



**Royal  
Pharmaceutical  
Society**  
of Great Britain

# **Council Governance Handbook**

**2006/07**

Draft for issue July 2006

## Contents

		Page No.
<b>1.</b>	<b>Introduction</b>	<b>1</b>
1.1	Governance in the Society	1
1.2	Governance Committee	1
<b>2.</b>	<b>Roles and accountabilities</b>	<b>3</b>
2.1	The role of Council	3
2.2	The role of Council committees	4
2.3	The role of the Officers	6
2.4	The role of committee chairmen	8
2.5	Generic role profiles	8
2.6	Other responsibilities of Council members	8
2.7	Induction and development	9
<b>3.</b>	<b>Meetings</b>	<b>10</b>
3.1	Programme	10
3.2	Meetings of Committees of the Council	10
3.3	Meeting of the Officers group	10
<b>4.</b>	<b>Strategic planning and policy development</b>	<b>12</b>
4.1	Vision and mission	12
4.2	Organisational objective and processes	12
4.3	Strategic planning	13
4.4	Preparation of policy papers	13
<b>5.</b>	<b>Conduct of Council and Committee meetings</b>	<b>14</b>
5.1	Arrangements for agendas, papers & minutes	14
5.2	Delegated matters	14
5.3	Preparation for Committee meetings	15
5.4	Designation of items as confidential	15
5.5	Restricted items	16
5.6	Discussions at meetings	16
5.7	Standing orders	16
5.8	Declaration of interests at meetings	17
5.9	Conduct of the meeting	17
5.10	Non membership of committees	17
5.11	Attendance at Council meetings	17
5.12	Press coverage of Council proceedings	17
5.13	Implementing Committee decisions and monitoring	18
5.14	Composition of, and quora for, Council committees	18
5.16	Non-attendance at committee meetings	20
5.17	Working groups	20
5.18	The Society's charitable funds and other groups	20
5.19	Nomination to international organisations	20

<b>6.</b>	<b>Monitoring by Council</b>	<b>21</b>
6.1	Agendas, policy papers and minutes	21
6.2	Policy implementation - monitoring of agreed actions	21
6.3	Public Affairs Planning Group	21
6.4	Monitoring role of the Vice-President	22
6.5	Audit Committee	22
6.6	Remuneration Committee	22
6.8	Governance Committee	22
<b>7.</b>	<b>Relationships with staff</b>	<b>23</b>
7.1	Access to information by Council members	23
<b>8.</b>	<b>Concerns about probity</b>	<b>24</b>
<b>9.</b>	<b>Conduct of members of Council</b>	<b>25</b>
9.1	Code of Conduct	25
9.2	Conduct procedure and conduct panel	27
<b>10.</b>	<b>The Society's relationship with commercial organisations</b>	<b>30</b>
10.1	Contacts with commercial organisations relating to professional matters	30
10.2	Sponsorship of meetings, publications or prizes	30
10.3	Gifts and hospitality	30
10.4	Register of Interests, Gifts and Hospitality	31
<b>11.</b>	<b>Council members expenses</b>	<b>32</b>
<b>12.</b>	<b>Communications from the Society</b>	<b>33</b>
12.1	External organisations	33
12.2	Consultation documents	33
<b>13.</b>	<b>Members meetings</b>	<b>34</b>
13.1	Status of resolutions of Annual and Special General meetings	34
13.2	Annual and Special General meetings	34
13.3	Branch representative meetings	35

Appendix A	The Nolan Principles	36
Appendix B	Governance Committee	37
Appendix C	Committees of the Society	38
Appendix D	Role of President, Vice-President and Treasurer	39
Appendix E	Procedure for the election of Officers	42
Appendix F.1	Standing Orders of Council	44
Appendix F.2	Standing Orders of Committees of Council	49
Appendix F.3	Standing Orders of the Scottish & Welsh Executives and the future National Pharmacy Boards	53
Appendix G	Specific duties of the committee chairmen	57
Appendix H	Generic role profiles	59
Appendix I	Induction and Development	63
Appendix J	Procedure for appointment of Council committees	64
Appendix K	Operating procedures for the Officers group	66
Appendix L	Business, attendance & reporting for Council meetings	68
Appendix M	Standard remit and working procedures for working groups of the Council and Committees of the Council	69
Appendix N	Nomination to international organisations	72
Appendix O	Equal Opportunities policy	73
Appendix P	Harassment and Bullying statement	75
Appendix Q	Register of interests, gifts and hospitality	77
Appendix R	International travel	79