Introduction

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

It is our job 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 continuing professional development (CPD);
- 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.

Role of the Appointments Committee

The Appointments Committee (AC) is accountable to the GPhC Council but operates independently to recruit members of the statutory committees. It is an integral part of ensuring the statutory committees’ independence from the Council and helps to ensure that the decisions made by those committees have the confidence of the public and the profession. Its functions are:

- to select and appoint chairs and members of the statutory committees;
- to oversee procedures for the training, development, performance review and appraisal of statutory committee chairs and members;
- to advise the Council on the minimum competencies for appointment to the statutory committees;
- to draft statutory committee chair and member suspension and removal procedures for Council’s approval; and
- to, where appropriate, suspend statutory committee chairs and members or remove them from office.
Structure of the Appointments Committee

- a chair (lay)
- a deputy chair (lay)
- 2 x registrant pharmacists
- 1 x registrant pharmacy technician

Main tasks of Deputy Chair

With the other members of the Appointments Committee, and according to procedures determined by the Chair, to fairly, objectively and transparently:

- make recommendations to the Council on the competences required by chairs, deputy chairs and members of the Council’s statutory committees
- agree the process to advertise for and recruit statutory committee members
- agree a shortlist of potential statutory committee members
- assess shortlisted candidates, using competence based interviews and other assessment tools as appropriate
- appoint committee members and report appointments to the GPhC Council

In addition, the Deputy Chair is to support the Chair in providing guidance and assistance to the Appointments Committee to ensure the recruitment process is conducted fairly, and to act as Chair in the Chair’s absence.

Essential criteria (applicants will need to demonstrate how they meet these on the application form):

- Has never been entered on the register of any health or social care regulatory body.
- Does not hold a qualification which would entitle them to apply for entry onto the Register under the Pharmacy Order.

Ability to demonstrate:

- significant experience of conducting competence based selection processes and interviews
- experience of identifying and delivering constructive feedback
- experience of evaluating evidence and making objective, evidence-based decisions
- experience of chairing meetings and interview panels
- an appreciation of and commitment to equality, diversity and inclusion
- an understanding of, and commitment to the Nolan Principles of Public Life: - Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

- a strong team player with experience of positively influencing others and placing value on others’ contributions

- excellent communication and interpersonal skills, with the ability to articulate views clearly and listen actively.

**Desirable criteria**

- experience of developing assessment tools for use in selection processes

**Behavioural competences**

Should applicants progress to interview, they will be assessed, and role-holder’s performance will be reviewed at least annually, against the following qualities and abilities:

- **Intellectual activity**
  - Quickly absorbs, analyses and evaluates complex and/or lengthy information with ease
  - Assesses information objectively and based on evidence
  - Learns and develops professionally
  - Has, or can quickly acquire, and maintains an understanding of health care regulation and pharmacy services, up-to-date knowledge of the GPhC’s underlying principles, an understanding of the work of the statutory committees, and other issues relevant to the role

- **Personal qualities**
  - Personal commitment to the Nolan principles, the values set by the GPhC and the principles of good regulation
  - Works effectively within a legal framework and procedures for selection and appointment
  - Strong team player, working effectively with others, positively influencing others and placing value on others’ contributions
  - Gives and accepts constructive feedback, to support improvement

- **Understands and values diversity and deals fairly**
  - Committed to equality, diversity and inclusion; impartiality and fair treatment
  - Aware of own biases (conscious and unconscious) and manages them appropriately
  - Assesses the impact of a process or decision on all parties

- **Authority and communication skills**
  - Articulates views clearly and concisely, both orally and in writing
  - Listens actively, with patience and courtesy
  - Engages constructively in debate and questions/challenges others appropriately
• **Efficiency**
  – Works at speed, including when under pressure. Manages time effectively.
  – Makes effective use of technology, including computers and teleconferencing

• **Effective leadership (when required)**
  – Chairs meetings and interview panels effectively

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

**Time commitment**
An estimated time commitment cannot be given as the levels of work are informed by vacancies within the statutory committees. As a guide, this is likely to involve between 2-15 days per year.

Please note that a guarantee of a minimum number of days’ attendance during the appointment period cannot be given, and the General Pharmaceutical Council will not be obliged to offer you work under the agreement for this role.

**Ways of working**
The Appointments Committee convenes as and when required to exercise its functions. The meetings and interviews will usually take place at the GPhC offices in Canary Wharf, London, although some meetings are conducted by teleconference.

**Remuneration**
The daily remuneration for attendance at the office is £300 for committee work and £225 for attendance at training events, plus reasonable expenses in line with the GPhC’s expenses policy. Teleconferences are remunerated on an hourly basis, at £43p/h.

**Eligibility/conflicts of interest**
Please note the restrictions listed at the beginning of the essential criteria. Eligibility requirements and restrictions for Appointments Committee members also mirror those set out for statutory committee members in sections 7 and 8 of *The General Pharmaceutical Council (Statutory Committees and Their Advisers Rules) Order of Council 2010.*

If you are not sure whether you are eligible, or think you may have a conflict of interest, please contact Elaine Mulingani, Associates and Partners Manager: elaine.mulingani@pharmacyregulation.org; 0203 713 7817, for advice.
GPhC associate workers
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; and
- Standard of attendance at meetings for Council members and GPhC associates
These documents can be supplied on request.

Equality and Diversity
We are proud of being an employer that values the diversity of its workforce and we encourage applicants from all backgrounds and sections of the community to apply.
Appendix A – Appointments Committee Chair role

The role of the Chair of the Appointments Committee has the following key elements:

- Provide guidance and assistance to the Appointments Committee, ensuring the recruitment and selection process is conducted fairly, transparently and independently;

- With other members of the Appointments Committee, and according to determined procedures; fairly, objectively and transparently:
  - agree a shortlist of potential candidates;
  - interview shortlisted candidates;
  - appoint committee members and report appointed members to the GPhC Council;

- Oversee training and development, and lead the performance management review process for both the Appointments Committee and Statutory Committee Members. This will involve:
  - overseeing and, where appropriate, taking part in, the induction and training of new statutory and appointments committee members;
  - using a coaching style to encourage self-reflection, undertaking annual appraisals of the Chairs and Deputy Chairs of the Statutory Committees; and of the Appointments Committee members;
  - following up on performance matters arising from both hearings and the Outcome Review Group meetings as and when they occur and are passed on by the Associates & Partners team
  - where necessary, taking action in accordance with the Council’s Suspension and Removal Procedure for Statutory Committee Members.

- Meet regularly with relevant senior staff to discuss any themes around committee performance that may arise; and

- Submit an annual report to the GPhC Council on the activity of the Appointments Committee – which includes providing the Council with assurance that the work of the Committee and the postholder’s work as Chair is operating well procedurally and in line with the Council’s values and policies.

The Appointments Committee Chair is appraised by the Chair of Council annually.