

Appointment of

Chair, Assurance & Appointments Committee

May 2025 Ref: AAEEN

Contents

1. An introduction
2. The Role of the Assurance & Appointments Committee
3. The Role of the Chair of the Assurance & Appointments Committee
4. Person Specification
5. Terms of Appointment
6. How to Apply



An Introduction

The General Pharmaceutical Council (GPhC) is the independent regulator for pharmacists, pharmacy technicians and pharmacies in Great Britain. It is our job to protect, promote and maintain the health, safety and wellbeing of members of the public by upholding standards and public trust in pharmacy.

We are a statutory organisation set up by the UK and Scottish parliaments, and we are independent from government and those we regulate. Our role and functions are set out in legislation called the Pharmacy Order. We are funded by fees paid by the pharmacists, pharmacy technicians and pharmacies that register with us. We have a governing council made up of seven pharmacy professionals and seven members of the public. Our chief executive and registrar, Duncan Rudkin, is accountable to this governing council.

Our principal functions include:

- approving qualifications for pharmacists and pharmacy technicians and accrediting education and training providers;
- maintaining a register of pharmacists, pharmacy technicians and pharmacy premises;
- setting standards for conduct, ethics, proficiency, education and training, and revalidation (keeping professional skills and knowledge up to date);
- establishing and promoting standards for the safe and effective practice of pharmacy at registered pharmacies; and
- establishing fitness to practise requirements, monitoring pharmacy professionals' fitness to practise and dealing fairly and proportionately with complaints and concerns.



Our work is informed by what we learn from our regulatory activities and by listening to and learning from patients' lived experience. We share our learning to help promote continuous improvement.

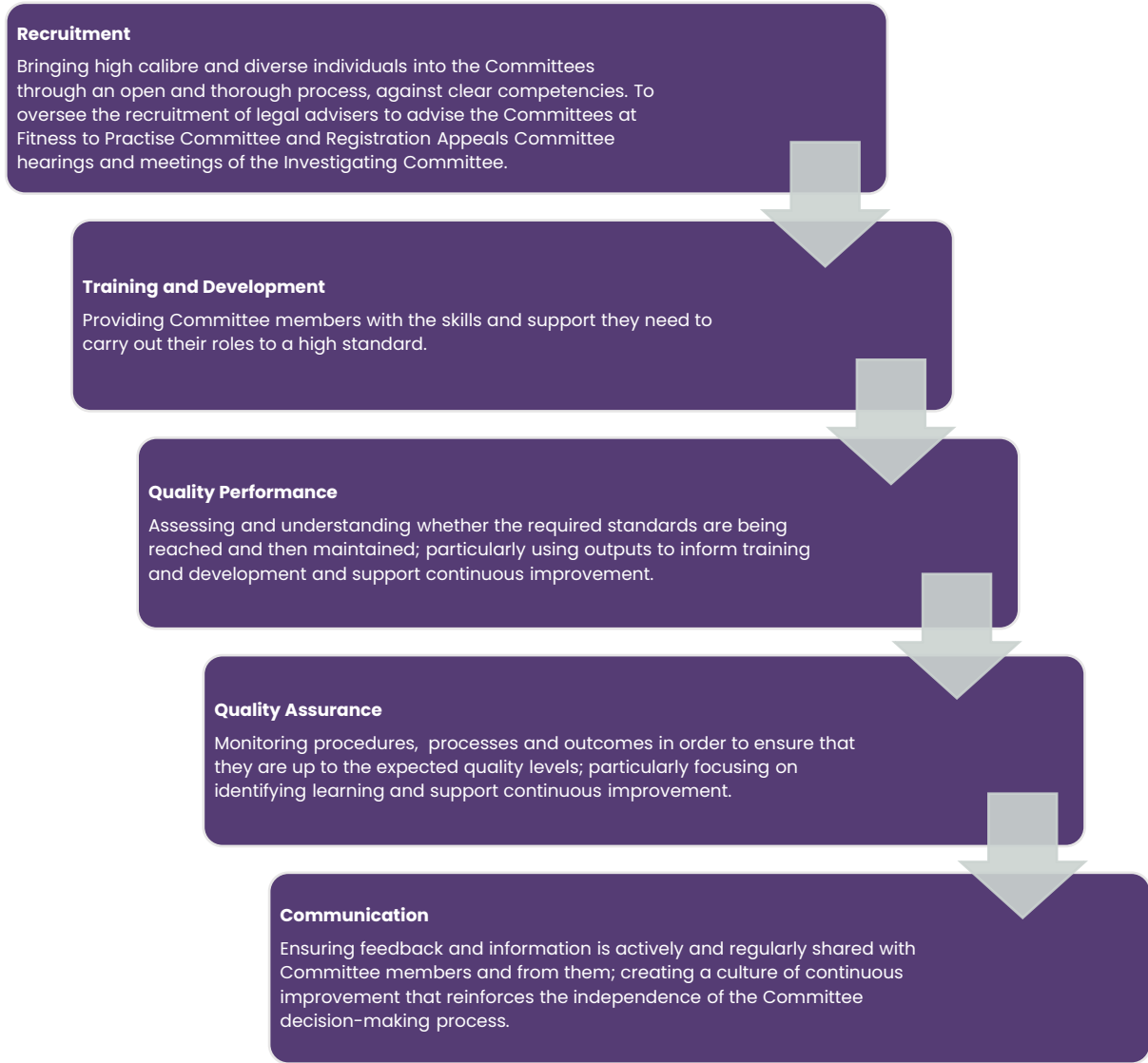
We also work closely with many different people, groups and organisations, which includes:

