Appointments Committee remit and procedure for appointing members

Purpose
To consider and agree the remit of the Appointments Committee and the procedure for appointing its members.

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The Council is asked to agree:

i. The remit of the Appointments Committee at Appendix 1;

ii. The procedure for appointing the Chair and Members of the Appointments Committee at appendix 2.

1.0 Introduction

1.1 In January 2011 the Task and Finish Group submitted to Council recommendations to retain the existing structure and membership of the Appointments Committee which the Council agreed. The remit at appendix 1 formalises the previously agreed composition of the committee and defines its functions as outlined in the GPhC (Statutory Committees and their Advisers) Rules 2010.

1.2 Using the recommendations from the Task and Finish Group, and arrangements already agreed for appointing external members of other non-statutory committees, formal mechanisms for the appointment of the Chair and members
of the Appointments Committee have been developed and are shown at appendix 2.

1.3 The current composition of the Appointments Committee is made up of four members transferred from the RPSGB and one new member recruited in September 2010. This last appointment was conducted by the Chair and members of the Appointments Committee but any future recruitment will involve Council members in order to increase accountability.

1.4 The procedure for appointment has been designed to ensure that a consistent approach is used when appointing the Chair and members of the Appointments Committee.

2.0 Equality and diversity implications

2.1 The procedure for appointing members of the Appointments Committee will be fair, transparent and will not discriminate unlawfully against any group or groups in society.

2.2 Diversity monitoring information gathered from previous recruitment exercises will inform best practice for advertising in order to attract applicants from diverse backgrounds.

3.0 Communications implications

3.1 The remit of the Appointments Committee once agreed will be communicated to all members of the Appointments Committee.

3.2 The remit will be published on the GPhC website.

3.3 Once agreed the process for appointment of members will be communicated to the Chair of the Appointments Committee and all those involved within the GPhC.

4.0 Resource implications

4.1 Many of the costs of recruitment such as advertising, room hire etc, will be common to any process. The only attendance fees to be paid would be that of the Chair of the Appointments Committee and the independent assessor. It is expected that recruitment will be infrequent and will be managed within agreed budgets.
5.0 **Risk implications**

5.1 The process at appendix 2 will mitigate the risk of inconsistency between appointment panels.

5.2 Information from the last recruitment of pharmacy technicians to Council and from APTUK suggests that finding sufficient numbers of pharmacy technicians of the right calibre to take up committee appointments is proving challenging. To mitigate this risk the appointments procedure states that planning of recruitment should start a year prior to a vacancy becoming available to allow for a long advertising window and additional rounds of recruitment if required.

5.3 If circumstances should arise that the Appointments Committee finds itself with too few members due to unsuccessful recruitment or sudden retirements to fulfil its duties, consideration should be given to using Council members or external independent assessors to make up panels when appointing statutory committee members.

**Recommendations**

The Council is asked to agree:

i. **The remit of the Appointments Committee at appendix 1;**

ii. **The procedure for appointing the Chair and Members of the Appointments Committee at appendix 2.**

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*18 January 2012*
Remit of the Appointments Committee

The Council has established an Appointments Committee with the remit set out below.

1. Under delegated powers from the Council and in accordance with the GPhC (Statutory Committees and their Advisers) Rules 2010:
   - To select and appoint appropriate persons to serve as members of the statutory committees including as chairs and deputy chairs;
   - To draft and submit to Council for approval the procedure for the suspension and removal of a member of a statutory committee, or any person on the reserve list;
   - To, where appropriate, suspend or remove from office members, including chairs and deputy chairs, of the statutory committees; and
   - To oversee procedures for the training, development, performance review and appraisal of members, including chairs and deputy chairs, of the statutory committees and, as appropriate, training for persons on a reserve list.

2. To advise the Council on:
   - The minimum competencies it considers are required for appointment as a chair, deputy chair or other member of a statutory committee, whilst having regard to best practice on competencies required for membership of quasi-judicial committees, as disseminated by the Judicial Studies Board or the CHRE or any successor bodies;

3. The Appointments Committee must maintain a reserve list of appropriate persons who are eligible to serve as members of each of the statutory committees.

4. Other than as specified above, the Committee has no executive responsibilities or powers.

Accountability and reporting

5. The Committee is accountable to the Council. The Committee reports to the Council annually.

Authority

6. The Committee has delegated authority from the Council as detailed in the remit above and the GPhC (Statutory Committees and their Advisers) Rules 2010.
Composition

7. The Committee, including its Chair, is appointed through arrangements agreed by the Council. The Committee has five members comprising:
   - A lay member who is Chair;
   - A lay member who is Deputy Chair; and
   - Three registrant members, at least one of whom is a pharmacy technician.

