

Regulations of the Royal College of Pharmacy

1 GENERAL

In these **College Regulations** capitalised words [in blue] will be interpreted to have the meanings ascribed to them in Appendix 1 (Definitions). The term 'in writing' shall include by email unless otherwise specified. A reference to a Clause is to a numbered provision of these **College Regulations**.

1.1 The Royal College of Pharmacy ("**College**") is a corporation governed by Royal Charter (company number RC000799), originally established as the Royal Pharmaceutical Society of Great Britain. The Royal Pharmaceutical Society was created by way of Royal Charter on 18th February 1843 and is currently governed by the 2004 Supplemental Charter as amended in 2010 and 2026, (as amended these are collectively referred to as "the **Royal Charter**"). For the avoidance of doubt, the **College** has received advice that it is not an 'unregistered company' under the Companies Act.

1.2 The governance arrangements of the **College** are determined by reference to a number of sources as set out in the table below. In the event of any contradiction or doubt between them, they are to be construed in the order stated, with number 1 taking greatest precedence:

Hierarchy	Source
1	Applicable primary and secondary legislation
2	Royal Charter
3	These College Regulations including the Appendices
4	Standing Orders
5	Key Policies
6	Terms of Reference
7	Additional Policies

1.3 The **Royal Charter** can be amended as set out in Articles 16 of the **Royal Charter** and the **College Regulations** can be amended as set out in Articles 14 of the **Royal Charter** and any amendment to either should be in accordance with applicable laws and regulations.

1.4 The **College's Standing Orders, College Policies and Operational Policies** may be amended as/when appropriate in accordance with these **College Regulations** and in accordance with applicable laws and regulations.

1.5 The **College** is (or is in the process of applying to be) a registered charity in England, Wales and Scotland. Charitable status is established through the provisions of the **Royal Charter** and for the avoidance of doubt these **College Regulations** do not authorise any governance body or employee to take any action contrary to such charitable status.

- 1.6 The principal office of the **College** will be in the **United Kingdom** (and must remain in the **United Kingdom**).
- 1.7 The **College** may appoint one or more persons to be **Patron(s)** of the **College**. As the **College** is a Royal College, the current monarch shall be invited to become a **Patron**, and the Royal Household shall determine whether Royal Patronage shall be continuing and for what period. Subject to this, each **Patron** will be appointed for such periods as the **Board of Trustees** determines. Any **Patron(s)** are entitled to receive notice of all **Members'** meetings and to attend, and, upon invitation, to contribute to discussion, but may not vote thereat.
- 1.8 The **College** has the power under Article 4 of the **Royal Charter** to establish subsidiary companies. The **College** will ensure that its subsidiaries appoint appropriately qualified Directors and, if thought appropriate by the **Board of Trustees**, Company Secretaries. A member of the **Executive Team** of the **College** shall normally be appointed as an *ex-officio* **Director** of such subsidiary.
- 1.9 As set out in Article 4 (14) and 4 (18) of the **Royal Charter**, the **College** has the power to provide indemnity insurance for **Trustees** and former **Trustees** subject to charity law and for **Senate Members** and **National Pharmacy Advisory Council Members** subject to conditions determined by the **Board of Trustees**. Except where (i) exceptional circumstances make such insurance not viable for the **College** to provide, or (ii) where such insurance is unavailable or typical market products do not provide appropriate cover, the **College** will provide such indemnity insurance to extend to **Senate Members** and **National Pharmacy Advisory Council Members**. The **Board of Trustees** shall receive an annual report from the **Executive Team** of the **College** confirming the terms on which such insurance has been obtained under this Clause 1.9.
- 1.10 The Pharmaceutical Journal ("**PJ**") is recognised as the editorially independent journal of the **College**. It advances the **College's** charitable objects through the provision of educational content and medical or pharmaceutical research to improve pharmacy practice and patient care. The **PJ** reports news in the public interest to promote the safe and effective use of medicines and advance public health. Its content is consistent with and in furtherance of the **College's** reputation and policymaking. The **College** does not and will not publish the **PJ** solely for commercial reasons or to advance the private benefit of its membership, and will not sell advertising space in the **PJ** except through its subsidiaries. It is recognised that its editorial independence is essential to benefit patient and public safety. Subject to this, editorial coverage in the **PJ** should recognise, understand and when reasonable, promote the **College's** objects on major issues of news and professional matters subject to appropriate journalistic freedom. Such views should be presented in a balanced way for the benefit of readers. When authorising the use of advertising in the **PJ**, the **Trustees** will take steps to consider the reputation of the **College** and the **Trustees'** furtherance of the **College's** purposes for the public benefit.
- 1.11 Subject to the **Board of Trustees'** reserved matters including approval of **Key Policies**, the **Senate** (through any advisory committees) and **Executive Team** shall have responsibility for the care and management of the Library and Museum collections held by the **College**. The Library and Museum collections advance the **College's** charitable objects through the provision of education and current and historical information, knowledge and medical research with the goal of achieving improvement in pharmacy practice and patient care and in safeguarding and preserving the history of the pharmacy profession for future generations of pharmacists to learn from. Those responsible for operational management of the Library and Museum collections shall comply with any directions from the **Board of Trustees** and shall, under the direction of any advisory committees set up by the **Senate**, maintain a catalogue of all books and historical assets purchased by or presented to the **College**.

