attending training events as required and observing at least one hearing annually.

## Essential Criteria and Core Competencies

### Essential criteria

Candidates must be able to demonstrate:

- That they are currently registered on the GPhC register as a pharmacist.
- Current knowledge and expertise in pharmacy practice and services delivered by pharmacists and pharmacy technicians
- A general understanding of the regulatory environment.
- A track record of and commitment to promoting equality, diversity and inclusion.
- Experience of working at a Committee, Board or equivalent level and making strategic evidence-based decisions.
- Experience of appointment processes along with overseeing the training and development support required to enable candidates to carry out their role.
- An understanding of, and commitment to the Nolan Principles of Public Life: - Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

### Core competencies

- A collaborative listener with an ability to work effectively as a member of a team.
- Able to exercise independent judgement with an ability and willingness to speak their mind.
- Excellent communication and interpersonal skills, with the ability to articulate views clearly and listen actively.
- Willingness to devote the necessary time and effort.
- Highly professional; acting appropriately and to support and maintain the GPhC's reputation.
- The ability to act as a critical friend who empowers and constructively challenges the Chair and senior management of the GPhC.

## Structure of the Assurance and Appointments Committee

The Assurance and Appointments Committee currently comprises:

- The Chair (lay)
- 1 x lay member
- 2 x registrant pharmacists
- 1 x registrant pharmacy technician

## Terms of office and time commitment

The initial term of office is four years with the possibility of reappointment for a second and final term of up to four years.

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.

## Remuneration

The daily remuneration for attendance at the office is £450 for committee work and up to £228.85 for attendance at training events, plus reasonable expenses in line with the GPhC's expenses policy. .

## Eligibility/conflicts of interest

If you are not sure whether you are eligible, or think you may have a conflict of interest, please contact the Associates and Partners Team: [A&P@pharmacyregulation.org](mailto:A&P@pharmacyregulation.org); for advice.

## GPhC associate workers

Assurance and Appointments Committee members are GPhC associate workers, and so bound by the:

- Code of Conduct for Council Members and GPhC Associates
- Standard of Education and Training for Council Members and GPhC Associates
- Standard of Attendance at Meetings for Council Members and GPhC Associates

***These documents can be supplied on request.***