8. The following members have been appointed to the Appointments Committee:
   - Elizabeth Filkin (Chair until 31 July 2014)
   - Sue Young (Deputy Chair until 30 September 2012)
   - Raj Parekh (registrant member until 30 September 2012)
   - Joanne Taylor (registrant member until 30 September 2013)
   - Jonathan Harris (registrant member until 30 September 2014).

Terms of office

9. Each committee member is appointed for up to four years and may serve a maximum of two terms.

Quorum

10. A quorum shall be three members of the Committee.

Frequency of meetings

11. The Committee shall meet as necessary.

Imogen Kelly, Associate Workers Development Coordinator
Reference:
Effective date:
Review date:
Appendix 2

Appointment of Members of the Appointments Committee

1.0 Introduction

1.1 The following procedure should be used for the appointment of the Chair and members of the Appointment’s Committee.

2.0 Purpose of procedure

2.1 This procedure has been designed to ensure that a consistent approach is used when appointing the Chair and members of the Appointments Committee.

3.0 Procedure statement

3.1 Introduction

3.1.1. The Appointments Committee has five members comprising:

- 1 Lay Chair
- 1 Lay Deputy Chair
- 3 Registrant Members (at least one of whom is to be a pharmacy technician)

3.1.2. Each committee member is appointed for up to four years and may serve a maximum of two terms.

3.2 Procedure for appointing members of the Appointments Committee

3.2.1. General principles

3.2.2. Appointments must be made in a way which upholds the Nolan principles of public life and adheres to good practice in relation to equality and diversity.

3.3 The appointments process

3.3.1. A GPhC staff member should monitor membership of the committee for forthcoming vacancies. Recruitment should be planned a year prior to the expiry of a current members contract to allow for a long advertising window and additional rounds of recruitment if required to find a suitable candidate.

3.3.2. A role description and person specification should be developed for every new appointment for sign off by the appointments panel. The person specification should set out the experience, personal qualities, professional qualifications (if appropriate) and competencies (including exclusion criteria) against which applications will be assessed.
3.3.3. The selection criteria must not discriminate unlawfully against any group or groups in society.

3.3.4. All appointments must be marketed and/or advertised in an appropriate and proportionate way and will always, as a minimum, be advertised on the GPhC website. Marketing and any advertising used must seek to encourage a diverse range of candidates.

3.3.5. Information packs will be made available for download from the website.

3.3.6. Applicants will be required to provide information on any potential conflicts of interest.

3.3.7. Applications will be accepted in the manner and time agreed by the appointments panel, which may include the use of an application form if considered desirable.

3.3.8. During the appointments process, it may be necessary to sift applications. All sifting processes must:

- be approved by the appointments panel
- be based on the person specification and
- ensure selection is based on merit.

3.3.9. Records must be kept of the processes used to sift applications.

3.4 The selection process

3.4.1. When appointing the Chair of the Appointments Committee a panel comprising the GPhC Chair, one lay Council member, one registrant Council member and an independent assessor will interview selected candidates. The panel will be chaired by the GPhC Chair.

3.4.2. When appointing other members of the Appointments Committee a panel comprising the Appointments Committee Chair, one lay Council member and one registrant Council member will interview selected candidates. The panel will be chaired by the Appointments Committee Chair.

3.4.3. Panels will have access to Human Resources advice and input as required.

3.4.4. If a member of the panel knows a candidate, then he or she must declare the nature and extent of the relationship. The decision of the panel chair will be final on the question of what further action, if any, is needed to manage prior knowledge and conflicts of interest appropriately.

3.4.5. To ensure consistency, interview questions will be based on the competencies outlined in the person specification.

3.4.6. GPhC staff will provide an evaluation form for use by the panel. The panel shall
make a note of the key interview performance points that influenced them. The panel chair shall keep a clear and objective record of the panel’s rating of each candidate and agreed decision.

3.4.7. Selection of the most suitable candidate for the appointment should only be made on merit on the basis of information provided by them in their application forms and at interview.

3.4.8. When appointing the Chair of the Appointments Committee the panel will select a preferred candidate and recommend that candidate to the Council. The Council will appoint the Chair of the Appointments Committee.

3.4.9. When appointing members of the Appointments Committee the panel will have delegated authority from the Council and will select and appoint their preferred candidate.

3.5 Post-selection procedure

3.5.1. When a decision has been made, all candidates should be notified in writing with the minimum of delay.

3.5.2. Under the Data Protection Act 1998, candidates may request feedback on interview performance or an account of the process undertaken. Such requests will be dealt with promptly by a member of GPhC staff, using the appointment panel’s agreed records of sift and interview outcomes.

3.5.3. Appointment may be made subject to the provision of satisfactory references, if the appointments panel considers them to be necessary. No references will be taken up without the individual being informed in advance.

4.0 Application of procedure

4.1 This procedure applies to the Appointments Committee.

Imogen Kelly, Associate Workers Development Coordinator
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