2 MEMBERSHIP OF THE COLLEGE

2.1 Eligibility criteria for membership of the College

2.1.1 Membership categories

As set out in the **Royal Charter**, an individual can join the **College** as:

- A **Member** in accordance with Article 7(1) of the **Royal Charter**;
- An **Associate Member** in accordance with Article 7(2) of the **Royal Charter**.

Associate Members include **Pharmaceutical Scientist Members** and **Student Members**.

2.1.2 Eligibility to be a Member

The criteria to be a **Member** of the **College** is as set out in the **Royal Charter**: They apply to those persons registered as pharmacists in the **United Kingdom** and those persons formerly registered as pharmacists in the **United Kingdom**.

At the point these **College Regulations** take effect, **Members** must be registered or formerly registered with the General Pharmaceutical Council (or equivalent predecessor) as a regulator. Pharmacists in the **United Kingdom** who are registered with the Pharmaceutical Society of Northern Ireland are not currently eligible to be **Members** but may join as **Associate Members**.

For the avoidance of doubt for all purposes in these **College Regulations** the term **Member** includes **Fellow(s)**.

Persons formerly registered as pharmacists in the **United Kingdom** shall not be eligible to be a **Member** if they were compulsorily removed from the register of pharmacists by the relevant regulatory body (including where currently subject to temporary removal). The **College** shall have discretion to vary this requirement where such compulsory removal was due only to non payment of fees to the regulator and this was rectified and the **Sanction** removed.

2.1.3 Eligibility to be an Associate Member

The following categories of **Associate Member** have been established by the **College** under Article 7(2) of the **Royal Charter**:

<i>Category of Associate Member</i>	<i>Eligibility criteria</i>
Pharmaceutical Scientist Member	<p>Must hold, at least, a bachelor's degree (or its equivalent), in a subject related to the pharmaceutical sciences, and have relevant work experience as set out on the College website. This should be in basic, applied or social sciences, related to the discovery, development, delivery, quality, safety, efficacy, regulation or usage of medicines and medical devices, or the provision of education in these areas.</p> <p>Subject to these College Regulations, this category automatically includes existing Pharmaceutical Scientist Members of the Royal Pharmaceutical Society.</p>
Associate Member (General)	<p>Must hold a degree in pharmacy from an institution recognised by the College* (including those currently undertaking their Foundation Trainee (or equivalent) placement) but this category excludes people who:</p> <ol style="list-style-type: none"> (i) are currently registered with the GPhC; or (ii) have previously been registered with the GPhC or the predecessor regulator.

