



**THE ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN  
SCHEDULES TO THE REGULATIONS**

**MEMBERSHIP FEES – 2018**

<b>Standard Fees</b>	<b>Fee</b>	<b>Reduced fee for annual direct debit</b>
Fellow, Member, Pharmaceutical Scientist, Associate	£207	£197
Pre-Registration Associate	£76	£73
<b>Discounted Fees</b>		
Member - First Year After Qualification	£103	£98
Member - Second Year After Qualification	£155	£148
Fellow, Member, Pharmaceutical Scientist, Associate:		
• Maternity leave	£76	£73
• Retired	£76	£73
• Not working	£76	£73
• Long-term illness	£76	£73
•		
Overseas Member	£109	£104
Student studying for GB pharmacy degree	£0	£0
Student studying for non-GB pharmacy degree	£51	£49
Honorary Fellow, Honorary Member	£0	£0

## CODE OF CONDUCT FOR MEMBERS OF GOVERNANCE BODIES

In addition to observing the Code of Conduct applicable to members of the Society, members elected or appointed to National Pharmacy Boards, the Assembly and other governance bodies reporting to the Assembly shall:

- adhere to the Seven Principles of Public Life (the “Nolan Principles”)
- be in good standing professionally, including with the Society and any other professional body or regulator of which they are a member or registrant
- act collectively in discharging the functions of the governance body, abiding by and supporting any decisions made
- support publicly the policies of the Society, and where appropriate, explaining fairly any contrary views considered
- respect the skills, roles and dignity of other members participating in governance and of staff
- treat as confidential information relating to individuals, the commercial interests of the Society and other sensitive matters
- declare any personal or business interests in matters under consideration, leaving the meeting unless requested to stay by the Chair, and not vote on any such matter
- not exploit their position as a member of a governance body for personal or business gain, financial or otherwise
- observe the principles of the Statement of Dignity and Respect, set out in the Governance Handbook, when dealing with members of the public, employees of the Society, members of the Society, or their fellow Members of governing bodies.
- Recognising the Society’s policies and procedures in relation to complaints, discipline, grievances, equality, diversity and inclusion, dignity and respect at work and whistle-blowing, report any unresolved concerns about the welfare or actions of other Members of the governance bodies or staff to the Chair or the Chief Executive as appropriate.

## **CONDUCT SCHEME FOR MEMBERS OF GOVERNANCE BODIES**

### **1. Overview**

- 1.1 When a complaint is made against a member of a governance body the Society will act promptly and fairly to safeguard the rights of all parties, the reputation of the Society or governance body as may be appropriate in the circumstances and any individuals that may be at risk.
- 1.2 Where possible and appropriate, the Society will attempt to resolve matter by conciliation or mediation.
- 1.3 If the complaint is upheld that may result in expulsion of the member from governance, if it is not possible to address the conduct by means of training, redress or such other action as the President (or his designated alternate as defined in 1.3 below) the President (or his designated alternate) may in his/her sole discretion may decide the appropriate course is the implementation of the procedures set out below.
- 1.4 Where it is inappropriate for the President to act, or the President is unable to do so, designated alternates shall be, in order, the Treasurer, the Chair of the Welsh Pharmacy Board, the Chair of the Scottish Pharmacy Board, the Chair of the English Pharmacy Board, Chair of the Audit Committee. Once consideration of a complaint has commenced, the person considering the complaint will continue to act until the matter has been resolved, irrespective of whether they have retired from office during the consideration.
- 1.6 Where expulsion from governance may be a possible outcome, the complaint will be heard by An Adjudicating Panel convened for the purpose under section 5 below.

### **2. Receipt of complaint and initial action**

- 2.1 A complaint must be brought within three months of the event giving rise to the complaint, or within three months of the complainant becoming aware of the circumstances giving event. Only in exceptional circumstances will the President or his alternate designate allow a complaint to proceed outside these time limits.
- 2.2 If at any stage during the consideration of a complaint it becomes known that the complaint has already been referred to the GPhC or some other regulatory or competent authority for consideration, the complaint shall be put to one side pending the outcome of those proceedings and reviewed in the light of the outcome.
- 2.3 A complaint may be brought by a member of the Society, a member of staff or by a member of the public and in which case the following is the action that will be taken.
  - 2.3.1 If the relevant line manager decides a complaint brought by a member of staff against a member falls within the scope of the grievance procedure as set out in the Society's staff handbook, it will be considered in accordance

with that procedure. If the grievance is upheld the matter will be considered in accordance with 3.1 below.

