

Scrutiny Committee

Role and person specifications for Chairman, Pharmacist and Lay member

Location: Belfast

Document Reference: Scrut Comm. 2010 (1)

Background to appointments

The Pharmaceutical Society of Northern Ireland (PSNI) is the professional and regulatory body for pharmacists in Northern Ireland. It is intended that at some point in the future it will also regulate pharmacy technicians.

The primary objectives of the Pharmaceutical Society are to lead, regulate and develop the profession of pharmacy. There are currently 2059 pharmacists and 544 pharmacy premises on the Register.

The Pharmaceutical Society leads and supports the development of the profession within the context of public benefit. This includes the advancement of science, practice, education and knowledge in pharmacy. In addition, it promotes the profession's policies and views to a range of external stakeholders in a number of different fora.

The Pharmaceutical Society has responsibility for a wide range of functions that combine to assure competence and fitness to practise. These include controlled entry into the profession, education, registration, setting and enforcing professional standards, promoting good practice, providing support for improvement, dealing with poor performance, dealing with misconduct and removal from the register.

The Pharmaceutical Society is responsible for the appointment of the fitness to practise committees, including the Scrutiny Committee. Members will be appointed by the Council in accordance with legislation and best practice. These appointments will serve to protect patients and to act in the wider public interest.

Scrutiny Committee: From a pool of eligible members;

Chairman –

Pharmacists x maximum 2

Lay members x maximum 2

See Appendix A for remit of Scrutiny Committee. (current)

To be an effective member of the Scrutiny Committee you will need:

Chairman

- Legal knowledge and / or experience
- Recent chairmanship of a committee or similar
- Experience of giving reasoned decisions.
- Experience in drafting conclusions clearly and concisely.
- Ability to effectively exercise case management.

Lay members

- Knowledge and/or experience of representing the interests of the general public.
- Never been and not eligible to be a registered pharmacist.
- Previous experience of committee or tribunal work

Pharmacists

- Pharmacists: registered on the Pharmaceutical Society's Register of Pharmacists
- Considerable current or recent experience of pharmacy practice (3 years or more in the last 6 years).
- Previous experience of committee or tribunal work.

For all applicants

- General understanding of and interest in the NHS, healthcare professions and pharmacy in Northern Ireland.
- Knowledge and/or experience of representing the interests of the general public.
- Knowledge of healthcare regulatory issues.
- Previous committee or judicial work or service on a Tribunal, Board, or Council.
- Experience of evaluating evidence and making objective, unbiased, thoughtful decisions.
- Experience of report writing, writing deliberations or case notes.
- Good communication, intellectual and analytical ability.
- Commitment to the Principles of Public Life: - Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

Main tasks of the Scrutiny Committee

To protect the interests and safety of the public, by considering allegations and dealing with them in accordance with appropriate procedures.

The present remit of the committee is restricted to considering paper based evidence and advising the Registrar on referral to the Statutory Committee, seeking further evidence or closing cases. It is envisaged, that in early 2011 this remit may extend to holding of hearings where interim orders may be imposed, in addition to these duties.

Tasks of Chairman

- Chair panel meetings, manage agendas, control time, build consensus, summarise outcomes, encourage active participation from Committee members.
- Manage the appraisal of committee members.
- Identify the training and development needs of the members of the committee and arrange for those needs to be met.
- Ensure decisions are well reasoned and appropriately documented.

Preparing for meetings and case management

- Together with Committee Clerk, select members of the Committee for hearing panels.
- Read and assimilate relevant papers before the hearing commences.
- Meet other members of a panel to discuss and agree preliminary matters where necessary.

Chairing meetings

- Introduce the members of the panel to others present.
- Explain the role and powers of the Committee and the manner of proceedings which the panel proposes to adopt.
- Control (in accordance with the relevant law and practise) the manner in which the meetings are conducted.
- Ensure that all parties have their cases presented and considered fully and fairly.
- Manage conflicts of interest effectively.
- Promote dispatch of business compatible with justice.
- Ensure confidentiality of the proceedings held in private throughout the hearing of the case.
- Make fair and effective use of adjournments while minimising delay.
- Keep a legible and accurate record of proceedings.
- Maintain the authority and dignity of the Committee.
- Maintain a balance between formality and informality.
- Ensure that the panel identifies the issues, makes finding of fact and provides reasons which indicate application of the relevant law.
- Contribute to drafting, in clear and straightforward language, of the panel's decisions.
- Ensure that reasoned decisions are delivered and recorded within the specified time.

Tasks of the Pharmacist member

- Read and assimilate relevant papers before a meeting commences.
- Meet other members of the panel to discuss and agree preliminary matters.
- Advise the members of the panel on matters relating to the practice of Pharmacy as appropriate.
- Deliberate with the other members of the panel to reach decisions.
- Contribute, as required, to the drafting in a clear and straightforward language of the panel's decisions.