	This category may include those who live abroad and who have retired from practice in another jurisdiction. It may also include practising pharmacists registered with the Pharmaceutical Society of Northern Ireland.
Student Member	Must be studying for a degree in pharmacy at an institution recognised by the College , a list of which is available on the College website.
Overseas Member (Practising)	Must hold a degree in pharmacy from an institution recognised by the College * and be practising as a pharmacist outside the United Kingdom. Further details about confirming eligibility for this Associate Member category will be provided on the College website.
Honorary	Honorary Memberships of the Royal Pharmaceutical Society were awarded to individuals who otherwise were not eligible to be a Member or Fellow of the Royal Pharmaceutical Society and had been adjudged by the Assembly of the Royal Pharmaceutical Society (or equivalent predecessor governing board) as having rendered distinguished service to the Royal Pharmaceutical Society or to pharmacy. The Trustees may continue to award Honorary memberships on the advice of Senate . Honorary Members are a sub-category of Associate Members .

*For these purposes, the **College** recognises all MPharm degrees as listed on the Federation of International Pharmacists (FIP) website.

An **Associate Member** is not a **Member** for the purposes of these College Regulations and cannot vote or stand for election to a **National Pharmacy Advisory Council**.

2.1.4 Eligibility criteria applicable to all categories of membership

2.1.4.1 All those seeking to join the **College** must:

- (a) agree to accept and abide by the **Membership Terms and Conditions**;
- (b) pay the applicable membership fee;
- (c) provide any information reasonably required by the **College** to process their membership including that required under Clause 2.7.1.1.

2.1.4.2 Those seeking to join the **College** as a **Member** must additionally:

- (a) if no longer on the GPhC Register or equivalent, confirm that they (i) were not removed from the register by the General Pharmaceutical Council or equivalent regulatory body pursuant to a disciplinary process, and (ii) are not subject to **Sanction(s)** which would require the **College** to remove them from membership as set out in Clause 2.2.7.2.
- (b) not have previously been removed from membership (i) of the **College** (under Clause 2.11 of these **College Regulations**) or (ii) of the Royal Pharmaceutical Society (by decision of the RPS Membership Committee).

2.1.4.3 Anyone who does not meet the relevant criteria outlined above shall not be admitted to membership of the **College** in any category of membership.

2.1.4.4 Where a **Member** is subject to any ongoing proceedings or investigation by the General Pharmaceutical Council or similar regulatory body, or any criminal investigation or proceedings which relates to patient safety or professional practice or which may affect their ability to be registered as a pharmacist in the United Kingdom, the **College** shall generally not

make any decision to suspend their membership or revoke any rights associated with membership on that basis until the relevant regulatory body or court has made a final finding (including any appeal process where relevant). All **Members** have a responsibility to keep the **College** updated on the progress of such proceedings and findings and of any **Sanctions** applied as a result. In exceptional circumstances **Senate** may make a decision to suspend membership pending a court or regulatory decision using the process outlined in the **Standing Orders**.

2.1.4.5 A **Member** shall be automatically removed as a **Member** of the **College** where they are found not to have ever been registered as a pharmacist in the **United Kingdom**.

2.1.5 Termination on death

Membership of the **College** in all membership categories is not transferable and will terminate on death.

2.2 Rights and obligations of Members and Associate Members

2.2.1 General

2.2.1.1 In accordance with Article 7(3) of the **Royal Charter**, the rights, privileges and obligations granted to **Members** and **Associate Members** are not absolute and may be withdrawn, amended or withheld at any time. In particular a, **Members** who is or has previously been subject to any **Sanction** may not exercise the rights to stand for election specified in Clause 2.2.2 or use **Designatory Letters**.

2.2.2 Members' rights to vote and stand for election to the National Pharmacy Advisory Councils

2.2.2.1 Subject to Clause 2.2.2.2, only **Members** have the right to

- (a) vote in respect of elections to the **National Pharmacy Advisory Councils** or in a **Special Resolution Vote**; and
- (b) stand for election to, and serve on, the **National Pharmacy Advisory Councils** – such **Members** must also be on the Register of the General Pharmaceutical Council at the point of nomination for election (but can continue on a **National Pharmacy Advisory Council** for their whole **Term of Office** even if they subsequently voluntarily relinquish their registration).