2.3.2 If a complaint is brought by, or arises from a matter discovered by, a member of staff who is not the Chief Executive, and does not fall within the scope of the Society's grievance procedure for staff, it will be considered in accordance with 3.2 below.

2.3.3 If a complaint is brought by the Chief Executive or by a member of the public it will be considered in accordance with 3.3 below.

2.4 If, in the view of either the Chairs and Officers Group, there is a risk of harm to the well being of any individual, including the complainant or the respondent, or the Society (including reputational risk), or there needs to be an investigation into the complaint made, the respondent may be suspended immediately from any governance body of which he/she is a member. Suspension is not a disciplinary sanction and does not give rise to any finding of guilt on the part of the respondent; accordingly suspension will not prejudice full and proper consideration of the complaint, or its outcome.

2.5 A member of a governance body must inform the President if he/she is subject to proceedings (but excluding any preliminary investigations) before a regulatory or licensing body, or has been charged with any criminal offence. Where a member is subject to such proceedings or has been charged with any criminal offence the President will put to the Assembly a resolution calling for the suspension of that member from office and from any governance body pending the outcome of the proceedings against the member. – If the conclusion/outcome of the proceedings is that the member is not guilty of charges against him a resolution will be put to the Assembly for the suspension from office or governance to be lifted with immediate effect.

2.6 Respondents may approach the Society's HR Department for advice and assistance in any complaint brought against them under these procedures ~~but~~, but are not entitled to any support by way of legal representation.

### 3. First stage

3.1 Where, following a complaint made in accordance with 2.3.1 above, a grievance has been upheld, the grievance manager or grievance appeal manager, as appropriate, will send a written report to the President and the Chief Executive on the facts of the matter, setting out their reasons for upholding the grievance and may make recommendations. The President shall review the report and following discussion with the Chief Executive may decide:

3.1.1 to inform the respondent of the outcome of the complaint and that no further action is to be taken; or

3.1.2 to inform the respondent of the outcome of the complaint and that the matter will be considered further in accordance with 3.4 below.

3.2 Where a complaint is brought under 2.3.2 above, the Chief Executive shall conduct, or appoint another member of staff to conduct, a preliminary investigation.

The Chief Executive shall review the conclusions of the preliminary investigation and may decide:

3.2.1 there is no case to answer; or

3.2.1 the complaint is trivial or vexatious and should proceed no further; or

3.2.3 there appears to be a case to answer and to refer the matter to the President for consideration in accordance with 3.3 below. Where a complaint is referred to the President by the Chief Executive may in his/her sole discretion nominate a senior member of staff to stand in the ~~the~~ complainant's shoes and to put the complainant's case at any Investigating Panel or Adjudicating Panel that is set up to hear the complaint.

3.3 Where a complaint is brought under either 2.3.3 or referred under 3.2.3 above, the President shall, with the agreement of the complainant and the respondent, appoint a suitably experienced person to act as a mediator. If the mediation is successful, and any recommendation or outcome of the mediation implemented the complaint will be treated as closed and no further action will be taken in respect of the complaint. If either of the parties do not agree to mediation, or the mediation fails, or any recommendation or outcome is not implemented the matter will be considered in accordance with 3.4 below.

3.4 The President shall appoint an appropriate member of the Assembly as an Investigating Officer to consider the results of any preliminary investigation undertaken in accordance with these procedures and to conduct such further investigations as he/she considers appropriate and to make a formal report of their findings, including if appropriate, recommendations. The President shall decide on the basis of the written report of the Investigating office and any recommendations made by the Investigating Officer;

3.4.1 the complaint is not upheld, is trivial, or is vexatious, and should be dismissed; or

3.4.2 the complaint is upheld, but that no further action is appropriate; or

3.4.3 the complaint should be referred to the GPhC or some other regulatory or competent authority for consideration and, in which case the President will await the outcome of those proceedings before taking any further action on the matter. When the outcome of those other proceedings are known, the President may, in his sole discretion, refer the matter back to the Investigating Officer for further investigation and a further report. or

3.4.4 the complaint is upheld and should be dealt with in accordance with 3.5 below.

