

**General Pharmaceutical Council: Statutory
Committees Recruitment pack –
Pharmacists and Pharmacy Technician
Members**



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1. Introduction



Image 1: Elisabeth Davies

Pharmacy has never occupied a more significant part in our lives. Whether we ultimately see ourselves as customers or patients, pharmacy matters hugely to each of us and our communities and therefore so does the quality of the provision of care and service.

If you agree, then there couldn't be a more rewarding time for you to join the Statutory Committee membership. You can find out more about the specific skills and backgrounds that we're looking for in this pack.

The ideal statutory committee member candidates will be able to demonstrate their commitment to fairness and working in a spirit of collaboration. They will bring different perspectives, energy and fresh thinking. Once appointed they will have the opportunity to participate in a thorough induction process, learning from existing members and ensuring they feel comfortable with the processes that they'll be expected to follow.

All of this will be underpinned by the GPhC's commitment to equality, diversity and inclusion. The Assurance and Appointment Committee has adapted and updated the appointment process to ensure that the process is fairer, more inclusive and minimises bias by adopting an anonymised shortlisting process. We are serious about our commitment to equality, diversity and inclusion and putting this into practice.

If you care about the provision of pharmacy services and if you can offer the dedication and commitment that we're looking for, then I hope you will consider applying to join. This remunerated role offers an unrivalled opportunity for you to help turn GPhC's bold ambition to be a truly person-centred regulator into a reality.

I look forward to reading your application and thank you for your interest in our work.

With best wishes,

A handwritten signature in black ink that reads "Elisabeth Davies". The signature is written in a cursive, flowing style.

Elisabeth Davies

Chair, GPhC Assurance and Appointments Committee

2. About the General Pharmaceutical Council

The General Pharmaceutical Council (GPhC) is the independent regulator for pharmacy professionals and registered pharmacies in Great Britain. Our vision is for safe and effective pharmacy care at the heart of healthier communities.

We have a statutory duty to protect, promote and maintain the health, safety and wellbeing of the public by upholding high standards and public trust in pharmacy. We have an important part to play in making sure people receive safe and effective care when using pharmacy services and have trust in pharmacy.

Our independent Statutory Committees play a crucial role in the regulatory function to uphold pharmacy standards. We make fair, lawful and consistent decisions on concerns raised against pharmacy professionals and pharmacy premises. This includes making sure that our decisions are free from discrimination and that we take steps to minimise risk of bias in all areas of our work.

We are seeking to appoint Pharmacists and Pharmacy Technicians (who we call “Registrant Members”) Who are currently registered to practise with the GPhC or PSNI to fill several roles on two of our committees. These are our Fitness to Practise Committee and our Investigating Committee.

You can read more about our committees below.

Investigating Committee (IC)

When a concern is raised with the GPhC, an investigation takes place and if the concern meets certain criteria, it is referred to the IC. IC meetings take place remotely and take place at least twice per month. Each meeting consists of a panel of three committee members: one Lay Chair, one Lay Member and one Registrant Member (either a Pharmacist or a Pharmacy Technician). IC meetings are in private and consider only documentary evidence. Witnesses and pharmacy professionals do not attend these meetings and do not give evidence. The IC has a range of outcomes available to them including taking no action and referral to the Fitness to Practise Committee.

The IC is assisted by the **[Good decision making: Investigating Committee meetings and outcomes guidance](#)**.

Fitness to Practise Committee (FtPC)

The FtPC considers cases at different types of hearings, depending on where that is within the fitness to practise process. At each hearing, a panel of three committee members, one Lay Chair, one Lay Member and one Registrant Member hear submissions and evidence from witnesses on behalf of the GPhC and the pharmacy professional involved. The FtPC makes decisions on risk and impairment and has a range of outcomes available to them, including suspension and removal from the GPhC register.