These rights are always subject to the right of the Board of Trustees to impose an **Electoral Roll Closure Date** for operational purposes, all as more specifically provided for in any SRV Scheme or **Election Scheme** (see Appendices 4 and 5 for **College** templates) and in the **Standing Orders**.

2.2.2.2 **Members** who have previously been or are currently subject to any **Sanction** may not exercise the rights specified in Clause 2.2.2.1

2.2.3 Designatory Letters

2.2.3.1 Subject to Clause 2.2.3.2, **Members** and **Associate Members** have the right to use the following **Designatory Letters**

<i>Membership category</i>	<i>Type of member</i>	<i>Designatory permitted</i>	<i>Letters</i>

Member	N/A	MRCPharm
Member	Fellow	FRCPharm
Associate Member	Pharmaceutical Scientist	SRCPHarm
Associate Member	Overseas (Practising)	ARCPHarm
Associate Member	General (including Foundation Pharmacists)	ARCPHarm
Associate Member	Student	No designatory letters.
Associate Member	Any Associate Member not listed above.	No designatory letters.
Associate Member	Honorary Member	No designatory letters.
Honorary Fellows (neither Members nor Associate Members)	Honorary Fellow	FRCPharm (Hon)

2.2.3.2 If a **Member** is or has been subject to any **Sanction**, they shall not have the right to use the **Designatory Letters**.

2.2.3.3 **Members** and **Associate Members** of the **College** may not use any title, description, or designatory letters relating to such membership other than those expressly authorised by these **College Regulations**.

2.2.4 Post-nominals

Where a **Member** or **Associate Member** has the right to use **Designatory Letters** under Clause 2.2.3, these **Designatory Letters** may be followed by additional designated “descriptor” post-nominals where that **Member** or **Associate Member** meets the relevant criteria as set out in Appendix 3 (Post-Nominals).

2.2.5 Media

2.2.5.1 **Members** and **Associate Members** shall not speak on behalf of the **College** or hold themselves out in a public forum (or in any form of media, including social media) as representatives of the views or strategy of the **College** except with express permission of the **College Press Office** (or in accordance with a permission specified in a **College Policy**). The **College** may issue a public correction where any **Member** or **Associate Member** breaches this Clause 2.2.5.1.

2.2.5.2 The **College** has no professional regulatory function. Whilst all those seeking membership are encouraged to uphold the highest professional standards applicable to their individual position within the pharmacy and pharmaceutical scientist profession, the **College** shall not adjudicate on complaints received in relation to media use by **Member** or **Associate Members** except under the **Governance Members Code of Conduct**.

2.2.6 Complaints

Where a **Member** or **Associate Member** has a complaint about the **College**, they must, in the first instance, follow the **Complaints Procedure** published on the **College** website from time

to time. If a complaint cannot be resolved using the **Complaints Procedure** the **CEO, Senate President** or **Chair of the Board of Trustees** may determine whether the complaint is suitable for mediation and if so the **Member** or **Associate Member** must engage with the mediation process. The charity regulators may have some powers in relation to certain complaints as set out in the **Complaints Procedure**.