- **Patients and the public:** We regularly work with patients, carers and users of pharmacy services, and the groups that represent them to inform the development of our policies and the way we regulate.
- **Professional leadership bodies:** We work collaboratively with the Royal Pharmaceutical Society and the Association of Pharmacy Technicians UK as the professional leadership bodies for the two pharmacy professions.
- **Governments, the NHS, commissioners and providers:** We work closely with the governments and the NHS in England, Scotland and Wales, as well as with local government and other commissioners and providers of health and social care. This helps us to ensure we regulate in a way that is responsive, and reflective of, developments in all three countries.
- **Professional and trade associations and bodies:** We work with a range of organisations that represent the interests of pharmacy professionals or pharmacy owners. We meet with these groups to help us understand the experiences of pharmacy professionals and to inform our work.
- **Education bodies:** We set standards for the education and training of pharmacists and pharmacy technicians. To help us do this we work closely with organisations involved with pharmacy education and training.
- **UK health and social care regulators:** We work together with other healthcare regulators to share information and examples of good practice. The Professional Standards Authority for Health and Social Care (PSA) oversees the work of the GPhC, and the other health and social care professional regulators. The PSA reviews our performance, conducts audits, scrutinises our decisions and reports to Parliament.
- **Formal arrangement for working with other organisations:** We have set up Memoranda of Understanding (MOUs) with a number of organisations. These are formal arrangements that set out how we will work together. MOUs help us to share information and intelligence and to avoid duplicating work. To find out more about these organisations, follow [this link](#).

The Role of the Assurance & Appointments Committee

The Assurance and Appointments Committee is accountable to the GPhC Council but operates independently to recruit members of the statutory committees, and to provide assurance on the quality of their work. It is an integral part of ensuring the statutory committees' independence from the Council and helps to ensure that the decisions made by those committees have the confidence of the public and the profession. There are 5 members of the Assurance and Appointments Committee, including: **Chair (lay member), Deputy Chair (lay member), 2 registrant pharmacists, and 1 registrant pharmacy technician.**

Its work and responsibilities are divided into five workstreams:



The Role of the Chair of the Assurance & Appointments Committee

We are seeking a Chair of exceptional calibre – someone who is astute, resilient, and intellectually sharp, with unwavering personal integrity and a strong professional reputation. Your presence should inspire confidence, underpinned by credibility, independence of thought, and a leadership style that reflects consistency, confidence, and a deep commitment to excellence.

