



**FACULTY OF PHARMACEUTICAL MEDICINE
OF THE ROYAL COLLEGES OF PHYSICIANS OF THE UNITED KINGDOM**

REGULATIONS

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REGULATIONS FOR THE FACULTY OF PHARMACEUTICAL MEDICINE

1. MEMBERSHIP

1.1 Classes of membership

In accordance with Article 1.3 the classes of membership of the Faculty are Fellows and Members (including those by Distinction), Associates, Affiliates, Honorary Fellows and Honorary Members.

1.2 Fellowship

1.2.1 Fellowship

Members of the Faculty who fulfil the criteria, and who have been supported in writing by a Fellow of the Faculty who is in good standing, may be elected to Fellowship by the Board of Trustees. Applications for Fellowship will be considered in the first instance by the Fellowship and Awards Committee. Each application must be made in the form prescribed by the Board of Trustees. If an application for Fellowship is rejected for any reason whatsoever, a further application in respect of the same person may not be made until a period of one year has elapsed from the date of the previous application.

1.2.2 Honorary Fellowship

On the recommendation of the Fellowship and Awards Committee, the Board of Trustees, may bestow Honorary Fellowship on persons of eminence who may or may not be members of the Faculty, and who have made exceptional contributions in the fields of research, teaching or the practice of pharmaceutical medicine, or medical or general science, or society. Honorary Fellows need not be medically qualified. Honorary Fellows will not be eligible to vote or to stand for election to the Board of Trustees unless they have previously been a Member or Fellow of the Faculty. This is the highest honour that the Faculty can bestow on an individual. Such honours are strictly limited. Nominations for Honorary Fellowship can only be made by Fellows of the Faculty who are in good standing and in the form prescribed by the Board of Trustees

1.2.3 Fellowship by Distinction

Admission to this category was closed with effect from 30 November 2007. Existing Fellows by Distinction have the same rights, privileges and obligations as Fellows.

1.3 Membership

1.3.1 Membership by examination

Registered medical practitioners specialising in pharmaceutical medicine, who have satisfied the examiners in the Diploma in Pharmaceutical Medicine or equivalent, and who are approved by the Education Committee as fulfilling the other eligibility requirements may be elected to Membership of the Faculty by the Board of Trustees.

1.3.2 Membership not by examination

The categories of Membership not by examination are Membership by Distinction and Honorary Membership

1.3.2.1 Membership by Distinction

On the recommendation of the Fellowship and Awards Committee, the Board of Trustees may bestow Membership by Distinction on pharmaceutical physicians who have made a significant contribution in the fields of research, teaching or the practice of pharmaceutical medicine. This is an exceptional route to Membership for individuals who have made a significant contribution beyond the normal day-to-day practice of pharmaceutical medicine. Nominations for Membership by Distinction can only be made by Fellows of the Faculty who are in good standing and in a form prescribed by the Board of Trustees. Members by Distinction have the same rights, privileges and obligations as Members.

1.3.2.2 Honorary Membership

On the recommendation of the Fellowship and Awards Committee, the Board of Trustees may bestow Honorary Membership on persons who are not members of the Faculty, and who have made significant contributions in the fields of research, teaching or the practice of pharmaceutical

medicine, or medical or general science, or society. Honorary Members need not be medically qualified. Honorary Members will not be eligible to vote or to stand for election to the Board of Trustees. Such honours are strictly limited. Nominations for Honorary Membership can only be made by Fellows of the Faculty who are in good standing and in a form prescribed by the Board of Trustees.

1.3.2.3 Membership (without examination)

Admission to this category was closed with effect from 19 October 2011. Existing Members (without examination) have the same rights, privileges and obligations as Members.

1.4 Associates

Medical practitioners enrolled in specialty training in pharmaceutical medicine by the Faculty and who are not Members or Fellows of the Faculty may, if approved by the Education Committee, be elected as Associates of the Faculty by the Board of Trustees.

1.5 Affiliates

1.5.1 Eligible medical practitioners who can demonstrate a professional interest in and connection to pharmaceutical medicine and who are approved by the Education and Standards Committee may be elected as Affiliates of the Faculty by the Board of Trustees.

1.5.2 An additional administrative only 'Affiliate Status' category may be awarded to an existing and eligible Honorary Fellow or Honorary Member in connection with revalidation.

2. SUBSCRIPTIONS AND FEES

2.1 Registration fee and annual subscription

All members shall pay such registration fees and such annual and other subscriptions as may be determined from time to time by the Board of Trustees.

2.2 Time and method of payment

The annual subscription shall be payable to the Faculty by any method and at any time agreed by the Board of Trustees.

2.3 Annual Subscription in arrears

Any member who is more than twelve months in arrears with payment of any annual subscription shall cease to be a member of the Faculty and cease to hold any office, appointment or position in the Faculty until such time as he/she has paid all annual subscriptions outstanding at the relevant date when he/she shall be reinstated as a member of the Faculty. An additional re-joining fee will also be charged.

2.4 Reduction and remission of fees by Board of Trustees

The Board of Trustees may at any time remit or reduce the registration fee and the annual or other subscription of a member.

2.5 Examination Fees

The fees to be paid before examination shall be such as may be determined from time to time by the Board of Trustees.

2.6 Other Fees

Other fees as may be levied by the Board of Trustees.

3. ELECTION OF OFFICERS

3.1 Election of President and Vice President

The President and Vice-President, each of whom shall be Fellows of the Faculty (not Honorary Fellows unless previously a Fellow), shall be elected every three years by a postal ballot of all Fellows and Members who are eligible to vote. A term of office will end at the close of the day of the Annual General Meeting in the third year following the date their election took effect or, if an Annual General Meeting is not held in the third year after election took effect, on a date agreed by the Board of Trustees. Article 4.6.1 sets out terms relating to any subsequent re-appointment or election of the President and Vice President as Trustees. At least seven months before the appropriate Annual General Meeting or alternative date agreed by the Board of Trustees the Registrar shall send to all Fellows and Members who are eligible to nominate a circular calling for nominations for these

offices. Each candidate shall be proposed by such a Fellow or a Member of the Faculty and seconded likewise. The nomination paper, together with the written consent of the candidate to his/her nomination, must be received by the Registrar not less than six months before the Annual General Meeting or alternative date agreed by the Board of Trustees. Names of those nominated shall be given to the Fellows and Members who are eligible to vote in writing and postal ballot forms enclosed. Each Fellow or Member who votes shall mark his/her list with a cross against the name of the Fellow for whom he/she desires to vote. If more votes than the number of places requiring to be filled be marked on the list, all votes shall be null and void on that ballot paper. Each postal ballot form shall be returned so as to reach the Registrar no less than three months and fourteen days before the Annual General Meeting or alternative date agreed by the Board of Trustees failing which any votes cast on it shall be null and void. Voting papers shall be kept in the custody of the Registrar and the votes cast shall be counted at least three months before the Annual General Meeting or alternative date agreed by the Board of Trustees. Fellows with the greatest number of votes shall be declared elected. In the event of equality of votes for a single vacancy, the President shall have a casting vote. The result of the elections will be announced no less than three months before the date of the next Annual General Meeting or alternative date agreed by the Board of Trustees. The results of the elections shall be notified to the members of the Faculty. The President and Vice President will formally take up office the day after the Annual General Meeting or alternative date agreed by the Board of Trustees. The Board of Trustees has the authority to alter the timings related to the conduct of the election of the President and Vice President should circumstances require.

3.2 In the event of the death or resignation of the President

In the event of the death or resignation of a President the Vice-President shall automatically be appointed and assume the responsibilities of President and will remain in this role until an election has taken place and a new President has taken office. An election for a new President will commence at least seven months before the next Annual General Meeting or, if less than seven months remain before the next Annual General Meeting, the election shall be deferred so as to commence at least seven months before the second Annual General Meeting following the death or resignation of the President. The Board of Trustees can decide alternate timings for the election but in any event the former Vice President shall not remain in the role of President beyond the remainder of the term of office that the immediate past President would have served. The Vice-President's replacement will be decided by a quorate Board of Trustees on a temporary basis. Once a new President has been elected by the Fellows and Members the former Vice President will revert to the role of Vice President for the remainder of his or her three year term unless this term has come to an end during his or her period of time as President.

3.3 Definition of one year out of office under Article 4.6.1

Under Article 4.6.1, 'one year out of office' is defined as the period from the close of the Annual General Meeting in the year that a term of office ends to the day after the Annual General Meeting in the following year or, if an Annual General Meeting is not held in one or both years by dates agreed by the Board of Trustees.