2.2.7 Conduct

- 2.2.7.1 The **College** is not the regulatory body for pharmacists. All complaints about the professional practice or conduct of pharmacists regulated by the General Pharmaceutical Council must in the first instance be referred to the General Pharmaceutical Council. All complaints about the professional practice or conduct of a pharmacist who is not regulated by the General Pharmaceutical Council must be referred to the local regulatory body for pharmacists (where applicable). Except in exceptional circumstances (see Clause 2.2.1.4) **the College will take no action to consider eligibility for membership of the College in relation to complaints about the professional practice or conduct of pharmacists which have not first been reviewed and adjudicated on by the relevant regulatory body.**
- 2.2.7.2 Where a regulator imposes a **Sanction** on a **Member** such as temporary or permanent removal from the relevant register of pharmacists, except where this removal relates to impairment for a health reason, the **Member** shall not be eligible for membership of the **College** for the duration of such **Sanction** (and the **College** shall therefore automatically terminate such membership without notice on exhaustion of any relevant appeal process) but they shall be automatically eligible for reinstatement as a **Member** on expiry of such **Sanction**. A **Member** who is (i) subject to any **Sanction** which includes a restriction on practice but does not extend to temporary or permanent removal from the register of pharmacists (ii) subject to any **Sanction** that is due to impairment for a health reason; or (ii) who is convicted of a criminal offence which is not related to patient safety or safeguarding, shall continue to be eligible for membership subject to clause 2.2.7.3 and is expected to avail themselves of the **College's** resources for training and development to advance the safety and health of patients and the public.
- 2.2.7.3 Where the relevant regulatory body has reviewed any complaint about conduct of a **Member** and (a) imposed a **Sanction** which is not temporary or permanent removal from the relevant register or (b) decided that it is not suitable for the regulatory body to adjudicate on the matter, any ongoing or further concerns about the suitability or eligibility of such a **Member** for membership may be referred to the **College** for consideration under the process outlined in the **Standing Orders** and overseen by **Senate**. Membership may only be removed in exceptional circumstances and only in accordance with Clause 2.11.
- 2.2.7.4 Where there are any concerns about the suitability or eligibility for membership of any person in any category of membership who is not regulated by a regulator this may be referred to the **College** for consideration under the process outlined in the **Standing Orders** and overseen by **Senate**. Membership may only be removed in exceptional circumstances and only in accordance with Clause 2.11.
- 2.2.7.5 **Members** and **Associate Members** are expected to not only meet regulatory standards at all times (whilst registered) but also uphold the highest standards of professional practice and conduct and to promote the safety and health of patients and the public, in accordance with the charitable objects of the **College**. The **College** will provide resources and information to assist **Members** and **Associate Members** in educating and training themselves in achieving these objectives.

2.3 Fellowship of the College

- 2.3.1 Any **Member** of the **College** may be awarded fellowship and referred to as a **Fellow** of the **College** (whilst a **Member**) if they are adjudged by **Senate** acting through a relevant professional advisory committee (e.g. the **Panel of Fellows**) as having made an outstanding

original contribution to the advancement of pharmaceutical knowledge or attained distinction in the science, practice, profession or history of pharmacy.

- 2.3.2 **Fellows** of the **College** must accept and comply with any **Fellows Code of Conduct** established by **Senate** acting through a relevant professional advisory committee (e.g. the **Panel of Fellows**). Breach of this **Fellows Code of Conduct** may result in removal of fellowship in accordance with the **Standing Orders** – this shall not affect status as a **Member**. However, the **Senate** may provide that a **Fellow** who allows their **College** membership to lapse may have to reapply for fellowship – further details shall be provided in the **Standing Orders**.
- 2.3.3 A person who is not otherwise eligible to be a **Member** of the **College** may be awarded an **Honorary Fellowship** of the **College** if they have, in the opinion of **Senate** acting through a relevant advisory committee (e.g. the **Panel of Fellows**):
- 2.3.3.1 attained distinction in any particular aspect of pharmacy, or
 - 2.3.3.2 made a special distinguishing and distinctive contribution to pharmacy or the **College**, or
 - 2.3.3.3 distinguished themselves in any of the branches of knowledge referred to in the objects of the **College**, or
 - 2.3.3.4 been or are eminent in public life.

An **Honorary Fellowship** is an award and is not a membership category. However, **Honorary Fellows** shall have the right to use **Designatory Letters**.

2.4 Awards by the College and Historical awards by the Royal Pharmaceutical Society

- 2.4.1 In addition to fellowship as set out in Clause 2.3 above, the **College** may, acting through any committee establishing for such purpose, make such awards to Members and Associate Members as it deems fit to achieve the **College**'s objectives.
- 2.4.2 These **College Regulations** shall not operate to remove any honorary membership or other historical award by the **Royal Pharmaceutical Society** made under the governance provisions in place at the time of the award and the **College** shall ensure that equivalent membership is granted to such persons.