Tasks of Lay members

- Read and assimilate papers before the meeting commences.
- Meet other members of the Committee to discuss and agree preliminary matters.
- Deliberate with the other members of the Committee to reach a decision.
- Contribute, as required, to the drafting in a clear and straightforward language of the panel's decisions.

Competencies: Members of the Scrutiny Committee

For all roles you must be able to demonstrate the competencies listed in the job description.

Code of Conduct

As a member of a Statutory Committee you are accountable through the Pharmaceutical Society of Northern Ireland to the general public. You will be expected to uphold the seven Principles of Public Life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interests clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Tenure

Term of office is five years with the possibility of one renewal (subject to legislative change) and subject to a satisfactory regular appraisal of performance measured against the criteria for membership of the Scrutiny Committee. Members may resign at any time in writing to the Chairman of the Committee on which they serve. Members may also be asked to serve on other, relevant fitness to practise committees.

You should be aware that these posts are service provider rather than employed positions and as such are not subject to the provisions of employment law. A separate service level agreement sets out the duties and obligations of the parties

Time commitment

We envisage that meetings of the Committee may be required for up to 12 days per year. Not all Committee Members will be expected to sit at every meeting however a quorum will be the chairman plus two other members. Due to the nature of the work of the committee, the Pharmaceutical Society cannot guarantee a minimum or maximum number of days. Each case will also require reading time prior to attendance at a meeting of the Scrutiny Committee.

Location

Meetings and hearings will normally take place in Belfast.

Remuneration (attendance day fee plus reasonable expenses) (review pending):

Professional member £ 156 (50% during training or for less than 4 hours)

Health

Applicants must be capable of properly carrying out the duties of a member of the Scrutiny Committee. If an applicant is aware of any health matter which might adversely affect their performance in carrying out the tasks required of them for their role it is the individual's responsibility to disclose any relevant information

Training of Scrutiny Committee members

The Pharmaceutical Society requires that initial training of new Scrutiny Committee members takes place prior to participation in meetings. Advance notice of the dates of training will be provided. Scrutiny Committee members must undertake continued training as recommended and required.

Re-appointment, suspension and removal of Scrutiny Committee members

Re-appointment of Scrutiny Committee members will be undertaken by the Pharmaceutical Society following appraisal and on the recommendation of the Chairman of Scrutiny Committee during the year preceding the end of their first term of office.

The Pharmaceutical Society may suspend a member of a Scrutiny Committee while investigations are being undertaken to assess their fitness to remain as a member of that Committee. A suspended member shall not participate in meetings of the committee.

Grounds for suspension or removal may include, but are not limited to:

The Panel Member has:

- Ceased to be an appropriate person
- Committed misconduct
- Seriously or persistently failed to meet the standards of performance, conduct or attendance required of a member of a Statutory Committee in the ordinary course of his duties
- Been unable to perform his/her duties due to ill health
- Ceased to be registered in the Pharmaceutical Society Register in the case of registrant members
- Brought the Pharmaceutical Society into disrepute by his/her actions
- Acted in a manner that has led the Pharmaceutical Society to believe that in the public interest he/she should not longer continue to be a member of a Scrutiny Committee.

The Pharmaceutical Society shall afford any member of a Scrutiny Committee who is under investigation, the opportunity to make written and oral representations before reaching a decision on whether to remove them from the Scrutiny Committee on which they serve, but reserves the right to suspend members during investigations.

Appraisal of Scrutiny Committee members

Regular appraisals of Scrutiny Committee members will be overseen by the Chief Executive/Registrar and the Chairman of the Statutory Committee. The Chairman of a Statutory Committee will be appraised regularly by the Chief Executive/Registrar.

Additional information

Scrutiny Committee members must complete and maintain their entry in the Scrutiny Committee Register of Members' Interests (e.g. directorships, paid positions in healthcare, connections with pharmacists). Those appointed must exercise their responsibilities as individuals, not as representatives of other organisations or

interest groups. Scrutiny Committee members must disclose any potential conflicts of interest which may affect their membership or participation in individual cases as soon as they become aware of them. Administrative support for the Scrutiny Committee will be available.

A panel handbook for Scrutiny Committee will include the following policies of the Pharmaceutical Society:

- Complaints
- Equal Opportunities
- Bullying and Harassment
- Code of Conduct
- Register of Interests

Additional information

The Pharmaceutical Society reserves the right to appoint those members which best meet the criteria advertised in the event that more eligible applicants are identified for the position it may offer to hold places on a reserve list.