3.4 Appointment of Treasurer and Registrar

The Registrar and Treasurer, each of whom shall be a Fellow or Member of the Faculty (not Honorary Fellows or Members unless an Honorary Fellow who was previously a Fellow), shall be appointed through a process determined by the Board of Trustees through its Appointments Committee. The term of office shall be three years. Re-appointment through a process determined by the Board of Trustees shall not exceed one consecutive three-year term. Appointments will be notified to the members of the Faculty. Terms of office will commence the day following the Annual General Meeting in the year appointed and run until the close of the day of the Annual General Meeting in the third year following appointment but these dates may be altered by the Board of Trustees should circumstances require this. Appointments will be scheduled to allow time for induction to the roles.

3.5 No person to hold more than one Office

No person may at any one time hold more than one of the Offices specified in regulations 3.1 and 3.4. Appropriate temporary arrangements involving the joint holding of more than one Office may be put in place by the Board of Trustees whilst election or appointment to a vacant position of office takes place.

3.6 Officer ceasing to be a Fellow or a Member

Any officer who ceases to be a Fellow or where applicable a Member of the Faculty shall

automatically cease to hold office.

4. ELECTION OF OTHER TRUSTEES

4.1 Election of Fellow and Member as Trustees

A Fellow and a Member (not Honorary Fellows or Members unless an Honorary Fellow who was previously a Fellow) shall be elected by a postal vote of Fellows and Members, who are eligible to vote, in accordance with Articles 4.2 and 4.4.4. The term of office shall be three years. Re-election should not exceed one consecutive three-year term. Article 4.6.5 sets out terms relating to subsequent election or appointment as an Officer or other Trustee. At least three months before the Annual General Meeting or on an alternative date agreed by the Board of Trustees, the Registrar shall send to all Fellows and Members who are eligible to nominate a circular stating the number of elected places on the Board of Trustees requiring to be filled that year calling for nominations and specifying the time (not being less than ten working days) within which any such nomination must reach the Registrar. Each nomination must be signed by a proposer and a seconder, both of which must be a Fellow or Member who is eligible to do so. Each nominee must confirm in writing his/her willingness to be nominated and to serve if elected. If the number of nominations exceeds the number of places available a list containing the names of the Fellows and Members nominated for election to the Board of Trustees shall be sent by post to each Fellow and Member who is eligible to vote of the Faculty not less than two months before the Annual General Meeting or alternative date agreed by the Board of Trustees. Each list shall be used as a ballot paper and shall be returned so as to reach the Registrar not less than fourteen days before the Annual General Meeting or alternative date agreed by the Board of Trustees, failing which any votes cast on it shall be null and void. Each Fellow or Member who votes shall mark his/her list with a cross against the names of the Fellows or Members for whom he/she desires to vote. If more votes than the number of places requiring to be filled be marked on the list, all votes shall be null and void on that ballot paper. The result will be notified to the members of the Faculty. Terms of office will commence the day following the Annual General Meeting in the year appointed and run until the close of the day of Annual General Meeting in the third year following appointment but these dates may be altered by the Board of Trustees should circumstances require this. Voting papers shall be kept in the custody of the Registrar and the votes cast shall be counted before the Annual General Meeting. Subject to the overriding requirements of Article 4.2, Fellows or Members with the greatest number of votes shall be declared elected. In the event of equality of votes for a single vacancy, the President shall have a casting vote.

4.2 Appointment of Fellows and Members as Trustees

Fellows and Members of the Faculty (not Honorary Fellows or Members unless an Honorary Fellow who was previously a Fellow) shall be appointed, in accordance with Articles 4.2 and 4.4.5 through a process determined by the Board of Trustees through its Appointments Committee. The term of office shall be three years. Re-appointment through a process determined by the Board of Trustees shall not exceed one consecutive three-year term. Article 4.6.5 sets out terms relating to subsequent election or appointment as an Officer or other Trustee. Appointments will be notified to the members of the Faculty. Terms of office will commence the day following the Annual General Meeting in the year appointed and run until the close of the day of the Annual General Meeting in the third year following appointment but these dates may be altered by the Board of Trustees should circumstances require this.

4.3 Appointment of Lay Trustees

Individuals who are not current or former members of the Faculty shall be appointed, in accordance with Articles 4.2 and 4.4.5 through a process determined by the Board of Trustees through its Appointments Committee as Lay Trustees. The term of office shall be three years. Re-appointment through a process determined by the Board of Trustees should not exceed one consecutive three-year term. Article 4.6.5 sets out terms relating to subsequent election or appointment as a Trustee. Appointments will be notified to members of the Faculty. Terms of office will commence the day following the Annual General Meeting in the year appointed and run until the close of the day of the Annual General Meeting in the third year following appointment but these dates may be altered by the Board of Trustees should circumstances require this.

4.4 Definition of One Year Out of Office under Article 4.6.5

Under Article 4.6.5, 'one year out of office' is defined as the period from the day after the Annual General Meeting in the year that a term of office ends day after the Annual General Meeting in the following year or, if an Annual General Meeting is not held in one or both years by dates specified by

the Board of Trustees.

4.5 Co-option of Trustees

In accordance with Article 4.8 the Trustees may at any time co-opt an individual who is qualified to be appointed as a Trustee to fill a vacancy in their number or as an additional Trustee. Such co-options must be for a specified period of time and must be considered and agreed by a resolution of the Trustees. In the case of a co-option to fill a vacancy in the number of Trustees the co-option will end once an appointment or election has taken place through the approved processes.

5. REMOVAL OF TRUSTEES – RIGHT TO APPEAL

A Trustee who is removed from office following a resolution passed by the Board of Trustees in accordance with Article 4.7.7 may appeal against this action to the President of the Faculty. The appeal must be made in writing to arrive no more than 14 days after the notice of the outcome of the resolution has been received by the Trustee concerned (in accordance with the notice provisions of the Articles). The letter must outline the grounds on which the appeal against the decision is being made. The President will convene a panel which will comprise three people in total. The panel will be comprised of one Fellow and one Member of the Faculty and either a representative of one of the parent colleges who is not a member of the Faculty or a person who is not a healthcare professional depending upon the appellant's preference. None of the panel members may be current or former members of the Board of Trustees. The President will not be a member of the appeal panel. The President will ensure that one of the panel members is identified to act as Chairman of the panel. The panel members must declare to each other any conflict of interest which may exist in connection with their participation in the appeal and the panel must agree how any conflict which exists will be managed. The President will provide the panel with written details of the circumstances leading to the decision to remove a Trustee from office. The panel will consider the written information provided by the President and the appellant and, if it considers it necessary, may convene a meeting with either party to ascertain additional information in order to consider the circumstances of the appeal. The appellant has the right in any event to appear in person before the panel if such a request is made by the appellant in writing at the time of making his or her appeal. The Chairman of the panel will communicate the panel's decision to both the appellant and the President in writing. This decision will be final. The appeal process must be completed within three months of the date of the receipt of the letter of appeal unless it is agreed by the panel and the appellant that extenuating circumstances exist which require a longer timescale to be agreed.

6. RESPONSIBILITIES OF OFFICERS

6.1 Responsibilities of the President

6.1.1 Chairman of Board of Trustees

To be responsible for chairing the Board of Trustees and for co-chairing the Coordination Group and to take overall responsibility for the governance of the organisation.

6.1.2 Representation

To represent the Faculty at external meetings. The President may delegate this responsibility.

6.2 Responsibilities of the Vice President

6.2.1 Deputise for the President

To deputise for the President when required.

6.2.2 Other Responsibilities

To take responsibility for other activities as agreed with the President.

6.3 Responsibilities of the Registrar

6.3.1 The registers of members and Trustees and the governing documents

To be responsible for the register of members of the Faculty, register of Trustees and for maintaining the official copies of the Memorandum and Articles of Association and Regulations.

6.3.2 Annual Report

To render an Annual Report to Annual General Meetings of the Faculty and to the Colleges.

6.3.3 Elections

To be responsible for the conduct of elections and to take custody of ballot papers.

6.3.4 Employees

To take overall responsibility for the employment, performance and welfare of the Faculty's employees on behalf of the Trustees.

6.3.5 Other Responsibilities

To take responsibility for other activities as agreed with the President.

6.4 Responsibilities of the Treasurer

6.4.1 Accounts and banking procedures

6.4.1.1 To be responsible for ensuring that all monies received on behalf of the Faculty are paid into an account in the name of the Faculty of Pharmaceutical Medicine at the bankers appointed by the Board of Trustees.

6.4.1.2 To supervise and implement such procedures regarding the signing of cheques, banking and other documents as the Board of Trustees may prescribe from time to time.