2.5 Application for membership

- 2.5.1 Any person who wishes to join the **College** in any membership category must submit an application to be considered by the **College**'s membership team. The form this application must take, and the detailed process for this, will be set out in the **Membership Terms and Conditions** and explained in the **College**'s membership publications, including the website.
- 2.5.2 The **College** may at its own discretion:
- 2.5.2.1 refuse an application from any individual who does not provide the **College** with the requisite information required to process a membership application;
 - 2.5.2.2 treat an application as being to the category of membership for which the applicant is eligible even if the applicant has requested a different category of membership;
 - 2.5.2.3 refuse applications from applicants who do not meet the criteria for any category of membership.
 - 2.5.2.4 Decline to register someone even if they meet the eligibility criteria.

- 2.5.3 The **College** must notify each applicant within a reasonable timescale in writing of its decision as to whether or not to admit them to membership and (if applicable) which membership category they have been admitted to.
- 2.5.4 The **College** membership team may refer any non-standard applications for membership of the **College** to the **Senate** for decision (as 'confidential business' at the next **Senate** meeting). Where any court of regulatory decision is pending as set out in Clause 2.2.7.1 the **College** shall put any membership application into abeyance until the regulators determination is know.

2.6 Membership subscription fees

- 2.6.1 Membership subscriptions will be payable. These will be proposed by the **Executive Team** and considered by the **Senate** who will make a recommendation to the **Board of Trustees** annually. The agreed subscriptions will be published on the **College** website and in the **PJ**. More information will be provided in the **Membership Terms and Conditions**.
- 2.6.2 Discounts on the membership subscription may be offered to recognise financial hardship or direct savings to the **College** by using a particular payment method. Where discounts are offered these will be published on the **College** website.
- 2.6.3 The **College** will automatically terminate membership if payment of the membership fee is not paid on the due date as set out in the **Membership Terms and Conditions**. Anyone wishing to rejoin the **College** may be required to reapply for membership or may be readmitted by the **Senate** (using the process set out in the **Standing Orders**) on payment of all membership arrears.

2.7 Register of Members

- 2.7.1 The **College** must keep a register of **Members** and **Associate Members** setting out (insofar as available):
- 2.7.1.1 for each current **Member** and **Associate Member**:
- (a) their full name and address and email address and where relevant their General Pharmaceutical Council registration number;
 - (b) the date on which they were registered as a **Member** or **Associate Member** of the **College** or the Royal Pharmaceutical Society;
 - (c) any further personal information required for the **College** to administer membership benefits (for example primary sector of practice required to administer European Association of Hospital Pharmacists requirements).
- And if any individual does not provide this information the **College** is entitled to refuse their application for membership.
- 2.7.1.2 for each former **Member** and **Associate Member** - for at least six years from the date on which they ceased to be a **Member** or **Associate Member**:
- (a) their name; and
 - (b) the date on which they ceased to be a **Member** or **Associate Member**.
- 2.7.2 The **Board of Trustees** must ensure (through delegation to the **Executive Team**) that the register of **Members** and **Associate Members** is updated regularly in relation to any change:

2.7.2.1 which arises from a resolution of the **Board of Trustees** or a resolution passed by the **Members** of the **College**; or

2.7.2.2 which is notified to the **College**.

It may be necessary for operational purposes for the **College** to impose deadlines for updates to the membership register in advance of voting and such deadlines will be posted in accordance with the relevant voting scheme.

2.7.3 The **Register of Members** will be maintained in accordance with data protection law and details of processing and sharing with third parties will be published on the Privacy Policy on the **College's** website.

2.8 Withdrawal from membership

2.8.1 Any person who wants to withdraw from membership must submit a notice of withdrawal to the **College** in writing..

2.8.2 Any person withdrawing from membership in accordance with Clause 2.8.1 will cease to be a **Member** or **Associate Member** as from the time when the notice is received by the **College**.

2.8.3 Further cancellation details will be set out in the **Membership Terms and Conditions**.

2.9 Transfer of membership

Membership of the **College** is personal to an individual and may not be transferred by a **Member** or **Associate Member** to any other individual.