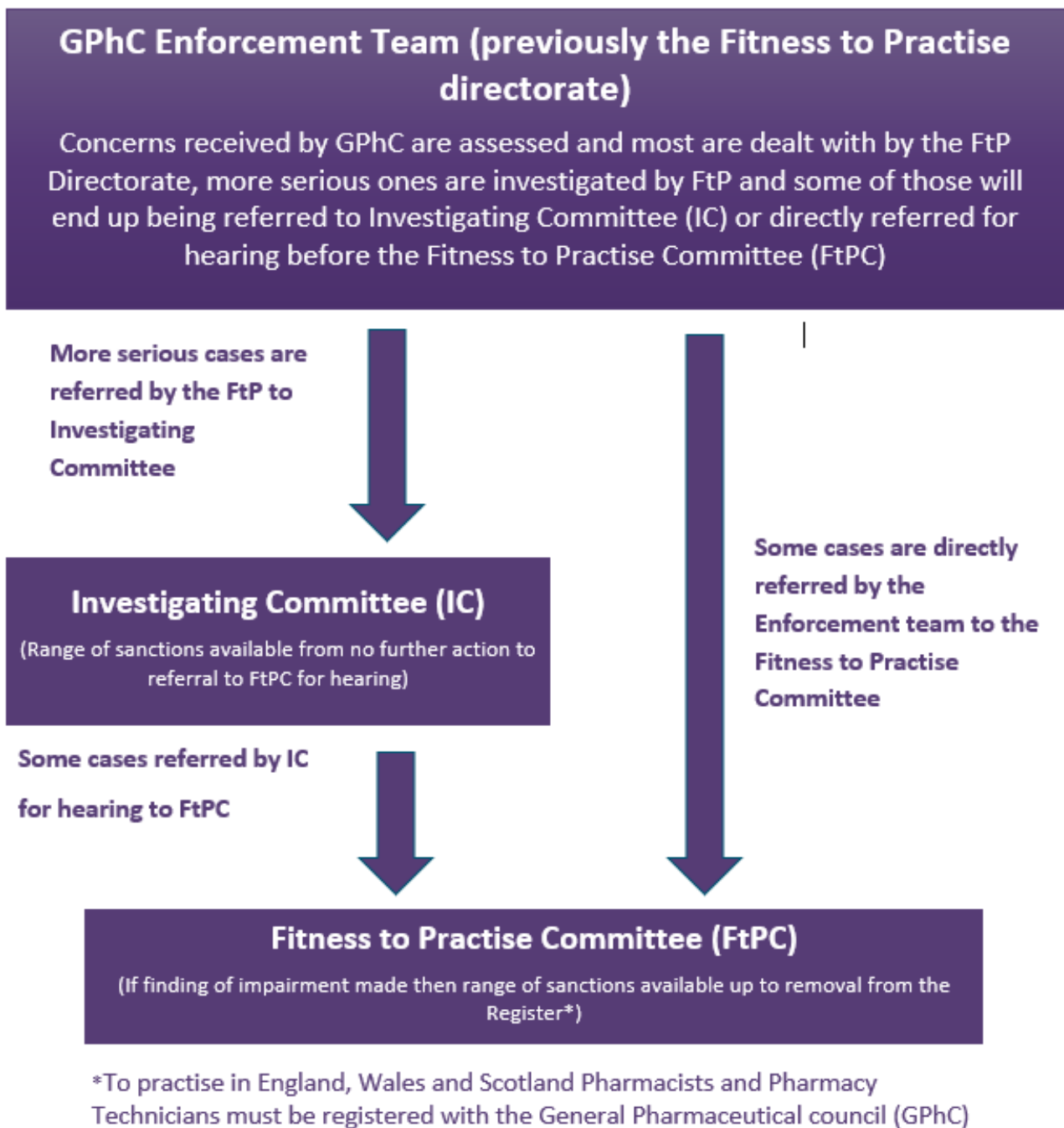
FtPC is assisted by the **[Good decision-making: Fitness to practise hearings and outcomes guidance](#)**

Reserve List/Reserve Members

We are also recruiting for reserve Pharmacist and Pharmacy Technician members.

Reserve members will only sit if no full committee members are available for a hearing or meeting. Reserve members are therefore often approached nearer to the date of a hearing or meeting.

Image 2: Making decisions about more serious concerns



Above is a schematic showing where the Fitness to Practise Committee and the Investigating Committee fit in the process of a concern that is raised to the GPhC.

3. Eligibility to apply

Pharmacy and Pharmacy Technician Members: Must currently be registered on the GPhC or PSNI register. Pharmacy Technicians in Northern Ireland do not have to be registered. Applicants must be eligible to work in the United Kingdom.

4. Disqualification criteria

By law, you are not eligible to join our Statutory Committees if you meet the ineligibility criteria listed in paragraphs 7-8 of the Pharmacy Order: **General Pharmaceutical Council (Statutory Committees and their Advisers Rules) Order of Council 2010**.

5. Conflicts of interests

A conflict of interest(s) arises when your responsibilities could be affected by your personal or professional situation, financial matters or a close personal relationship.