6.4.1.3 To ensure compliance with the obligations in relation to accounts specified in the Companies Acts and Charities Act currently in force or any other applicable Act and in particular:

- a) the keeping of accounting records for the Faculty; and
- b) the transmission of the statements of account and annual returns of the Faculty to the Charity Commission and to Companies House.

6.4.2 To submit audited accounts and a financial report to the Board of Trustees and Annual General Meeting

To be responsible for supervising the keeping of an account of all monies received and expended and for presenting to the Auditors the aforesaid account for the year ending 31 December (or such other date as may be directed by the Board of Trustees). To submit the audited records to the Board of Trustees within three months of the end of the financial year or if that should prove impossible as soon as reasonably practicable thereafter. The Treasurer shall ensure that the audited Balance Sheet and Income and Expenditure Account for the previous financial year are presented at Annual General Meetings and shall report to each Meeting of the Board of Trustees and to Annual General Meetings on the financial state of the Faculty.

6.4.3 Annual Budget

To be responsible for the preparation of an annual budget for consideration by the Board of Trustees.

6.4.4 To have charge of property with limited power to expend

To be responsible for the day to day management and safe keeping and shall cause to be kept a correct inventory of the Faculty's property, with power to correct such deficiencies as may be necessary, but the Treasurer shall not expend any sum greater than that which may be fixed from time to time by the Board of Trustees, such outlay and the reason therefore to be reported to the Board of Trustees at its next meeting.

6.4.5 Honoraria

To be responsible for paying such honoraria as shall be awarded from time to time by the Board of Trustees and reported to a General Meeting of the Faculty.

6.4.6 Salaries of the Staff

To cause to be paid to each member of the staff of the Faculty such salary and in such manner as shall be approved from time to time by the Board of Trustees.

6.4.7 Investments

To advise the Board of Trustees on the Faculty's investments.

6.4.8 Audit Reports

To be responsible for receiving the reports of any audits and for presenting these to the Board of

Trustees.

6.4.9 Other Responsibilities

To take responsibility for other activities as agreed with the President.

7. PROCEEDINGS OF BOARD OF TRUSTEES MEETINGS

7.1 General

The proceedings of Board of Trustees meetings must comply with Article 5 and also with the guidance set out in current versions of 'Guide and Code of Conduct for Trustees' including the 'Declaration of Interests Policy'.

7.2 Board of Trustees - Terms of Reference

7.2.1 To determine policies and strategy.

7.2.2 To manage governance processes.

7.2.3 To guide resource allocation.

7.2.4 To approve the annual budget including the level of all fees, dues and subscriptions.

7.2.5 To determine the terms and conditions of service of the employees and others who contract with the Faculty.

7.2.6 To define and oversee performance.

7.2.7 To ensure that the Faculty has suitable procedures in place and that these are adhered to.

7.2.8 To receive audit reports, propose remedial action and commission new audits.

7.2.9 To establish powers of delegation to committees and individuals.

7.2.10 To determine and maintain procedures and guidelines for methods of appointment to roles, committees and other groups.

7.2.11 To appoint Trustees.

7.2.12 To appoint the Chief Executive.

7.2.13 To appoint the Responsible Officer for revalidation.

7.2.14 To appoint non-trustee governance committee members.

7.2.15 To appoint operational committee chairpersons and members.

7.2.16 To have involvement in the appointment to subcommittees as required

8. GENERAL PROCEEDINGS OF THE COMMITTEES OF THE BOARD OF TRUSTEES

8.1 Governance Committees

The Governance Committees will be the, the Fellowship and Awards Committee and the Remuneration Committee and the Finance Committee. The terms of reference, composition and specific proceedings of these committees are set out in Regulations 9 - 12.

8.2 Special Governance Committees and Working Groups

The Board of Trustees may at any time appoint a committee or working group to enquire into any matter on its behalf. The appointment of such a committee or working group shall be specified by the Board of Trustees as for a certain period or until the purpose of its appointment has been fulfilled. The meetings and proceedings of any such committee or working group shall be governed by the provisions of the Faculty's governing documents for regulating meetings and proceedings of committees, so far as they are applicable.

8.3 Coordination Committee

There will be a Co-ordination Committee. The terms of reference, composition and specific proceedings of this group is set out in Regulation 13.

8.4 Operational Committees and Groups

The Operational Committees and Groups will be the Policy and Communications Group, the Education and Standards Committee, the International Development Committee, the Trainees' Committee and the Ethics and Practice Committee. The terms of reference, composition and specific proceedings of these committees are set out in Regulations 14 -19.

8.5 Operational Subcommittees and Working Groups

The Operational Committees and Groups may, with the approval of the Board of Trustees, appoint subcommittees and working groups for specified purposes and for a period not exceeding the term of the appointing Committee. The Operational Committees may also with the approval of the Board of Trustees, appoint working groups to enquire into any matter on its behalf. The appointment of such a

working group shall be specified by the appointing committee as for a certain period of time or until the purpose of its appointment has been fulfilled. The meetings and proceedings of any such sub-committee or working group shall be governed by the provisions of the Faculty's Regulations for regulating meetings and proceedings of committees, so far as they are applicable.

8.6 Regulations of committee meetings and voting

Subject to any instructions by the Board of Trustees a committee may convene for the dispatch of business, adjourn and otherwise regulate its meetings as its chairperson shall determine. When applicable, questions arising at any meeting shall be decided by the majority of votes. The methods of voting shall be at the discretion of the chairperson of the committee who in the case of an equality of votes shall have a casting vote. At the discretion of the chairperson business may be dispatched by means of a teleconference.

8.7 Authority to act with reduced members

The members for the time being of a committee of the Board of Trustees may act notwithstanding any vacancy in their number providing that there is a quorum present. The quorum of a committee shall be fifty percent or fifty percent plus one member. Those committees that must, in accordance with Regulations, consist of Trustees must have at least one Trustee present. This regulation applies to committees where binding decisions are to be taken.

8.8 Acts done in good faith

All acts done in good faith by any meeting of a committee of the Board of Trustees or by any person acting as a member of a committee shall, notwithstanding to be afterwards discovered that there was some defect in the appointment, election or continuance in office of any person or of some one or more of the members of the committee acting as aforesaid or that they or any of them were disqualified, be as valid as if all relevant persons had been duly appointed or elected or had duly continued in office and were qualified to be a member of their committee.

8.9 Records of Proceedings

Written records shall be made of the proceedings of all meetings of committees of the Board of Trustees and of all business transacted at such meetings. Any such records of any meeting signed by the chairperson of the next succeeding meeting, shall be sufficient evidence without any further proof of the fact therein stated.

8.10 Control of Expenditure

All committees of the Board of Trustees shall only incur expenditure on behalf of the Faculty in accordance with a budget previously agreed by the Board of Trustees and/or in accordance with Faculty policy or guidance regarding the allocation of resources.

8.11 Compliance with Faculty Codes and Policies

All committees of the Board of Trustees must observe and comply with Faculty codes and policies.

9. APPOINTMENTS AS REGISTRAR, TREASURER, APPOINTED TRUSTEES AND TO COMMITTEES, SUBCOMMITTEES AND WORKING GROUPS

9.1 General

9.1.1 Governance committees and subcommittees must be chaired by a Trustee.

9.1.2 The appointment of individual Trustees as chairpersons or members of governance committees and subcommittees can take place following agreement by the Board of Trustees and without the necessity to undertake the standard procedures for appointments to committees.

9.1.3 Non-trustee members of governance committees and subcommittees must be appointed in accordance with the procedures for appointments to committees approved by the Board of Trustees.

9.1.4 The appointment of chairpersons and members of operational committees and groups must be made in compliance with the procedures established by the Board of Trustees.

9.1.5 Trustees may not be appointed as chairpersons of operational committees. Trustees will not be appointed as members of operational committees unless it is agreed by the Board of Trustees that such an appointment is in the best interests of the Faculty. Trustees may be a member of a working party of an operational committee.

9.1.6 Committees may appoint deputy chairpersons from within their membership

9.1.7 Chairpersons of operational committees will normally not be a member of another operational committee or subcommittee but they may be a member of a working party of their own committee or of another committee.

- 9.1.8 Members of operational committees or subcommittees may be a member of more than one operational committee or subcommittee.
- 9.1.9 Committees and subcommittees may co-opt persons for specific purposes with the agreement of the chairperson of the main operational committee or group.
- 9.1.10 The chairperson of a working group can be appointed by the chairperson of an operational committee.
- 9.1.11 Members of working groups can be appointed by the working group chairperson.
- 9.1.12 Non-members of the Faculty may be invited to join working groups as members and to attend operational committee and subcommittee meetings as observers. Non-members of the Faculty may be members of the Board of Examiners or examiner groups with the agreement of the Board of Trustees.