3.5 Following any decision made in accordance with paragraphs 3.1.2 and 3.4.4 above, the President shall decide that:

3.5.1 the respondent is required to provide an undertaking and/or undertake a specified course of action or some form of redress; or

3.5.2 the respondent is censured; or

3.5.3 the respondent is censured and required to provide an undertaking and/or undertake a specified course of action; or

3.5.4 the seriousness of the matter is such that expulsion from governance may be a possible course of action and that the matter be dealt with in accordance with the procedures set out in 5 below.

### **4. Appeals**

- 4.1 A respondent has the right to appeal the whole or part of the decision of the President, including any recommendation to give an undertaking, undertake a specified course of action or redress in writing, within 21 days of receipt of written notification of the Presidents findings and decision. Any such appeal should be addressed to the President and shall set out the grounds upon which the respondent is appealing the President's decision. Upon receipt of a written notice of appeal the President shall appoint an Appeals Officer to hear the appeal. The designated Appeals Officer shall be, in order, the Treasurer, the Chair of the Welsh Pharmacy Board, the Chair of the Scottish Pharmacy Board, the Chair of the English Pharmacy Board, Chair of the Audit Committee.
- 4.2 The Appeals Officer shall not hear evidence, unless new evidence has come to light since the decision of the President, but shall consider whether the complaint has been properly heard under the Regulations and Conduct Procedures for Members of Governance Bodies, and whether the President has reached a reasonable decision having regard to the evidence before him/her and the circumstances giving rise to the complaint.
- 4.3 If the Appeals Officer concludes that the handling of the complaint has been unsatisfactory, he may overturn the finding of the President, including removing any requirement to given an undertaking, a specified course of action or redress or sanction imposed on the respondent or substitute a different decision or sanction from amongst those available to President. If new evidence is put before the Appeals Officer and he/she is satisfied that that evidence could not reasonably have been made available to the President at the time he/she made her decision then the Appeals Officer may direct that the President review and reconsider his/her decision having regard to the new evidence.
- 4.4 The decision of the Appeals Officer shall be final.

### **5. Adjudicating Panel for complaints relating to Members of Governance Bodies**

- 5.1 Where a member has been convicted of an offence which may be relevant to his membership of a governance body, or the President decides at the conclusion of the above procedures that the seriousness of the matter is such that the respondent may be expelled from governance, then the matter will be referred to the Adjudicating Panel of the Assembly who will deal with the matter in accordance with the Adjudicating Panel procedures..

#### **5.2 Adjudicating Panel**

- 5.2.1 The Assembly shall appoint a panel of at least 8 persons from which appointments may be made to investigate, hear or determine a complaint against a member in his/her capacity as a member of a governance body or a person elected or appointed to be a member but who has not yet taken up office as such ("respondent").

5.2.2 Adjudicating panel members shall each be appointed for a term of up to four years, and may serve a maximum of two terms each of up to four years.

5.2.3 Adjudicating panel members shall be suitably experienced members of professional bodies outside pharmacy or members of other appropriate bodies determined by the Assembly, and at least two members of the adjudicator panel shall in the opinion of the Assembly have appropriate legal experience or experience of acting in a judicial capacity.

5.2.4 The Assembly shall appoint a Chairperson of the panel of adjudicating members and a deputy Chairperson, who shall perform all or any of the functions of the Chairperson in the Chairperson's absence.

### 5.3 Investigation Panel

5.3.1 The Chairperson of the adjudicating panel members may determine that an Investigating Panel of three or more persons who shall include himself or the deputy Chair person be set up to consider any complaint against a respondent in order to determine whether an Adjudicating Panel should be set up to hear the complaint..

5.3.2 Where an Investigatory Panel is appointed it shall consider the complaint made against the respondent and make such further enquiries as it sees fit and, shall either:

- (a) determine that there is no case to answer; or
- (b) refer the case for hearing by an Adjudicating Panel, set up for this purpose.