However, certain categories of candidate would usually be considered to have an irreconcilable conflict of interest, and so would be ineligible. This would include, for example, positions of control or employees of:

- Organisations representing registrants' interests, or
- Organisations that represent registrants in GPhC fitness to practise cases

If you think you may have a conflict of interest, please **contact the Associates and Partners Team**. Conflicts are managed on a case-by-case basis.

6. Committee member role requirements

Duties and responsibilities of panel members

- Read paperwork to gather an understanding of the case(s) before the meeting or hearing starts.
- Attend hearings either in person or virtually that you have agreed to.
- Deliberate with the other members of the Committee to reach a decision.
- Contribute to the drafting of the written decision in clear and straightforward language.
- Attend initial induction and annual refresher training.
- Complete feedback forms following each hearing to aid continuous improvement.

Essential criteria – Must be able to demonstrate:

- a. Communicate clearly and interact with others in a professional manner.
- b. Set out views clearly and listen actively.
- c. Demonstrate a commitment to protecting, promoting, and maintaining the health, safety and wellbeing of patients and the public.
- d. Work efficiently, including when under pressure, manage time effectively and contribute to clear, reasoned decisions.
- e. Maintain independence whilst working as part of a team.

- f. Demonstrate a commitment to equality, diversity, and inclusion, impartiality, and fair treatment.
- g. Make objective and rational decisions.
- h. Evaluate and assess often large amounts of complex information.
- i. An interest in healthcare regulation.

Desirable criteria

- j. Capable of making effective use of technology, including video and telephone conferencing (Please note training will be provided as part of the induction to understand what the GPhC uses).
- k. An understanding and commitment to the Seven Principles of Public Life (Nolan Principles).

7. The Nolan Principles

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public officeholder. This includes those who sit on the GPhC’s statutory committees.

The Nolan Principles require public officeholders to act in the public interest through:

- Selflessness –acting solely in the terms of the public interest.
- Integrity –not make any decisions to gain financial or other material benefits for themselves, their family, or their friends.
- Objectivity –act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- Accountability –be accountable to the public for their decisions and actions.
- Openness – decisions made should be taken in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- Honesty –be truthful.
- Leadership –exhibit these principles in your behaviour, treat others with respect actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

8. Hear from our current members

“As a pharmacist and a committee member, I’ve found my role to be both fulfilling and flexible, allowing me to balance my professional and personal responsibilities effectively. Participating in hearings - often virtually - has enabled me to contribute meaningfully without the need for frequent travel, which is especially valuable for those managing other commitments.

“What I value most is the collaborative environment within the committees. Whether working with other committee members or engaging with staff, there is a shared commitment to ensuring fair and thorough processes. The training sessions and discussions have also been enriching, providing opportunities to grow and refine my skills. For pharmacists or pharmacy technicians considering this role, I highly recommend it. It’s a unique way to leverage your expertise in a

meaningful context while maintaining flexibility and achieving a healthy balance with other responsibilities."

Hanad Osman – Pharmacist Member of the Fitness to Practise Committee.

"As a registrant member of the fitness to practice committee I am able to utilise my experience in pharmacy in a new and thought-provoking way. The lay colleagues I sit with are supportive, approachable, and offer useful feedback. The role is flexible and fits around my other commitments, and as many hearings are online – travel is not a barrier."

Oliver Jones – Pharmacy Technician of the Fitness to Practise Committee

"The training and support provided by the GPhC staff are excellent and ensure that I perform my role effectively. The work atmosphere is relaxed and inclusive, and the flexibility within the role is great, given that I can choose to sit only when I am available, either remotely or in person at the London office. My role has enabled me to gain valuable new skills and learn more about relevant case law, as well as the rules, regulations, guidance, and standards applicable to the pharmacy profession. This has had a positive impact on me and has helped me develop further as a professional."

Jay Patel – Reserve Pharmacist member of the Fitness to Practise and Investigating Committees

9. Remuneration and expected number of sitting days

Detailed fees are set out in the table below. These fees include holiday pay at 12.07%. Expenses will also be paid for in-person events attended. Additional [expenses may be covered if discussed with the Hearings Team prior to accepting work. This potentially includes the use of Taxis and professional Childcare costs.](#)

Fitness to Practise Committee Registrant Members will sit for an average of 20 days per year. The number of sitting days is subject to a member's availability so some members will sit more often and some less often than the average.