9.2 Terms of Office

- 9.2.1 The term of office for appointed chairpersons and members of committees and subcommittees is three years.
- 9.2.2 A maximum of one consecutive term of office will apply upon successful re-appointment in accordance with the approved procedures.
- 9.2.3 After a six-year term as either member or chairperson of a committee an individual must wait at least twelve months before seeking re-appointment to that committee unless, as a member they are seeking appointment as the chairperson.
- 9.2.4 If an existing member of a committee or subcommittee is appointed as its chairperson their term as a non-chairperson member will automatically end and a new three-year term will commence with six years being the maximum period an individual can serve as chairperson in this circumstance. A twelve-month break is not required before a member can seek appointment as chairperson after a six-year term as committee member.
- 9.2.5 The term of office of an individual Trustee who is a chairperson or member of a Governance committee or subcommittee will automatically end should he or she cease to be a Trustee of the Faculty. Any subsequent re-appointment as a member of the same committee shall be made in accordance with Regulations and the approved procedures.
- 9.2.6 The Board of Examiners has its own constitution and rules for the selection of examiners.
- 9.2.7. Any exceptions to regulation 9.2 are given in the regulations specific to the committee or role concerned.

9.3 Procedures for the Appointment of Appointed Trustees, Appointed Chairpersons and Appointed Members of Committees and Subcommittees

- 9.3.1 An appointments panel of at least two persons (one must be a Trustee other than in the case of appointments to committees or subcommittees as long as the chairperson of that committee or subcommittee is involved) must make the appointment/s. The panel must normally convene a selection meeting to which shortlisted applicants are invited to attend. In the case of subcommittees a selection meeting does not need to be convened and the appointment may be made through a paper exercise.
- 9.3.2 All vacancies, with the exception of Lay appointments, must be notified to the membership of the Faculty with, as a minimum standard, a notice being placed on the Faculty website for at least 11 working days.
- 9.3.3 The notice must set out the criteria by which the panel will make the appointment and must state a deadline for the receipt of applications.
- 9.3.4 Applications must be submitted either in writing or electronically and only those received before the deadline will be considered.
- 9.3.5 The Board of Trustees may make appropriate temporary arrangements should appointment to a vacant role not be made but can only fill a vacancy in the Trustees in accordance with Regulation 4.5.
- 9.3.6 The members of an appointments panel will remain the same during a single appointments process but different members may form panels for different appointments.

10. THE FELLOWSHIP AND AWARDS COMMITTEE

10.1 Fellowship and Awards Committee – Terms of Reference

- 10.1.1 To be responsible for considering all proposals for Fellowship and Honorary Fellowship in the first instance and for advising the Board of Trustees thereon.
- 10.1.2 To be responsible for considering all proposals for Membership not by examination in the first instance and for advising the Board of Trustees thereon.
- 10.1.3 To be responsible for considering nominations for any other awards as agreed by the Board

of Trustees.

10.1.4 The decision to admit an individual as Fellow, Honorary Fellow or Member not by examination shall be made by the Board of Trustees after consideration of the report of the Fellowship and Awards Committee.

10.2 Fellowship and Awards Committee – Composition

10.2.1 The Fellowship and Awards Committee shall consist of the Presidents of the Colleges or their nominees, the Officers of the Faculty, the chairperson of the Education and Standards Committee, the chairperson of the International Development Committee, the Chairperson of the Ethics and Practice Committee, the chairperson of the Board of Examiners and four Fellows of the Faculty appointed by the Board of Trustees.

10.2.2 The President shall be the chairperson or, in their absence, the Vice-President shall be the chairperson.

10.2.3 Members of the Fellowship and Awards Committee must be Fellows (not Honorary unless previously so in a non-Honorary capacity) with the exception of the Registrar and Treasurer who may be Members.

10.2.4 The Registrar and Treasurer may not be members of the Fellowship and Awards Committee in any year that they are nominated for Fellowship.

10.2.5 The four Fellow members of the Fellowship and Awards Committee must be appointed in accordance with the procedures for committee appointments.

10.3 Fellowship and Awards Committee – Proceedings

10.3.1 The Fellowship and Awards Committee shall convene annually.

10.3.2 A lay observer will normally be in attendance.

10.3.3 Other observers may be in attendance with the agreement of the chairperson.

11. THE REMUNERATION COMMITTEE

11.1 Remuneration Committee - Terms of Reference

11.1.1 To undertake employee pay reviews.

11.1.2 To undertake employee benefit reviews.

11.1.3 To undertake other contract review as required.

11.1.4 To ensure that policies relating to employee remuneration and benefits are followed.

11.1.5 To ensure that policies relating to employee remuneration and benefits are reviewed and updated by the Board when required.

11.2 Remuneration Committee – Composition

11.2.1 The members of the Remuneration Committee will include the Treasurer, the Registrar and at least one other Trustee.

11.2.2 The chairperson of the Remuneration Committee will normally be the Treasurer.

11.3 Remuneration Committee – Proceedings

11.3.1 The Remuneration Committee will convene at least annually.

11.3.2 The committee may convene in person or through electronic methods and records of decisions will be maintained by the chairperson and reported to the Board.

12 THE FINANCE COMMITTEE

12.1 Finance Committee – Terms of Reference

To support the Treasurer in the undertaking of their responsibilities as set out in regulation 6.4.

12.2 Finance Committee – Composition

The membership of the Finance Committee will be the Treasurer who will be chairperson and at least one other faculty member with members of the Faculty's administration also attending with the agreement of the Treasurer.

12.3 Finance Committee – Proceedings

The Finance Committee will normally convene as a formal meeting at least four times each year. At other times work will be undertaken as required.

13. THE COORDINATION COMMITTEE

13.1 The Co-ordination Committee – Terms of Reference

- 13.1.1 To implement strategy set by the Board of Trustees.
- 13.1.2 To develop policy and plans for Board of Trustees approval
- 13.1.3 To co-ordinate and prioritise the delivery of work.
- 13.1.4 To monitor progress and performance in the delivery of work.
- 13.1.5 To monitor the budget.
- 13.1.6 To report to the Board on the above terms of reference.

13.2 The Co-ordination Committee – Composition

- 13.2.1 The trustee members of the Co-ordination Committee will be the President, the Vice President, the Registrar and the Treasurer.
- 13.2.2 The non-trustee members of the Co-ordination Committee will be the Chief Executive and the chairpersons of the Policy and Communications Group, the Education and Standards Committee, the International Development Committee, The Trainee's Committee and the Ethics and Practice Committee.
- 13.2.3 Other persons may be invited to attend meetings of the Co-ordination Committee to report on or to join discussions on a particular matter.
- 13.2.4 The Chief Executive and President will be the co-chairpersons and meetings will usually be chaired by the Chief Executive

13.3 The Co-ordination Committee – Proceedings

The Co-ordination Committee will normally convene at least four times each year. At other times work will be undertaken as required.

14. THE POLICY AND COMMUNICATIONS GROUP

14.1 The Policy and Communications Group – Terms of Reference

- 14.1.1 To raise awareness of the importance of the science and practice of pharmaceutical medicine and the benefits that the specialty brings to the health of the public
- 14.1.2 To publish the newsletter and other bulletins
- 14.1.3 To ensure that Faculty members and other stakeholders are informed of Faculty activities and opportunities for engagement
- 14.1.4 To undertake policy projects on topics connected to pharmaceutical medicine on behalf of the Faculty Board and in line with Faculty strategy
- 14.1.5 To facilitate the appointment and work of the shared interest networks and to co-ordinate their input into Faculty policy development and related activities.
- 14.1.6 To co-ordinate and facilitate the Faculty's response and input into external consultations including the identification of relevant consultations and assimilation of feedback from multiple sources into an appropriate Faculty position.
- 14.1.7 To co-ordinate press, media and public relations activities
- 14.1.8 To co-ordinate Faculty representation on external committees and bodies
- 14.1.9 To organise symposia, conferences, conversation events and other events that do not fall under the remit of another Faculty committee or group
- 14.1.10 To ensure that the quality and appropriateness of Faculty communications including through the website and social media is monitored and maintained and consistent with official Faculty positions, policy and messages
- 14.1.11 To co-ordinate Faculty activities relating to the provision of information about careers in pharmaceutical medicine

14.2 Policy and Communications Group - Composition

- 14.2.1 Members of the Policy and Communications Group will include its chairperson, one lay member and approximately ten other members of the Faculty. The Policy and Communications Officer will also be a member of the Group.
- 14.2.2 The appointment of the chairperson and Faculty members of the Policy and Communications Group must be in accordance with the regulations for the appointment to committees.
- 14.2.3 A number of the Faculty members appointed to the group will be the lead member with responsibility for a specific area of the Group's activities and as set out in group member role specifications.

