



Community Pharmacy  
Halton, St Helens & Knowsley

## Code of Conduct

The Officers, Members of, and invited participants in the deliberations of Community Pharmacy Halton, St Helens & Knowsley 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 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 NHS England, Area Teams, Local Place Commissioning Groups, Health & Well Being Boards, Public Health, Local Authorities 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 can have serious implications.

It is also noted that for minor breaches, the individual member will reconsider their 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:**

Community Pharmacy Halton, St Helens & Knowsley represents ALL contractors within the Halton & St Helens, and Knowsley 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 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.

I, the undersigned, being a member/officer of Community Pharmacy Halton, St Helens & Knowsley, agree to be bound by the above Code of Conduct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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