2.10 Re-registration

2.10.1 The **Board of Trustees** may, at any time, through delegation to the **Executive Team** and taking account of any relevant laws, including consumer protection laws where applicable, issue notices to the **Members** and **Associate Members** in writing requiring them to confirm that they wish to remain in membership of the **College**, and allowing them a period of time to provide that confirmation to the **College** and make payment of the relevant membership fee due – all as set out in more detail in the **Membership Terms and Conditions**.

2.10.2 If a **Member** or **Associate Member** fails to provide confirmation to the **College** (in writing including by email or by payment of the membership fee) that they wish to remain as a **Member** or **Associate Member** of the organisation before the expiry of the period referred to in the applicable **Membership Terms and Conditions**, the **Board of Trustees** may direct that they be removed from membership.

2.10.3 A notice under Clause 2.10.1 of these **College Regulations** will not be valid unless it refers specifically to the consequences (under Clause 2.10.2) of failing to provide confirmation within the relevant period.

2.11 Removal from membership

2.11.1 The **College** may terminate a person's membership immediately where they are:

- (a) found to not be eligible for membership as set out in Clause 2.1 of these **College Regulations**;
- (b) where they fail to pay the membership fee due on the relevant due date; or
- (c) where the **Trustees**, on recommendation by the **Executive Team or Senate** acting in accordance with the processes set out in the **Standing Orders** as required by Clause 2.2.7.3 of these **College Regulations**, decide that it is in the best interests of the **College** that the **Member** or **Associate Member** should be removed from membership (for example, owing to failure to comply with the **Membership Terms and Conditions**) and pass a resolution to that effect.

2.11.2 Before the **Trustees** take any decision to remove someone from membership of the **College** using the process in Clause 2.11.1 (c), they must, as delegated to the operational membership function:

- (a) inform the **Member** or **Associate Member** of the reasons why it is proposed to remove them from membership of the **College**;
- (b) give the **Member** or **Associate Member** at least 21 clear days' notice in which to make representations to the **Trustees** as to why they should not be removed from membership;
- (c) at a duly constituted meeting of the **Trustees**, or a sub-set of the **Board of Trustees** convened for this purpose, consider whether or not the **Member** or **Associate Member** should be removed from membership;
- (d) consider at that meeting any representations that the **Member** or **Associate Member** has submitted in writing as to why that **Member** or **Associate Member** should not be removed; and
- (e) allow the **Member** or **Associate Member** or their authorised representative to make those representations in person at that meeting if the **Member** or **Associate Member** so chooses.

2.11.3 Where a person disputes their removal from membership, they must follow the **College Complaints Procedure**.

2.11.4 Any person removed from membership using the process outlined in this Clause 2.11 (or previously removed under the Royal Pharmaceutical Society's Conduct Scheme) will not be eligible to rejoin the **College** at any point in future unless exceptionally the **Trustees** determine otherwise on the advice of the **Executive Team** or the **Senate**.

3. DECISION-MAKING BY THE MEMBERS

3.1 **Members'** meetings

3.1.1 The **Board of Trustees** must arrange a meeting of **Members** (an annual general meeting or "**AGM**") in each calendar year in accordance with the **Standing Orders**.

3.1.2 As set out in the **Royal Charter**, the gap between one **AGM** and the next must not be longer than fifteen (15) months.

3.1.3 The business of each **AGM** must include:

- 3.1.3.1 a report by the **Chair of the Board of Trustees** on the activities of the **College**;

- 3.1.3.2 consideration of the annual accounts of the **College**;
- 3.1.3.3 anything further specified in the **Standing Orders**.
- 3.1.4 The **Board of Trustees** may arrange a special **Members'** meeting at any time.
- 3.1.5 **Associate Members** may attend **Members'** meetings as observers but shall not have the right to vote on any resolutions. Employees of the **College** who are also **Members** shall have the right to vote as **Members** when in attendance at **Members'** meetings.
- 3.1.6 The CEO of the **College** and the **Chair of the Board of Trustees**, by virtue of holding such office, must be invited to attend any **Members'** meeting and may, with the leave of the chairperson, address the meeting. They shall not be entitled to vote unless they are a **Member** of the **College** in their own right or, in the case of the chairperson, required to submit a casting vote in accordance with Clause 3.6.3. The **Standing Orders** may specify other individuals who must be invited to attend any **Members'** meeting and address the meeting with the leave of the chairperson.