14.3 Policy and Communications Group – Proceedings

The Policy and Communications Group will normally convene as a formal meeting at least twice each year. At other times work will be undertaken within smaller workgroups which may include input

from members and staff who are not members of the core Policy and Communications Group.

15. THE EDUCATION AND STANDARDS COMMITTEE

15.1 Education and Standards Committee – Terms of Reference

15.1.1 To plan and implement examinations and diplomas including the definition of syllabi.

15.1.2 To plan and facilitate education and training programmes and courses in pharmaceutical medicine.

15.1.3 To set the standards for and oversee the Faculty's recognition and / or accreditation of other bodies' educational courses and / or qualifications.

15.1.4 To liaise with other committees, bodies and groups with relation to education in pharmaceutical medicine in the United Kingdom and internationally.

15.1.5 To consider and approve applications for Membership, Associateship and Affiliateship of the Faculty on behalf of the Board of Trustees.

15.2 Education and Standards Committee - Composition

15.2.1 The membership of the Education and Standards Committee will include its chairperson, the chairperson of the Board of Examiners, the chairperson of the Human Pharmacology and Experimental Medicine Advisory Subcommittee, the chairperson of the Human Pharmacology and Experimental Medicine Examination Group, the Director of Human Pharmacology and Experimental Medicine Programmes, the chairperson of the Trainees' Committee, the Director of CPD and approximately four other appointed members of the Faculty.

15.2.2 The appointment of the chairperson and the four appointed members of the Faculty must be in accordance with the regulations for the appointment to committees.

15.2.3 Those chairpersons with ex-officio positions on the Education and Standards Committee may send a deputy to meetings of the Education and Standards Committee to report on their behalf.

15.2.3. Other persons may be co-opted to the Education and Standards Committee for a specific purpose and period with the agreement of the Faculty Board.

15.3 Education and Standards Committee – Proceedings

The Education and Standards Committee will normally convene at least twice each year. At other times work will be undertaken within smaller sub-groups.

15.4 Education and Standards Committee – Subcommittees and groups

15.4.1 Board of Examiners

15.4.1.1 Board of Examiners – Terms of Reference

The Board of Examiners shall be responsible for the conduct of all examinations held by the Faculty. These include the Examinations for the Diploma in Pharmaceutical Medicine (DPM), and the Diploma and Certificate in Human Pharmacology (D/CHP) in accordance with regulations agreed by the Board of Trustees of the Faculty. Changes to examination regulations will be approved by the Board of Trustees (major changes) or the Education and Standards Committee (minor changes). The Board of Examiners is responsible for these Examinations and in particular for setting and maintaining standards. The conduct of these Examinations is the sole responsibility of the Board of Examiners and its decisions on candidates is final. Regulations and procedures for handling appeals will be defined for each examination

15.4.1.2 Board of Examiners – Composition

The Board shall comprise at least fifty members. Collectively, the Board of Examiners shall have experience across the whole syllabus for the DPM with specialist groups covering the syllabi for the the D/CHP. Existing members of the Board of Examiners, who may consult with others, shall make proposals for new members, who will be elected in a postal ballot or at a convened meeting of the Board of Examiners. Examiners must meet the criteria for appointment set out in the Board of Examiners specification. The period of tenure for examiners shall be three years, which may be renewed. Officers of the Board of Examiners shall normally comprise a chairperson, vice-chairperson and examinations secretary, elected by other examiners in accordance with the Constitution approved by the Board of the Faculty. The Board of the Faculty shall ratify appointments to the chairperson and vice-chairperson. The chairperson of the Board of Examiners has an ex-officio position on the Education and Standards Committee. The chairperson of the Education and Standards Committee has administrative responsibility for and has an ex-officio position on the Board of Examiners.

15.4.1.3 Board of Examiners – Proceedings

15.4.1.3.1 The proceedings of the Board of Examiners are set out in its specification document and the exam regulations.

15.4.1.3.2 On being appointed, Examiners shall give their Faith in writing to the Board of Trustees of the Faculty and to the Faculty in the following terms:

" I faithfully promise that I will perform all the duties of an Examiner as set forth in the Regulations of the Faculty of Pharmaceutical Medicine and in the Constitution and the Standard Procedures of the Board of Examiners and in the relevant Laws, Bye-Laws and Regulations of the Colleges and that I will not divulge the proceedings of meetings at which examination papers or other tests are set or at which the results of the examinations are considered, or of any other meeting the proceedings of which I am required to keep secret".

15.4.1.3.3 The Board of Examiners shall submit an annual report to the Education Committee and to the Board of Trustees.

15.4.1.3.4 The day to day management of the DPM examination is conducted by an examination committee known as OBOE (Officers of the Board of Examiners) comprising the Chair, Vice-chair, Examination Secretary and Panel Convenors for each part of the examination and additional experienced examiners co-opted by the members of OBOE.

15.4.1.3.5 The day to day management of the examinations in Human Pharmacology and Experimental Medicine is conducted by the Human Pharmacology and Experimental Medicine Examination Group.

15.4.2 Diploma and Certificate in Human Pharmacology and Experimental Medicine Advisory Subcommittee

15.4.2.1 Human Pharmacology and Experimental Medicine Advisory Subcommittee – Terms of Reference

15.4.2.1.1 To advise the Education and Standards Committee on the development of any Diploma and Certificate in Human Pharmacology and Experimental Medicine programmes including related taught courses.

15.4.2.1.2 To maintain the regulations relating to the programmes.

15.4.2.1.3 To consider and approve applications for enrolment.

15.4.2.1.4 To monitor the progress of participants and to provide guidance and support when indicated.

15.4.2.1.5 To approve training locations for Diploma participants.

15.4.2.1.6 To support the quality management process.

15.4.2.1.7 To approve the award of the Diploma and Certificate to individuals upon successful completion of the programmes.

15.4.2.2 Human Pharmacology and Experimental Medicine Advisory Subcommittee – Composition

The Human Pharmacology and Experimental Medicine Advisory Subcommittee will include its chairperson and approximately nine other members.

15.4.2.3 Human Pharmacology and Experimental Medicine Advisory Subcommittee - Proceedings

The Human Pharmacology and Experimental Medicine Advisory Subcommittee will normally convene at least twice each year.

16. THE DIRECTOR OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

16.1 The Director of Continuing Professional Development – Role

16.1.1 To be responsible for developing and implementing policy relating to Continuing Professional Development.

16.1.2 To represent the Faculty externally at meetings of relevant groups.

16.1.3 To be a member of the Faculty's Education and Standards Committee

16.2 Director of Continuing Professional Development – Appointment and Term of Office

16.2.1 The appointment of the Director of CPD will be in accordance with the Faculty's procedures for appointments to committees.

16.2.2 The term of office for the Director of CPD will be three years which may be extended to a second term of three years on successful re-appointment in accordance with the approved procedures.

16.2.3 At the end of the maximum term of office the Director of CPD will retire from the Education

and Standards Committee and will not be eligible for re-appointment as Director or committee member until at least 12 months have passed (unless as stated in 9.2.4 they are seeking appointment as chairperson of the Education and Standards Committee).

17. THE TRAINEES COMMITTEE

17.1 Trainees' Committee – Terms of Reference

17.1.1 To advise the Education and Standards Committee on matters relating to specialty training in pharmaceutical medicine with particular emphasis on trainee issues.

17.1.2 To advise the Specialty Advisory Committee on Pharmaceutical Medicine (of the JRCPTB) on matters relating to specialty training in pharmaceutical medicine with particular emphasis on trainee issues.

17.1.3 To represent the Faculty on appropriate external groups such as the Trainees Committee of the Academy of Medical Royal Colleges.

17.1.4 To facilitate communication between trainees and between the Faculty and trainees.

17.1.5 To contribute and participate in wider Faculty activities with the chairperson also being a member of the Faculty's Co-ordination Committee

17.2 Trainees' Committee – Composition

17.2.1 Members of the Trainees' Committee will include a chairperson and approximately nine Faculty members who will normally be enrolled in Pharmaceutical Medicine Specialty Training (PMST). The membership will include, as far as is possible, trainees from different stages of training and different training locations.