5.3.3 In the event of a finding under sub-paragraph (2)(a) above, the Investigating Panel shall make its report in writing to the Chairperson of the adjudicating panel members with a summary of the case including a formulation of the complaint against the respondent. The Chairperson of the adjudicating panel members shall inform the complainant and the respondent of the decision that has been made by the Investigating Panel.

### 5.4 Procedure of Adjudicating Panel

5.4.1 Where a complaint has been referred to an Adjudicating Panel, the Chairperson of the panel of adjudicating members shall appoint a panel of three or more members of that body, including himself/herself or the deputy Chairperson to hear the complaint. No person who has served on a referring Investigating Panel may be a member of the Adjudicating Panel set up to hear a complaint it has referred to an Adjudicating Panel.

The Adjudicating Panel set up to hear the complaint shall endeavour to deal with the complaint within two months of the referral date. This timetable may be extended where the Chairperson of the Adjudicating Panel is of the opinion that due to extenuating circumstances or further investigations that may be necessary this timetable is impracticable. The complainant and the respondent will be notified in writing of the timetable and any extension or subsequent extension to the time table.

The respondent will be given at least [21] days written notice of any hearing and which notice shall notify the respondent of their right to appear at the Adjudicating Panel hearing and be represented and to call and cross examine witnesses. The respondent shall also be informed that if he/she does not attend the Adjudicating Panel hearing the matter may be determined in his/her absence.

Subject to the [Regulations](#) and this Schedule, the Adjudicating Panel shall determine the procedure for the consideration of complaint(s) against the respondent, provided that such procedure shall:

- (a) subject to sub-paragraph (b) below, provide that other members of the governance body may be called as witnesses, or may if requested by a party submit a written witness statement;
- (b) provide that the adjudicating panel may determine the admissibility of any evidence that is produced; and
- (c) not permit the participation of, or communication to them by, any other member of a governance body other than in accordance with this procedure.

5.4.2 The complainant shall also receive notice of any Adjudicating Panel hearing convened to hear the complaint and shall be permitted to attend at that hearing and to make representations in respect of the complaint that has been made against the respondent.

### **5.5 Findings and sanctions**

Having reviewed all the evidence presented and heard what the respondent had to say at the hearing the Adjudicating Panel may:

- (a) dismiss the complaint; or
- (b) uphold the whole or part only of the complaint.

If a complaint is upheld or upheld in part, the Adjudicating Panel shall decide on which of the following is appropriate having regard to the nature and seriousness of the complaint, any conduct of the respondent to mitigate the affect of their behaviour or conduct

- (a) take no further action; or
- (b) censure the respondent with or without requiring the respondent to provide an undertaking and/or undertake a specified course of action; or
- (c) remove the respondent from office (including from any other appointment held by virtue of his office); or
- (d) refer the complaint to the Chairperson of the Membership Committee for the complaint to be dealt with under the Members' Conduct Scheme.

The Chairperson of the Adjudicating Panel shall inform the respondent and the Chief Executive of the findings and sanctions handed down by the Adjudicating Panel. The complainant has no entitlement to any information as to the sanctions imposed on the respondent other than being informed that their complaint has or has not been upheld by the Adjudicating Panel.

**6. Members who resign or whose period of office expires before completion of proceedings**

A respondent may not resign from office during any proceedings to hear a complaint made against him/her under this procedure and any purported resignation will not be accepted. If the respondent's term of office expires during the course of the proceedings they will continue to their conclusion.

**7. Reporting and Publication**

Any sanction of censure or expulsion from governance may also be communicated by the Chief Executive to any governance body of which the respondent is a member and may direct that the outcome of the conduct procedures be reported to any regulatory or governing authority in the public interest and that a record be kept for any purpose related to the affairs of the Society.

**8. Costs**

In any proceedings under this Schedule, the parties shall normally bear their own costs.

## **CODE OF CONDUCT FOR MEMBERS OF THE SOCIETY**

On admission to membership (and on renewal of membership) members agree to adhere to this Code of Conduct.