Investigating Committee Registrant Members will sit around 10-15 days per year.

9.1. Fitness to Practise Committee fees

Table 1: Fees for the FtPC

	Daily hearing attendance fee	Training: Half day / Full day	Performance review
Registrants	£320	£114.41 / £228.85	N/A

9.2 Investigating Committee

Table 2: Fees for both the IC

	Reading fee	Preparation fee	Daily meeting attendance fee	Training: Half day / Full day	Performance review
Registrants	£150 up to 1000 pages £300 1000+ pages	N/A	£320	£114.41 / £228.85	N/A

10. Frequently asked questions

Why are you recruiting?

The GPhC have seen an increase in hearings, and we need additional Pharmacists and Pharmacy Technicians to sit as panel members.

I have never done this sort of thing before. Are you only looking for people with previous experience of this sort of role?

No, not at all and we would actively encourage you to apply if this area is new to you. The Assurance and Appointments Committee are keen to attract applications from all backgrounds and sections of the community. You can show us how you meet the role specifications and competences from any walks of life rather than just specific tribunal experience.

I am interested in applying but I work full-time, is it still possible to do this role?

We do appreciate that it can sometimes be hard for people in full-time employment to find the time to do committee work with the GPhC. However, the demand varies, and we do understand that our members all have other commitments that must be juggled. Several of our current committee members who are in full-time employment have found that their employer is happy to allow them some time to sit with us, as they appreciate the opportunity for personal growth and career development that the roles offer. If in doubt, have a conversation with your employer before applying.

How many positions will be available?

11 FtPC members

2 IC members

These numbers may be subject to change on the needs of the GPhC and will be reviewed throughout the recruitment process. These members will be a mix of Pharmacists and Pharmacy Technicians.

How long are the appointments for?

Member appointments are usually for four years, after which members may be eligible for a further term of up to four years. All appointments are at the discretion of the Assurance and Appointments Committee (AAC) and are subject to availability, attendance at training and performance at appraisals. Reserves are appointed for a period of three years. They may then be re-assessed and possibly appointed for another three years. Opportunities may arise for them to become full members.

What induction and training is provided and/or expected?

All new members must attend an induction and observe at least one hearing or meeting before sitting themselves. The induction will include full training which will provide you with the skills and knowledge required to carry out the role with confidence. There will be opportunities to meet and discuss the role with experienced statutory committee members during the induction process as well as assistance and support provided throughout your appointment. The induction process will be held across several days. There are 1-2 days of refresher training each year, which all members and reserves must attend. You will be paid for attending induction, observation and training days.

What is the timetable for the recruitment?

Applications must be submitted by 5pm on Friday 14th February 2025. The GPhC will notify all applicants the outcome of their application no later than Friday 18th April 2025.

I have additional needs and would like to request support during my application and interview process. What are you doing to support applicants?

The GPhC wants to make sure that nobody is disadvantaged at any stage of the application process because of an additional need. They will be happy to support you through the application and interview process. If you have additional needs, please email the **Associates and Partners Team** to let them know how they can help you. Anything that you choose to share with them will be treated in confidence and will not be part of the selection process unless you wish it to be. The GPhC welcomes applications from people who may need reasonable adjustments through the process and in order to carry out the role including to travel, accommodation and associated expenses. All applications will be treated equally and fairly.

What is the status of Statutory Committee Members? Will they be employees of the GPhC?

GPhC Associates are, for tax purposes self-employed. This means committee members invoice the GPhC for their fees and expenses. In addition, as a worker, committee members are:

- l. Eligible for holiday pay under the Working Time Regulations at 12.07%.
- m. Some may be eligible for statutory sick pay (SSP) if unable to attend scheduled work due to sickness.
- n. Some may be eligible to be auto enrolled into the GPhC's pension scheme, dependent on level of earnings.

All of the above has been taken account of in the fees that will be paid to you if you are successfully appointed.

Will there be an opportunity for me to speak to a current Committee Member or GPhC staff member about the role before submitting an application?

Yes, the GPhC is holding an open evening on **Tuesday 28th January 2025**. This will be held **remotely** in the evening from **6:30pm to 7:30pm**. This will be an opportunity to speak with GPhC staff members who can answer any questions about the GPhC, the application process or anything else you may need support with. Email the Associates and Partners team to sign up to the open evening. Content will be made available on request to those who cannot attend. The last day to sign up for the open evening is Monday 27th January.