17.2.2 Appointments of the chairperson and the members will be in accordance with the regulations for committee appointments.

17.3 Trainees' Committee - Proceedings

17.3.1 The Trainees' Committee will normally convene at least twice each year. At other times work will be undertaken within smaller sub-groups.

17.3.2 An individual's membership of the Trainees' Committee will terminate automatically upon their withdrawal from or termination of PMST. A member of the committee who has successfully completed training may remain a member of the committee for a maximum of one year with the agreement of the chairperson in order to facilitate transition. The chairperson may remain in this role for a maximum of one year following the completion of his or her training with the agreement of the Board in order to facilitate transition.

18. THE INTERNATIONAL DEVELOPMENT COMMITTEE

18.1 International Development Committee – Terms of Reference

18.1.1 To support Faculty activities which aim to harmonise the professional, educational and ethical standards for pharmaceutical physicians globally.

18.1.2 To support Faculty activities which aim to improve the health of patients and the public globally.

18.1.3 To provide an international perspective to Faculty policy development and activity planning through the Co-ordination Committee and other committees and groups.

18.1.4 To support and encourage the participation of internationally based membership in Faculty activities.

18.1.5 To promote and represent the Faculty within relevant institutions and bodies.

18.2 International Development Committee – Composition

18.2.1. The members of the International Development Committee will include its chairperson and up to a maximum of twelve other members of the Faculty.

18.2.2 Appointments of the chairperson and the members should be in accordance with the regulations for appointments to committees. Appointments may be undertaken as a paper exercise due to geographical factors if this is more practicable.

18.3 International Development Committee - Proceedings

The International Committee will normally convene twice each year by teleconference. At other times work will be undertaken within smaller sub-groups.

19. THE ETHICS AND PRACTICE COMMITTEE

19.1 The Ethics and Practice Committee – Terms of Reference

19.1.1 To set and promote the highest professional and ethical standards for pharmaceutical physicians.

19.1.2 To maintain and update *Good Pharmaceutical Medical Practice* and other guidance documents.

19.1.3 To establish a series of endorsed Faculty briefs, positions, consensus statements on ethical issues in pharmaceutical medicine referred to the Faculty for comment.

19.1.4 To establish and maintain appropriate links within and outside the Faculty for relevant communication of Faculty-endorsed statements on ethical issues in pharmaceutical medicine.

19.1.5 To oversee the operation of the Good Pharmaceutical Medical Support Network.

19.2 The Ethics and Practice Committee – Composition

19.2.1 The membership of the Ethics and Practice Committee will include its chairperson, two lay members and approximately seven Faculty members.

19.2.2 Appointments of the chairperson and the members will be in accordance with the regulations for committee appointments.

19.3 The Ethics and Practice Committee – Proceedings

The Ethics and Practice Committee will normally convene at least twice each year. At other times work will be undertaken within smaller sub-groups.

20. CHIEF EXECUTIVE

20.1 Appointment and Removal

The Chief Executive shall be appointed and can be dismissed by the Board of Trustees in accordance with the Faculty's employment procedures.

20.2 Responsibility for meetings

Under the general direction of the Trustees the Chief Executive shall be responsible for convening General Meetings of the Faculty, meetings of the Board of Trustees and other meetings, and for issuing notices of and preparing and keeping minutes of those meetings.

20.3 Responsibility for headquarters and staff

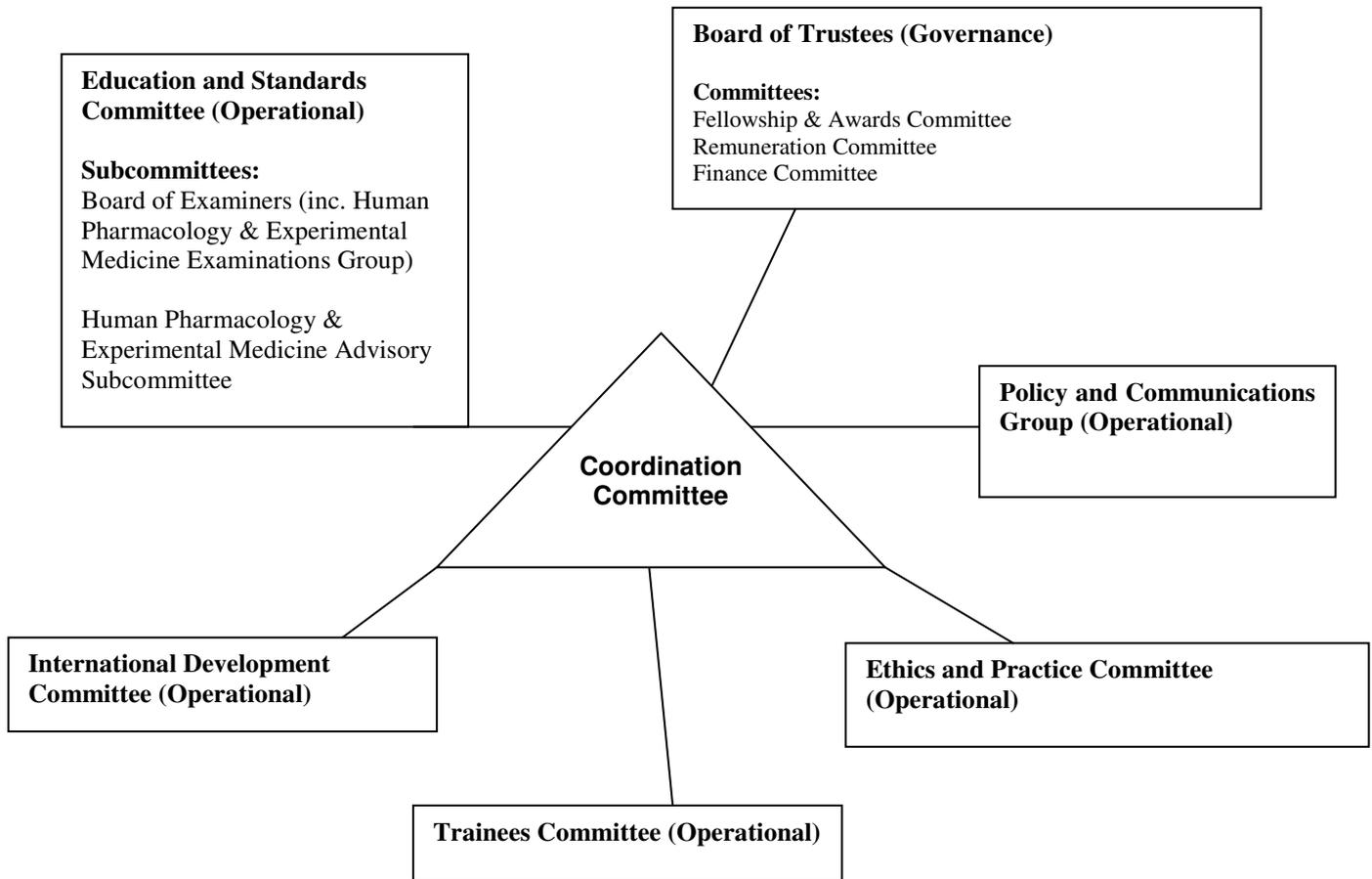
Under the general direction of the Trustees the Chief Executive shall be responsible for the day-to-day management of the headquarters of the Faculty; and he/she shall direct, superintend and be responsible for the proper performance of the several duties of each member of the staff.

21. APPOINTMENT OF PROXIES TO VOTE AT AN ANNUAL GENERAL MEETING

The appointment of a proxy shall be in the form set out in Appendix 2.

APPENDIX 1

COMMITTEE STRUCTURE OF FACULTY OF PHARMACEUTICAL MEDICINE (JANUARY 2017)



APPENDIX 2

PROXY VOTING

**FACULTY OF PHARMACEUTICAL MEDICINE OF THE ROYAL COLLEGES OF PHYSICIANS OF THE UNITED KINGDOM (Faculty)
[Annual General Meeting]
Proxy Form**

[NAME AND ADDRESS OF MEMBER]

Before completing this form, please reads the explanatory notes below

I being a member of the Faculty appoint the chairman of the meeting or (see note 3)

--

as my proxy to attend, speak and vote on my behalf at the [Annual] General Meeting of the Faculty to be held on [DATE] at [TIME] and at any adjournment of the meeting.

I direct my proxy to vote on the following resolutions as I have indicated by marking the appropriate box with an "X". If no indication is given, my proxy will vote or abstain from voting at his or her discretion and I authorise my proxy to vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.

