

The Officers, Members and employees of (and invited participants in the deliberations of) the Liverpool Local Pharmaceutical Committee, [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 which 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 Commissioners, Public Health / City Council officials, Health & Wellbeing Boards or other 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.

It is further noted that the above principles apply to any individual in a public office and that breach of these principles may have serious implications.

It is also noted that for minor breaches, the individual member will need to reconsider his/her position on the LPC. As more serious breaches could lay the individual or the Committee as a whole open to legal action, it is agreed that any serious breach will require the suspension and/or the resignation of the individual(s) involved.

### **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:**


Liverpool LPC represents all contractors within the three former Liverpool PCT 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 members' advantage or another contractors 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.

I, the undersigned, being a member/officer/employee of Liverpool Local Pharmaceutical Committee, agree to be bound by the above Code of Conduct.

Signed:  .....

Date: ...15<sup>th</sup> April 2020.....

Name: .....James Moir .....

## Annual Declaration of Members' Interests

In order to comply with the requirements of the Code of Conduct item 6 – Honesty - the following action needs to be completed with regard to Declaration of Interest.

### Register of Interests

A register will be maintained containing individual declarations (including nil returns) of all Liverpool LPC members.

The declaration should be completed annually at the April meeting. New members would complete the declaration at their first meeting, and again at the April meeting.

Any changes in interests should also be added to the register as soon as known.

### Declaration of Interests

In addition, at each meeting of the committee there will be an agenda item requesting the declaration of interests specific to that agenda. This item would usually follow the apologies for absence. Most usually the declaration would be made verbally and recorded in the minutes of the meeting but may sometimes be declared before the meeting at the time of the publication of the agenda.

### General

The Chief Officer will be responsible for all operational aspects of this guideline on the declaration of interests.

Name: \_\_\_\_\_

1.	<b>Main employment:</b> Please give the name and address of your main employer/partnership or indicate if Self-employed.	AshaEve Ltd
2.	<b>Remunerated Directorships:</b> Please give details of any company of which you are or have been, an Executive Director or Non-Executive Director in the last 5 years.	N/A
3.	<b>Other Remuneration:</b> Please give details of any other sources of remuneration which could cause a conflict in your role as an LPC member.	
4.	<b>Benefits in kind:</b> Please give details of any benefits in kind received from pharmaceutical companies in the last 5 years. Exclude articles of low intrinsic value e.g. diaries, pens etc and modest hospitality.	N/A
5.	<b>Significant Financial Interest:</b> Names of companies or other bodies in which you have an interest, either on my own account, my spouse or infant children, for a beneficial interest in shareholdings greater than the 10% of the share capital	N/A
6.	<b>Membership of Public Bodies:</b> Please give the name and address of any Local or Health Service Body of which you are a member or from whom you receive remuneration.	GPhC / RPSGB
7.	<b>Other Organisations:</b> Please give details of any organisation with which you are involved which could impact on decisions of the committee or your contribution to the decision-making process.	N/A

Signed:  Date: 15<sup>th</sup> April 2020