11. Applying for these roles

- You will need to complete an application form. You can download an application form from the GPhC website. If you are unable to complete the application form, need additional support or a reasonable adjustment, please contact the A&P team as soon as possible. They can discuss how they can support you to complete the application.
- When completing the application form, please follow the guidance. An anonymous recruitment process is used and this means any personal information will be removed before any longlisting or shortlisting exercise. Please do not include any personal or identifying data after you have completed the personal details section.
- When completing the “Skills, Knowledge and Experience” section, try to think of an example for every question. Try to link this example to the question and the role description. Your examples do not have to come from your experience as a registrant, they can be from any part of your life personal experience, a volunteer role or whilst you were studying.
- The Equality, Diversity and Inclusion monitoring section is **optional**. If you choose not to disclose any information, please use the option: “prefer not to say”. This information is not used to consider your application. It is used to monitor the diversity of applicants across the 6 categories (in line with registrant data) to help the GPhC improve its recruitment.
- References- your referees will not be contacted unless you are appointed. If you are unsure of who your referees will be, please get in touch with the A&P team for advice.
- If you have any problems with completing the form, there will be an opportunity to ask questions at the open evening. If you are unable to attend, you can contact the [A & P](#) team.

12. How we will handle your applications and interviews

Table 3: Timetable for the recruitment

Recruitment process	Dates
Application deadline	Friday 14 th February 2025 (5pm)
Interviews for shortlisted candidates (Remote)	1 st May – 8 th May 2025
Offers made	June 2025
Training and induction	July 2025
Appointment start date	Following successful training and induction

When you return your application by email to the Associates and Partners team (A&P@Pharmacyregulation.org) , you will receive an acknowledgement email from the team confirming they have received your application.

The longlist of anonymised applications will then be sent to the members of the GPhC’s independent Assurance and Appointments Committee (AAC) who will make up the selection panel. These members are:

- Elisabeth Davies (AAC Chair)

- Kathryn Foreman (Lay Member)
- Ahmed Aboo (Pharmacist Member)
- Rebecca Chamberlain (Pharmacy Technician Member)
- Samita Nathoo (Pharmacist Member)

The panel will then use an anonymised process to shortlist and decide which candidates will be invited to interview, taking into account the evidence presented in the anonymised applications. The Associates and Partners team will then be in contact with candidates who have been invited to interview and all applicants will be notified of the outcome of their application.

If you are invited to interview and you accept, the interview will be about one hour and will be conducted remotely via Teams or Zoom. You will meet three members of the AAC who will make up the interview panel. Questioning will be targeted at measuring the candidate's suitability to carry out the role they have applied for.

If you are successful at interview, we will email you offering the appointment. If you accept, we will proceed to take up your references and schedule your induction and relevant committee observation.

Unsuccessful candidates will be informed as soon as possible by email. Requests for feedback can be emailed to A&P@pharmacyregulation.org.

If at any point during the application or interview stage you require additional support, please contact our team by email A&P@Pharmacyregulation.org and we will be more than happy to assist and discuss.

12. How we use your personal information

The GPhC will use your personal information in line with the Data Protection Act 1998. You will not receive unsolicited paper or emails because you have sent any personal information. The GPhC will not pass any information on to third parties for commercial purposes.

When you are asked for personal information, the GPhC promises it will:

- Only ask for what we need, and not collect too much or irrelevant information.
- Make sure you know why it is needed.
- Protect it and, as far as possible, make sure nobody has access to it who shouldn't.
- Make sure you know what choice you have about giving the GPhC information.
- Make sure the GPhC don't keep it longer than necessary.

The GPhC asks that you:

- give accurate information.
- tell the GPhC as soon as possible about any changes.
- tell the GPhC as soon as possible if you notice mistakes in the information it holds about you.

If you apply for a post, the GPhC will share some of the information you give with the members of the selection panel so that your application form can be assessed. The monitoring information you give is not used in the selection process and will not be shared with the panel assessing your application.

Information management

If you are selected, the GPhC will keep your application in your records for the duration of your agreement and then for a further six years. If your application is not successful, the GPhC will keep your information for up to two years after the closing date for applications.

Contact from the GPhC

The GPhC may contact you about your application or to arrange an interview. It will not use your personal data or contact you for other reasons and we will not pass your information on to third parties for commercial purposes. If at any time you want your personal information to be removed from the GPhC systems, please contact the Associates and Partners Team at A&P@Pharmacyregulation.org.