RESOLUTION	For	Against
1. [Insert text of resolution]		
2. [Insert text of resolution]		
3. [Insert text of resolution]		

Signature	Date

Notes to the proxy form

1. As a member of the Faculty you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Faculty. You can only appoint a proxy using the procedures set out in these notes.
2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.
3. A proxy does not need to be a member of the Faculty but must attend the meeting to represent you. To appoint as your proxy a person other than the chairman of the meeting, insert their full name in the box. If you sign and return this proxy form with no name inserted in the box, the chairman of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the chairman, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions.

4. To direct your proxy how to vote on the resolutions mark the appropriate box with an “X”. If no voting indication is given, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.

5. To appoint a proxy using this form, the form must be:

- completed and signed;
- sent or delivered to the Faculty at [ADDRESS]; and
- received by the Faculty no later than [DATE AND TIME].

6. Any power of attorney or any other authority under which this proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

7. As an alternative to completing this hard-copy proxy form, you can appoint a proxy electronically by [GIVE DETAILS]. For an electronic proxy appointment to be valid, your appointment must be received by the Faculty no later than [DATE AND TIME].

8. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

9. You may not use any electronic address provided in this proxy form to communicate with the Faculty for any purposes other than those expressly stated.

APPENDIX 3

FACULTY OF PHARMACEUTICAL MEDICINE POLICIES

FACULTY OF PHARMACEUTICAL MEDICINE POLICY FOR RECEIVING CHARITABLE DONATIONS

The Faculty is pleased to accept charitable donations to support its activities.

It will refuse donations from organisations with aims that conflict with those of the Faculty.

Donations should normally be made on an unrestricted basis unless otherwise agreed by the Faculty's Trustees

Those organisations making donations may, at their own discretion, make this known to their own employees or clients as long as any statements made conform to English law.

Approved by the Board 16 September 2008

Reapproved by the Board 29 April 2010

FACULTY OF PHARMACEUTICAL MEDICINE INVESTMENT POLICY

1. Investment aims

The Faculty intends to invest the reserves policy fund in a manner that maximizes security whilst allowing reasonable growth.

2. Balance between capital growth and income generation

The Faculty seeks capital growth from its invested funds. It is envisaged that any income generated from the reserves policy fund will be re- invested back into the fund.

3. Consideration of risk

Investment Policy is to minimize risk and ensure security of the funds balanced by a reasonable opportunity for capital growth. Less than half the funds will be invested in equities with a greater proportion in gilts and cash. Equities and bonds will be purchased in collective funds with an appropriate spread across sectors and markets.

4. Timing of returns

Investment decisions will be made with a five-year horizon.

5. Special preferences

The trustees will review the ethical policy of the fund management house prior to purchase of any investment, to ensure that they are in alignment with the Faculty's mission. It is not the intention of the Faculty to be overly prescriptive of what stocks can and cannot be included.

6. Review of policy statement

The policy statement will be formally reviewed once a year by the Board, or more frequently, should the need arise.

7. Exercising investment decisions

The direct day-to-day monitoring of investments will be the general responsibility of the Treasurer. When making major changes to the investment arrangements the trustees seek external advice.

Approved by the Board November 2007

Revised and approved by the Board 29 April 2010

Updated to reflect policy wording in Annual Accounts 2016 as approved on 9 May 2017

FACULTY OF PHARMACEUTICAL MEDICINE RESERVES POLICY

1. Purpose

Since its establishment the Faculty has built up and held 'free' reserves. The term 'free' reserves includes the General Fund, the Development Appeal fund and any other designated fund so categorised but excludes any restricted and endowment funds. It also excludes funds, which although classified as unrestricted have been designated for specific purposes in the current budget year.

2. Need for reserves

The trustees have identified the following reasons for holding reserves:

1. to safeguard against any unexpected fluctuation in the main income stream, which is through individual membership fees
2. to make provision for committed expenditure such as salaries, building costs, contracts with suppliers of equipment and professional services
3. to take future advantage of opportunities for growth, and be able to respond to changes in the external environment, such as new legislation, which may require additional unplanned resource over the short to medium term

3. Proposed Size of reserves

Taking into account the above factors, the trustees have determined that it is appropriate to hold free reserves equivalent to six-months to one year of the the Faculty's annual operating costs.

4. Review of policy

The policy on reserves will be reviewed annually by the Board in conjunction with the Faculty's strategic planning, financial and risk management processes.

Approved by the Board November 2007

Revised and approved by the Board 29 April 2010

Revised and approved by the Board 9 May 2017

FACULTY OF PHARMACEUTICAL MEDICINE POLICY ON FRAUD AND WHISTLEBLOWING

1. Purpose

The Faculty of Pharmaceutical Medicine of the Royal Colleges of Physicians of the United Kingdom is a registered charity with the mission to advance the science and practice of pharmaceutical medicine by working to develop and maintain competence, ethics and integrity and the highest professional standards in the specialty for the benefit of the public. As such, it has a commitment to high standards of legal and ethical probity and all members of the Faculty, members of staff, officers and trustees are expected to share this commitment. This policy is established to facilitate the investigation of fraud and related offences, while protecting the interests of those who, acting with integrity and in good faith, bring to light instances of fraud, breaches of trust or other unacceptable behaviour.

2. Scope

This policy is primarily concerned with financial fraud (the use of deception to obtain an unjust or illegal financial advantage or intentional misrepresentation affecting the Faculty's financial statements) but also applies to non-financial fraud (the use of deception with the intent of obtaining advantage, avoiding an obligation or causing loss to another party). It is the attempt to deceive that is considered morally reprehensible, so attempted fraud is treated as seriously as accomplished fraud.

This policy applies to irregularity or suspected irregularity involving employees of the Faculty as well as members, officers, trustees, volunteers, consultants, contractors, vendors and any other parties with the Faculty's trust.

The whistleblowing provisions in this policy apply not only to fraud but also to other areas of malpractice such as breaches of Faculty policies, poor health and safety or employment practices, forms of abuse such as bullying, or actions by the Faculty that could harm the environment.

3. Policy

The members, officers and the majority of trustees of the Faculty are medical practitioners and expected to be bound by the principles laid out in the *Good Pharmaceutical Medical Practice* guidelines. Furthermore, as stewards of a registered charity, trustees, officers, and staff of the Faculty are expected to demonstrate high standards of honesty, propriety and personal integrity. The Faculty's Code of Conduct for Trustees requires trustees to observe and promote the Nolan Principles (The Seven Principles of Public Life).

The Trustees of the Faculty are obliged to ensure the sound financial management of the charity's resources, ensuring expenditure is in line with the organisation's objects, and to ensure the effective and efficient administration of the charity. To this end it has established policies and practices within the Faculty that serve to reduce the risk of financial loss, including loss through fraud. In addition there are policies and procedures in place which the Trustees intend to establish and maintain an honest, open and well-intentioned atmosphere within the Faculty to enable it to effectively fulfil its mission. In this spirit of

openness, trustees, officers, volunteers and staff are encouraged to share their questions, concerns, suggestions or complaints since this will help identify weaknesses in the Faculty's policies and procedures that might expose the Faculty to fraud.

All of these factors will diminish the risk of the Faculty being exposed to fraud; nevertheless, the Faculty is committed to the elimination of any fraud within the organisation and to the rigorous investigation of any such cases.

The Board of Trustees wishes to encourage anyone having reasonable suspicions of fraud to report them, therefore it is the Board's policy that trustees, officers, volunteers and staff will not suffer in any way as a result of reporting reasonably held suspicions according to this policy. For these purposes 'reasonably held suspicions' shall mean any suspicions other than those which are shown to be raised both maliciously and without foundation.

Any suspicions of fraud or other malpractice, or breaches of the Faculty's policies and procedures, should be reported as a matter of urgency to the Chief Executive in the first instance. If for any reason this would not be appropriate, then they should be reported to the appropriate Officer, any trustee, or the President. Every effort will be made to protect the reporter's anonymity, if requested, but this may not be possible if fraud or malpractice are to be effectively investigated. The reporter will be informed if anonymity cannot be maintained before release of any identifying information. Any suspicions of fraud must be reported by the person receiving the allegations to the Treasurer and the President, unless there are compelling reasons not to involve either or both of them in the discussions.

Suspected fraud will be investigated in an independent, open-minded and professional manner with the aim of protecting the interests of the Faculty, the reporter and the suspected individual or individuals. The focus must be on the message not the messenger, but suspicion should not be seen as guilt to be proven. The precise nature of the investigation will depend on the circumstances, but the steps taken, examinations made, and the outcome of the investigation should be carefully documented. The Treasurer and President, as the most likely sponsors of the investigation, should be kept informed of the progress and outcome and act as liaison between the investigating team, the Chief Executive and the trustees. If the Treasurer or President are not the sponsors, another trustee or trustees will be appointed by those to whom the suspicion was reported.