Members will:

- exercise their professional skills and judgement to the best of their ability and discharge their professional responsibilities with integrity considering, where appropriate the public interest, serving as an example to others;
- do all in their power to ensure that their professional activities do not put the health and safety of others at risk;
- when called upon to give a professional opinion, do so with objectivity and reliability;
- never knowingly engage in any corrupt or unethical practice;
- further the interests of and maintain the dignity and welfare of the Society and their profession.
- observe the principles of the Statement of Dignity and Respect, set out in the Governance Handbook, when dealing with employees of the Society, their fellow members, Members of governing bodies or members of the public

## **CONDUCT SCHEME FOR MEMBERS OF THE SOCIETY**

### **1. Receipt and referral of complaints**

- 1.1 All complaints about the practice, performance or conduct of a member shall be referred to the General Pharmaceutical Council, and any action by the Society shall be postponed until the outcome of the Council's proceedings is known.
- 1.2 If the complaint is summarily dismissed by the General Pharmaceutical Council, the matter shall be referred to the Chairman of the Membership Committee, or the Vice-Chairman, if the Chairman is unavailable or it is inappropriate for them to act. The Chairman or Vice-Chairman shall decide if it is necessary to convene a Conduct Panel as set out in paragraph 3 below.
- 1.3 If the complaint is the subject of proceedings before a court or other regulatory authority, any action by the Society shall be postponed until the outcome of those proceedings is known.
- 1.4 In exceptional circumstances, the Society may take action in advance of a decision of a court or regulatory authority, in which case the complaint shall be referred to the Chairman of the Membership Committee, or the Vice-Chairman, if the Chairman is unavailable or it is inappropriate for them to act. The Chairman or Vice-Chairman shall decide if it is necessary to convene a Conduct Panel as set out in paragraph 3 below.

### **2. Sanctions by the General Pharmaceutical Council**

- 2.1 A member of the Membership Team shall visit the GPhC website on a weekly basis and compile a list of RPS members who have been subject of sanctions.

### **3. Appointment of Panels**

- 3.1 All cases involving members of the Society who have been suspended or removed from the register of the General Pharmaceutical Council shall be referred to a Conduct Panel.
- 3.2 In the event that a Conduct Panel needs to be convened the Membership Team, in liaison with the Chairman of the Membership Committee, or the Vice-Chairman, if the Chairman is unavailable or it is inappropriate for them to act, shall appoint a Conduct Panel consisting of five members of the Membership Committee, including either the Chairman or the Vice-Chairman as Chairman of the Panel.
- 3.3 The remaining members of the Membership Committee shall form the Appeals Panel, should one be required, with either the Chairman or Vice-Chairman as Chairman of the Panel.
- 3.4 Conduct and Appeals Panels will normally conduct their business via a dedicated confidential network on the Society's website, but may meet in person if it is considered necessary.

- 3.5 Once consideration of a case has commenced, any person appointed to a panel will continue to act, irrespective of whether they have retired from the Membership Committee during the consideration.
- 3.6 In cases where, due to unforeseen circumstances, a member of the Conduct Panel or Appeal Panel is no longer available, consideration of the case may proceed in their absence, provided that the Panel is always quorate. If it is not quorate, the Chairman or Vice-Chairman of the Membership Committee shall appoint a substitute member from amongst the members of the Membership Committee.
- 3.7 No person may act as a member of an Appeal Panel if they have previously been a member of a Conduct Panel relating to the case, or any other case, against the member for whom an Appeal Panel is being convened.
- 3.8 No person may act as a member of the Conduct Panel or an Appeal Panel under this Schedule 5 if they have previously been a member of an Investigatory Panel or an Adjudicating Panel convened under Schedule 3 of these Regulations, relating to a complaint, or any other complaint against the member for whom a Conduct Panel or Appeal Panel is being convened.

#### **4. Quorum**

- 4.1 The quorum for a meeting of the Conduct or Appeal Panel shall be three.

#### **5. Procedure**

- 5.1 A case referred to a Conduct Panel shall be considered as soon as possible. The Membership Team shall inform the member that their case will be referred to a Conduct Panel and they shall be given the opportunity to comment in writing, but consideration of the case may proceed whether or not the member has responded.
- 5.2 The Membership Team shall prepare a report on the case, including the comments, if any received from the members and shall make a recommendation as to what happens to the member's membership. The report shall be circulated to the members of the Conduct Panel. Reports will only be compiled once the appeal period given by the GPhC has passed and their decision is therefore final.
- 5.3 Subject to the Charter and subordinate provisions of the Society from time to time in force, the Conduct Panel may, in its sole discretion, decide on the procedure to be adopted at the Conduct Panel hearing, including any investigations that may be required prior to the hearing. All Conduct Panel hearings shall be held in private.
- 5.4 The Conduct Panel shall consider the case and shall decide whether or not the member has breached the Code of Conduct for Members or the Terms and Conditions of Membership, or has brought the profession into disrepute. If so, the Panel shall decide on one of the following outcomes:
- 5.4.1 the member shall remain as a Member or Fellow of the Society, and may be directed to appropriate sources of support;