In this influential role, you must be able to command the respect of a wide range of stakeholders, including legally qualified committee chairs. You will bring both authority and diplomacy, with the ability to robustly challenge and hold others to account where necessary – all while maintaining the independence and integrity of the statutory committees.

You will possess a clear understanding of what constitutes high-quality decision-making and demonstrate confidence in identifying and addressing areas for improvement. Equally comfortable at both a strategic level and with operational detail, you will play a vital role in ensuring that our statutory committees deliver outcomes of the highest standard.

Your leadership will be central to enabling the Council to meet its statutory responsibilities with rigour and transparency. This is a unique opportunity to shape and uphold decision-making that truly matters.

Main tasks of the Chair of the Assurance & Appointments Committee

Strategic leadership

- To set the strategic direction of the Assurance and Appointments Committee, setting overall policy and defining goals.
- To agree an annual work plan and to set targets and regularly monitor and evaluate performance against these.

Governance

- To ensure the AAC's governance is of the highest possible standard and fully complies with GPhC requirements.

Work streams

- To oversee the appointment, training and development and performance management review processes for Assurance and Appointments Committee members.
- With other members of the Assurance and Appointments Committee, and according to determined procedures; to ensure that the GPhC fairly, objectively and transparently:
 - Runs a timely recruitment process for Statutory Committee members that is fair and transparent, and which will attract a large and diverse range of candidates;
 - shortlists candidates using techniques that eliminate unconscious bias;
 - interviews the shortlisted candidates; and
 - appoints members (including contract renewals) and reports appointed Statutory Committee Members to the GPhC Council.

- To set the strategic direction of the Assurance and Appointments Committee, setting overall policy and defining goals.
- To agree an annual work plan and to set targets and regularly monitor and evaluate performance against these.
- To oversee training and development and lead the performance management review process for Statutory Committee Members. This will involve:
 - overseeing and, where appropriate, taking part in, the induction and training of new statutory and appointments committee members;
 - using a coaching style to encourage self-reflection, undertaking annual observation-based performance reviews of the Chairs of the Statutory Committees; and of the AAC members;
 - assuring a rigorous and flexible appraisal process for Deputy Chairs and other Statutory Committee members, that identifies strengths and areas for development;
 - following up on performance matters arising from both hearings and the Quality Review Group meetings; and
 - addressing issues relating to the conduct of Statutory Committee Members and, where necessary, taking action in accordance with the Council's Complaints Policy in relation to.
- To lead on ensuring the AAC receives information from GPhC Decision Review Meetings to assess and understand whether the required quality standards are being met by the Statutory Committees.
- To work with the Chair of FtP and Appeals as required in order to support the delivery of high quality decisions.
- To ensure regular communications channels are established and maintained with Statutory Committee members.
- To meet regularly with relevant senior staff to discuss any themes around committee performance that may arise.
- To submit an annual report to the GPhC Council on the activity of the Assurance and Appointments Committee – which includes providing the Council with assurance that the Committee and the postholder's work as Chair is operating well procedurally and in line with the Council's values and policies.
- To safeguard the good name and values of GPhC by ensuring the Committee complies with and fulfils all of its legal and regulatory requirements.
- To work within any agreed policies adopted by GPhC.

Person Specification

Essential criteria

Able to demonstrate:

- significant experience of leadership at board or equivalent level, including chairing meetings and ability to exercise control over proceedings while placing value on others' contributions.
- a general understanding of and commitment to the purpose of regulation (protecting, promoting and maintaining the health, safety and wellbeing of members of the public) and the Nolan Principles of Public Life.
- an appreciation and commitment to equality, diversity and inclusion.
- excellent communication and interpersonal skills, with the ability to articulate views clearly, with a calm and non-confrontational approach, listen actively and positively influence others.
- experience of working at a senior level in a regulatory or similar environment.
- experience of analysing and evaluating complex, sensitive and/or challenging evidence or information and making objective, evidence-based decisions.