The Faculty will take appropriate steps, including legal action if necessary, to recover financial or other losses arising from fraud, theft or misconduct. Where a criminal offence may have been committed, the police will be involved. The outcome of any investigation should be shared with the trustees of the Faculty, the Chief Executive and the reporter. Following any investigation there should be a review of the Faculty's Policies and Procedures to prevent similar problems in the future.

In addition to the protection offered to whistleblowers by the Faculty under this policy, the Public Interest Disclosures Act 1998 offers protection to staff of the Faculty who make good-faith disclosures within the structure described above about issues that may be a criminal offence, a breach of a legal obligation, a miscarriage of justice, present a danger to the health or safety of any individual, cause damage to the environment, or the deliberate concealment of information concerning these issues. Help and further information may be obtained from the charity Public Concern at Work (PCaW) through their website (<http://www.pcaw.co.uk>) or helpline (telephone 020 7404 6609 or email helpline@pcaw.co.uk),

4. Review of policy

This policy should be reviewed at least annually by the Board. There may be occasions when more frequent reviews are required.

Approved by the Board 28 November 2006

Revised and approved by the Board 29 April 2010

FACULTY OF PHARMACEUTICAL MEDICINE COMMUNICATIONS POLICY

The Faculty of Pharmaceutical Medicine is pleased to distribute to its Fellows, Members, Associates and Affiliates by way of mail shots, e-mail, exhibition stands, poster presentations and delegate packs at Faculty meetings, the Faculty website (including links to other sites) and newsletter, advertisements **broadly related to the practice of pharmaceutical medicine**. A levy will be charged for this service. All such advertisements should have a content and format that ensures that the reader is clear as to their origin and purpose.

Approved by the Board January 2005

Reapproved by the Board 29 April 2010

FACULTY OF PHARMACEUTICAL MEDICINE EQUAL OPPORTUNITIES POLICY

The Faculty is committed to building an organisation that makes full use of the relevant talents, skills, experience and different cultural perspectives available in society.

The Faculty aims to ensure that as an employer and through its work in training, professional development and the medical and scientific development of pharmaceutical medicine, no individual or group experiences unlawful discrimination, harassment or victimisation on any ground including age, race, sexual orientation, marital status, sex, religion or religious belief or disability.

This Policy has the full support of the Board. The following steps are being taken to put this Policy into practice and to help achieve its ends:

- the Policy will be a priority for the Faculty
- the Chief Executive has responsibility for the day to day operation of the Policy
- the Policy will be communicated to all employees, workers, job applicants and members and will be placed on the Faculty's website
- employees will be consulted about the Policy and about any related action plans and strategies
- all employees will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation. Selection criteria will be entirely related to the job or training opportunity.
- information on the gender, race, age and disability of employees and workers for employment, promotion and training will (with agreement) be collected and analysed to monitor each stage of the recruitment process. Similar information about members will (with agreement) be collected and analysed. All such information will be held in strictest confidence and will only be used to promote equality of opportunity and prevent unlawful discrimination
- all employees and workers including managers will be trained on the Policy, on their rights and responsibilities under the Policy and on how the Policy will affect the way they carry out their duties. No one will be in any doubt about what constitutes acceptable and unacceptable conduct in the Faculty.
- complaints about unlawful discrimination or harassment will be regarded seriously and may result in disciplinary sanctions and even dismissal. The complaints procedure will be published in a form that is easily accessible.
- the effectiveness of the Policy will be monitored regularly. A report will be produced each year and published via the intranet, the website and the annual report

Approved by the Board 1 April 2008

Reapproved by the Board 29 April 2010

FACULTY OF PHARMACEUTICAL MEDICINE DECLARATION OF INTERESTS POLICY

This policy applies to all trustees, members of committees, members of working groups, providers of services and employees and should be read in conjunction with the declaration of interests form.

Purpose of the policy

Trustees have a legal obligation to act in the best interests of the Faculty, and in accordance with the charity's governing documents. Members of committees and working groups, providers of services and employees are expected to adopt similar working practices. Other individuals and FPM representatives may be requested to complete a declaration of interests form at the discretion of the trustees.

Potential conflicts of interest may arise where an individual's personal interests and/or loyalties may conflict or be perceived to conflict with those of the Faculty. Such conflicts may create problems as they may;

- inhibit free discussion;
- result in decisions or actions that are not in the best interests of the Faculty;
- be perceived by others as inappropriate leading to a negative impact on the reputation of the Faculty
- risk the impression that the Faculty has acted improperly;
- may provide grounds for an agreement / contract to be set aside.

The aim of this policy is to protect both the organisation and the individuals involved from any impropriety or appearance of impropriety.

Register of interests

The Faculty will maintain a register to record the relevant business and professional interests of all trustees, chairpersons of committees and senior staff. These individuals are required to complete a form which is provided for the purpose of declaration. The form lists the type of interest that should be declared. This list is not exhaustive and if individuals have interests not specified in the form, but which they believe could present a potential or perceived conflict of interest either now or in the future, these should also be declared. Nil returns should also be submitted.

Relevant interests of family members should also be declared. This would generally include spouse, partners, parents, parents-in-law, children and children's partners. However, this list is not exhaustive and in some circumstances an individual may wish to declare an interest of another family member or close personal associate.

To be effective the entries on the register of interest should be reviewed and updated at least annually and also when any changes occur. It is the responsibility of individuals to ensure that their own register entry is kept up to date.

If individuals are not sure what to declare, or whether / when a declaration needs to be updated, they are asked to contact the Faculty President / Registrar / Chief Executive for confidential advice. It is recognised that those working as independent consultants may have a number of clients, perhaps on a short term basis. It is recommended that individuals declare those interests that they feel might potentially cause a conflict with their role in the Faculty. Whilst these examples are not exhaustive, individuals should consider the Faculty's potential involvement in: educational approval; contracting for services or goods; joint working arrangements; policy issues. Previous interests may be relevant where they existed during an individual's involvement with the Faculty (as trustee, committee or working party member, provider of services or employee) and where a degree of contact with the other interested party remains.

The register of interests which will be maintained by the Chief Executive. The register will be accessible upon request by a trustee of the Faculty but it will not be routinely circulated to trustees. It is usually checked by the Faculty's auditors on an annual basis to ensure it is up to date.

Declaration of interests at meetings

Trustees, chairpersons, committee members, working group members, providers of services and staff **must** declare any potential conflict of interest at the start of any meeting when the interest is connected with an item for decision or discussion on the agenda. The potential interest must be declared at all relevant meetings irrespective of whether the interest has already been recorded on the register of interests or verbally previous meeting.

Proceedings at meetings

When a potential conflict of interest has been declared at a meeting of the Trustee Board, committee or working group the other members of the group should decide how the potential conflict will be managed. A note of this should be recorded in the minutes or notes of the meeting.

Any binding decision made by the Trustee Board or committee will usually be made by vote by a quorum membership, as defined in the governing documents. An individual with a conflicting interest will not be counted for the purposes of a quorum and will not vote. They may be expected to withdraw from the part of a meeting when the discussion and or vote takes place. An individual will not be involved in awarding, monitoring or managing a contract between the Faculty and a third party when that individual has a third party interest in the contract.

When the membership of a working group is being considered the existence of potential conflicts of interests amongst proposed members must be taken into consideration. When a member of a working group has a potential conflict of interest this must not be allowed to influence discussions or influence the final output of the working group. Any conflicts of interest must be noted in the records of working group meetings and any final report.

In situations where a trustee benefits personally from a decision, it is required that this is reported in the Faculty's annual report and accounts in accordance with the current Accounting and Reporting by Charities; Statement of Recommended Practice (SORP)

Data protection

Information provided in the Declaration of Interests Form will be processed in accordance to data protection principles as set out in the Data Protection Act 1998. Data will be processed only for the purpose of this policy i.e. to ensure that the best interests of the Faculty are observed. The information will not be used for any other purpose.

Summary Table

Role	Included in Register of Interests	Declare interests at meetings
Trustees	√	√
Chairpersons of Committees and Subcommittees and permanent groups	√	√
Members of Committees and Subcommittees and permanent groups		√
Chairpersons and Members of Working Groups	May be required	√
Chief Executive	√	√
Other Employees		√
Providers of Services	May be required	√

Approved by the Board 2009

APPENDIX 4

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.

Approved by the Board 22 March 2005

Revised and approved by the Board 29 April 2010