

COMMITTEE GOVERNANCE

GOVERNANCE ENQUIRIES

- In the first instance, queries regarding any area of governance should be directed to the Committee Governance Lead, whose details are noted on the website. If queries relate to the Governance Lead, they should be directed to the Chair of the Committee.

CONFLICTS OF INTEREST

- Committee Members are required to declare any conflicts of interest and ensure these declarations are updated when required. The form for declaring interests can be found on the website.
- Conflict of Interest declarations for each committee member are available on the committee website.
- The Chair ensures members are reminded to declare any conflicts of interest relating to agenda items at the start of each meeting.
- Members with relevant conflicts for items on the agenda are excluded from voting. In the event of this occurring, their voting exclusion and conflict is noted in the minutes.

FINANCIAL PROBITY

- The budget for the year for regular payments is agreed by the committee in March.
- The treasurer maintains management accounts with the support of the administrator.
- Finance updates are a standing item on committee meeting agendas.
- All payments are discharged by two individuals.
- A list of payments made between each committee meeting is brought to the next committee meeting for review.
- Non-budgeted payments in excess of £250 require committee approval.
- Day to day financial transactions are managed using standard templates and following approval processes outlined above.
- The accounts are prepared annually on an accrual basis by a firm of registered accountants and require approval by contractors at the Annual General Meeting each year. The draft annual accounts are circulated at least 30 days in advance of the AGM to contractors in line with the constitution.

LPC Chair: Paul Jenks, BPharm (hons), MSc, MRPharmS, FRSPH

LPC Vice Chair: Marc Brooks, BSc (hons), MRPharmS

LPC Treasurer: Chris Kenny, MPharm, MRPharmS, PGCert, PhIP

Chief Officer: Dr Tracey Latham-Green, BA (hons), MBA, PhD

SPONSORSHIP

To ensure the committee operates in the most efficient, effective, and economic way, the committee will sometimes approve sponsorship of events, whilst ensuring that such sponsorship has no influence on decision making. Sponsors will not be allowed to be present during the formal meeting proceedings and presentations can only be given over refreshment periods or before/after formal proceedings have taken place.

GIFTS AND HOSPITALITY

Receipt of gifts and hospitality of 'token value' are acceptable. For example, a pen, small gift, diary, or a modest lunch, provided it is not a regular practice and hospitality is accepted where the acceptance of refreshments or a meal would be appropriate in the conduct of regular business. Any queries should be taken to the Governance Lead or Chair as appropriate.

WORK OF THE COMMITTEE

Annual Report

Annually a report of the work of the committee is prepared by the Chief Officer and the Chair, which is circulated to contractors within 6 months of the financial year end on 31st March each year, in line with the requirements of the constitution.

Business Plan

The annual report includes a section entitled 'Summary and the year ahead', which forms a business plan framework for the coming year. The budget is prepared to align to the priorities highlighted in this section.