Desirable criteria

Able to demonstrate:

- general understanding of [or must be able to quickly acquire an understanding of] the range of pharmacy practice and services delivered by pharmacists and pharmacy technicians.
- experience of selection processes and chairing interview panels.

Behavioural competences

Applicants will be assessed at interview, and role holder's performance will be reviewed at least annually, against the following qualities and abilities:

Intellectual Capacity	<ul style="list-style-type: none">• They can quickly absorb, analyse and evaluate complex and/or lengthy information with ease.• They can maintain up-to-date knowledge of the GPhC's legislative framework and underlying principles, and other issues relevant to the role.• They are committed to and understand the GPhC's policies and procedures.
Personal Values	<ul style="list-style-type: none">• They bring a personal commitment to the 'Nolan principles', the public interest, and the values set by the GPhC Council and the principles of good regulation.• They have an integrity and independence of mind.• They have a sound judgement.• They are decisive.• They can assess the impact of a process or decisions on all parties.

Person Specification

Commitment to diversity	<ul style="list-style-type: none">• They are committed to equality, diversity and inclusion; impartiality and fair treatment.• They are aware of their own biases (conscious and unconscious) and manage these appropriately.• They listens with patience and courtesy.
Working style and Communications	<ul style="list-style-type: none">• They inspire respect and confidence.• They have the ability to remain calm under pressure and be tenacious and robust.• They can question effectively; engage constructively in debate and challenge others appropriately.• They can work constructively with others.
Effective Leadership	<ul style="list-style-type: none">• They can maintain a firm and effective control of meetings and reviews; maintain authority when challenged.• They have excellent interpersonal skills; involve all present at meetings in a facilitative, enabling manner.• They challenge committee members' biases (conscious and unconscious) and support them in managing these appropriately.• They can effectively appraise and manage the performance of Statutory Committee chairs and Assurance and Appointments Committee members.• They can explain relevant procedure and any decisions reached clearly and succinctly to all those involved.• They can work at speed, including when under pressure; manage time effectively.• They make effective use of technology, including computers and tele-conferencing.



Terms of Appointment

Ways of working

The Chair of the Assurance and Appointments Committee's role involves work at the GPhC offices in [Canary Wharf, London](#) (for example, performance review meetings with Chairs, Assurance and Appointments Committee meetings), as well as working remotely (e.g. teleconferences, reading of transcripts and applications).

The Assurance and Appointments Committee Chair is appraised by the Chair of Council annually, and should also meet with them at least twice a year to discuss general issues.

Practicalities

- **Remuneration:** The Chair receives an honorarium of [£30,000p.a.](#), plus reasonable expenses, in line with the GPhC's expenses policy.
- **Time commitment:** [50 days p.a.](#) on average (varies year-on-year according to recruitment activity)
- **Term of office:** [Four years](#) initially, with potential for one further term of up to four years, subject to successful performance

Eligibility/conflicts of interest

The Chair of the Assurance and Appointments Committee:

- must not be, or ever have been, entered in the register of any regulatory body that authorises persons to practise as a member of a health or social care profession; and
- must not hold qualifications which would entitle them to apply for GPhC registration under the Pharmacy Order.

GPhC associate workers

Assurance and Appointments Committee members are GPhC associate workers, and so bound by the:

- Code of conduct for Council members and GPhC associates;
- Standard of education and training for Council members and GPhC associates; and
- Standard of attendance at meetings for Council members and GPhC associates.

These documents can be supplied on request.

Process

Final interviews will take place at the GPhC offices in Canary Wharf. Key dates below:

- **Shortlist meeting:** **20th June**
- **Panel interviews:** **2nd July**



How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the General Pharmaceutical Council on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **AAEEN**

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **27th May 2025**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.



Saxton Bampfylde