- 5.4.2 the member shall be changed to Associate for a specified period or indefinitely, and may be directed to appropriate sources of support;
  - 5.4.3 the member shall have their membership suspended, pending a decision of a court or regulatory authority;
  - 5.4.4 the member shall have their membership terminated;
  - 5.4.5 In cases where membership is terminated, the Panel may also decide that the member declared ineligible to apply for membership of the Society for a specified period or indefinitely.
- 5.5 A respondent has the right to appeal the decision of the Conduct Panel in writing, within 21 days of receipt of written notification of the Conduct Panel's findings. Any such appeal should be to the Chairperson of the Membership Committee and shall set out the grounds upon which they are appealing against the upholding of the complaint made against them by the Conduct Panel or against any sanction imposed. The Chairperson of the Membership Committee shall be responsible for implementing the setting up an Appeal Panel to hear the Appeal.
- 5.6 The Appeal Panel shall not hear evidence, unless new evidence has come to light since the decision of the Conduct Panel, but shall consider whether the complaint has been properly heard under the Regulations and the Members Conduct Scheme, whether the rules of natural justice and any relevant principles of equality or human rights have been satisfactorily observed, and whether the Conduct Panel has reached a reasonable decision having regard to the evidence before it and the circumstances giving rise to the complaint.
- 5.7 If the Appeal Panel concludes that the handling of the complaint has been unsatisfactory, it may overturn the finding of the Conduct Panel or remove the sanction imposed on the respondent or substitute a different sanction from amongst those available to the Conduct Panel. If new evidence is put before the Appeal Panel, and the Panel is satisfied that the evidence could not reasonably have been made available to the Conduct Panel at the Conduct Panel hearing then the Appeal Panel may direct that the Conduct Panel reconvene a hearing to hear the new evidence. The rights of appeal of the respondent under this paragraph shall apply equally to the outcome of the reconvened hearing of the Conduct Panel.
- 5.8 Subject to the Charter and subordinate provisions of the Society, the Appeal Panel may decide its own procedure for the conduct of Appeal Panel hearings. All Panel Appeal hearings shall be held in private.
- 5.9 Decisions of the Conduct Panel and Appeal Panel shall be notified to the Chairperson of the Membership Committee and to the respondent in writing. The Conduct Panel and Appeal Panel shall keep records of their proceedings and subject to any statutory or regulatory requirement or obligation or court order these shall not be made available to the public.
- 5.10 The member has a second opportunity to appeal a decision by seeking a further and final review of a decision by a Final Appeals Panel comprised of the President of the Society and the Chairs of the three National Boards, who will have final say.

- 5.11 The reporting of any complaint to the Preliminary Screener, the convening of a Conduct Panel and any Appeal Panel including the decisions of such Panels will be reported to the Assembly save that the identities or any other personal information, which is protected by the Data Protection Act 1998 (or any other legislation in force that gives protection to personal information), of the respondent, the complainant and other parties such as witnesses will not be disclosed without their having first given their individual consent in writing to such a disclosure.
- 5.12 Any matter of conduct procedure may be further prescribed by rules of the Conduct Panel or Appeal Panel as appropriate or, during any hearing, by direction of the Chairperson of the Membership Committee, provided that no such prescription or direction shall be of effect if it is inconsistent with the Regulations or this Scheme.
- 5.13 The respondent may not resign from membership to avoid disciplinary proceedings and any purported resignation will not be accepted pending the conclusion of the procedures set out in this Schedule which will include a decision on any appeal that the respondent makes in respect of any finding of a Conduct Panel or the expiry of the period for appealing a decision of the Conduct Panel, as the case may be.

### **6. Costs**

In any proceedings under this Schedule, the parties shall bear their own cost.