

GOVERNANCE POLICY – CODE OF CONDUCT

The Officers, Members of, and invited participants in the deliberations of Pharmacy Thames Valley (Thames Valley LPC), [hereinafter called “members”] are expected to observe the highest standards of impartiality, integrity and objectivity in the performance of the duties of the Local Pharmaceutical Committee both at meetings of the committee and when representing the committee and agree to be bound by the seven principles of Good Governance listed below.

1. **Selflessness:** Members agree that they will take decisions solely in terms of the interests of all those contractors they represent and will not do so in order to gain financial or material benefits for themselves, their family or their friends, nor will they use their position to promote their personal, professional or business interests.
2. **Integrity:** Members agree not to put themselves under any obligations that might influence their performance on the LPC or their ability to reflect the interests of the contractors who elected or appointed them. Whilst members may become directly involved with a variety of Health Service bodies they must remember at all times their responsibilities to the LPC and in particular, the need to respect the confidentiality of information gained through membership of the LPC.
3. **Objectivity:** In making decisions and in carrying out the business of the LPC, members will act within the constitution and make decisions only on merit.
4. **Accountability:** Members agree to be accountable for their decisions and actions to the contractors they serve and the public and will therefore submit themselves to appropriate scrutiny.
5. **Openness:** Members will be as open as possible about all the decisions and actions they take. They will give reasons for their decisions, and restrict information only where the wider public interest clearly demands it. However, in being open, members will respect confidential and/or sensitive information acquired by reason of their position on or representing the committee and which is not in the public domain.
6. **Honesty:** Members accept a clear duty to declare any private interests relating to their LPC duties, and take steps to resolve any conflicts arising. Members agree that a written declaration of their interests be produced, completed honestly and updated as necessary, and any conflicts of interests at meetings declared as appropriate.
7. **Leadership:** Members will promote and support good governance by leadership and example.

Corporate Responsibility:

All members agree to accept the principle of Corporate Responsibility, i.e. publicly standing by the decisions of the LPC and supporting the collective view of the LPC. Individual views are accepted as being important only up to the decision stage. Thereafter it is the collective/majority view that is relevant.

Delegation and Boundaries:

Where power of the LPC is delegated to individuals, all members accept that this power comes from the LPC and the boundaries set by the LPC cannot be exceeded.

Unbiased Representation:

Pharmacy Thames Valley represents all contractors within the Oxfordshire and six Berkshire Health and Wellbeing Board areas and all members accept that no bias or public statements will be made that indicate anything but complete equity.

Privileged Information:

All members accept that privileged information comes to the LPC on occasions and that this privileged information will not be used to an individual member’s advantage or another contractor’s disadvantage. All members accept that confidential information that comes to them as members of the LPC will be dealt with in an appropriate and similarly confidential manner.

POLICY FOR DEALING WITH ISSUES:

The above principles apply to any individual in a public office and a breach of these principles can have serious implications. Any breaches must be brought to the immediate notice of the Chair.

The Chair will consider the breach and decide whether the breach is minor and can be remediated. For more serious breaches the issue will be considered by a Governance Group, which will be called by the Chair and will include a CCA member, an AIMp member and an independent member. The Chief Officer will also be in attendance for guidance and note taking but will be a non-voting member. Decisions will be taken which reflect the severity of the breach and fall within the sanctions outlined within the Constitution. In the event that the breach is committed/ alleged to be committed by the Chair then the Vice-Chair will call the Group together instead. Any decision will take into account the guidance within section 3.5 of the LPC Constitution.

I, the undersigned, being a member/officer of Pharmacy Thames Valley, agree to be bound by the above Code of Conduct.

Signed: _____ Date: _____

Print Name: _____