

FACULTY OF PHARMACEUTICAL MEDICINE
GUIDE AND CODE OF CONDUCT FOR TRUSTEES

INTRODUCTION

The purpose of this code is to provide clear guidance on the standards of conduct and practice expected of trustees of the Faculty. It will be of use to Faculty members who are considering standing for election, re-election, appointment or re-appointment as a Trustee. It will also be of use to potential proposers or seconders of individuals for election or re-election to a Trustee role.

This code should be read in conjunction with the Memorandum and Articles of Association and Regulations of the Faculty and the Charity Commission publication "The Essential Trustee: What you need to know" (CC3).

Any difficulties experienced in maintaining the standards set out in this Code of Conduct should be discussed with one of the Officers of the Faculty at the earliest opportunity.

THE FACULTY

The Faculty of Pharmaceutical Medicine was established on 26 October 1989 as a joint Faculty of the Royal College of Physicians of London, the Royal College of Physicians, Edinburgh and the Royal College of Physicians and Surgeons of Glasgow to set, maintain and, where possible, to raise standards in the practice of pharmaceutical medicine. It is a registered charity. In 2009 the Faculty, whilst retaining its Charity status, incorporated as a Company Limited by Guarantee.

THE BOARD OF TRUSTEES

The Board of Trustees is the body having the general control and management of the administration of the Faculty. As such, the members of the board are the charity trustees, and on taking up office take on responsibilities under charity law as well as duties in the running of the Faculty. (See the Charity Commission publication referred to above). The trustees are also Directors of the Company and take on responsibilities under Company Law.

THE FUNCTIONS OF THE BOARD OF TRUSTEES

- To take part in formulating and regularly reviewing the strategic aims of the Faculty.
- To ensure that the policy and practices of the Faculty are in keeping with its aims.
- To ensure that the Faculty functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.

WORKING TOGETHER AS A BOARD OF TRUSTEES

The overriding principle by which trustees must work is that decisions should be taken only in the interests of the Faculty and not of the individual trustees. Trustees should, therefore, never place themselves in a position where they will achieve financial or other material benefit for themselves or members of their family, nor should they put themselves in a position of conflict of interests.

To ensure that the Faculty is run efficiently and effectively, Trustees should abide by the following good governance rules:

- Be aware of the duties of a trustee of the Faculty.
- Make decisions jointly with the other trustees and take joint responsibility for those decisions.
- Act in accordance with the Faculty's governing documents.

- Take and carefully consider professional advice if required to enable appropriate decision making.
- Act only in the best interests of the Faculty without regard to personal or occupational interests.
- Support the development and implementation of good practice in the governance and management of the Faculty's activities.
- Act fairly in accordance with principles of good employment practice and equal opportunities in making decisions affecting the staff.
- Understand, accept and respect the difference in roles between the trustees and the staff and promote the development of a mutually supportive relationship.

INDIVIDUAL CONDUCT

Trustees must be aware of their position at all times both in board meetings and in the course of their activities as representatives of the Faculty. They should therefore undertake to:

- Observe and promote the Nolan Principles (The Seven Principles of Public Life) and, for those to whom they apply, the General Medical Council's principles of *Good Medical Practice*.
- Observe the confidentiality of information identified as such which they receive as part of their role as a trustee, e.g. information about other Faculty members, examination candidates, trainees, staff and other organisations.
- Avoid bias on grounds of gender, ethnic origin, religion, marital status, age, sexual orientation or disability in all aspects of their role as trustee
- Take an active role in the promotion of a positive public image of the Faculty.
- Distinguish clearly, when speaking or writing, between their personal views and those of the Faculty
- When representing the Faculty through speech or writing always reflect current Faculty policy even when those do not agree with their personal views.
- Monitor their effectiveness as a trustee and their compliance with this code throughout their term of appointment.

DECLARATION OF INTERESTS

To demonstrate complete probity, all Trustees must abide by the Faculty's declaration of interests policy, and take the following action:

- On becoming a Trustee make a full entry of all interests in the Faculty register.
- Update all entries as soon as possible after a change of circumstances.
- Review and update entries on an annual basis.
- So far as possible anticipate any conflicts of interest which might arise as a result of personal, occupational or other interests and take steps to avoid them.

ATTENDANCE AT MEETINGS

- All Trustees are expected to attend all board meetings, and all meetings of committees, sub-committees and working groups to which they are appointed, unless there are pressing reasons preventing their attendance.
- Trustees must prepare adequately for meetings and contribute to them appropriately and effectively.
- The guidance set out in the Faculty's Committee Guidance Document should be followed.