3.2 Motions and resolutions at **Members'** meetings

- 3.2.1 Motions and resolutions may only be included in the business of a **Members'** meeting where:
 - 3.2.1.1 the proposed motion has been submitted and approved for inclusion in the business of the **Members'** meeting in accordance with the **Standing Orders**, and published by the **Board of Trustees** to the **Members** in accordance with the **Standing Orders**;
 - 3.2.1.2 the purposes of the motion or resolution are consistent with the terms of the **Royal Charter** or these **College Regulations**, the Charities Acts in the United Kingdom or any other statutory provision; and
 - 3.2.1.3 the motion is not determined by the **Board of Trustees** acting reasonably to be defamatory, vexatious or frivolous.

3.3 Power to request the Board to arrange a special **Members'** meeting

- 3.3.1 The **Board of Trustees** must arrange a special **Members'** meeting if it is requested to do so by a notice (in writing) by **Members** who amount to five per cent (5%) or more of the total **Members** of the **College** at the time, provided that:
 - 3.3.1.1 the notice states the purposes for which the meeting is to be held;
 - 3.3.1.2 those purposes are consistent with the terms of the **Royal Charter** or these **College Regulations**, and would not seek action which the **Board of Trustees** considers would be unlawful or impossible; and
 - 3.3.1.3 those purposes do not include voting on a **Special Resolution** which will be conducted by a ballot of the **Members** arranged by the **Trustees** in accordance with the **Royal Charter**.
- 3.3.2 A notice under Clause 3.3.1 above may take the form of:
 - 3.3.2.1 two or more documents in the same terms, each signed by one or more **Members**; and/or
 - 3.3.2.2 a number of emails, each issued by a **Member**;

and the **Board of Trustees** will be taken to have received the notice on the date on which it receives sufficient documents and/or emails to equal or exceed the 5% threshold referred to in Clause 3.3.1.

- 3.3.3 If the **Board of Trustees** receives a notice under Clause 3.3.1, the date for the meeting which it arranges in accordance with the notice must not be later than sixty (60) days from the date on which it received the notice.

3.4 Notice of **Members'** meetings

- 3.4.1 Notice in writing of each **AGM** or any special **Members'** meeting must be given in accordance with the **Standing Orders**.
- 3.4.2 Notice under clause 3.4.1 of every **Members'** meeting must be given to all the **Members**, and to all the charity **Trustees**; but the accidental omission to give notice to one or more **Member** or charity **Trustee** will not invalidate the proceedings at the relevant meeting.

3.5 Conduct of **Members'** meetings

- 3.5.1 The quorum for a **Members'** meeting is:

3.5.1.1 twenty (20) **Members** at the **AGM**; and

3.5.1.2 fifty (50) at all other **Members'** meetings,

The **Standing Orders** shall confirm whether such persons are required to be present in person or shall be deemed present in person at meetings conducted online or in a hybrid format.

- 3.5.2 The procedure for **Members'** meetings set out in the **Standing Orders** must be followed at each meeting.

3.6 Voting at **Members'** meetings

- 3.6.1 All decisions at **Members'** meetings will be made by majority vote using the process set out in the **Standing Orders** - with the exception of **Special Resolutions**, which must meet the criteria set out in Article 17(7) of the **Royal Charter**.
- 3.6.2 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (or casting) vote notwithstanding the provisions of Clause 3.1.6.

3.7 Technical objections to remote participation in **Members'** meetings

As it may be expeditious for the **College** to hold **Members'** meetings in person, online or in a hybrid format incorporating both in person and online attendance, the **Standing Orders** will impose certain requirements regarding the use of audio and/or audio-visual links as a means of participation and voting at **Members'** meetings; a **Member** cannot insist on participating in the **Members'** meeting, or voting at the **Members'** meeting, by any particular means.

3.8 Special Resolution Votes by **Members**

- 3.8.1 In accordance with the **Royal Charter**, a **Special Resolution** is a resolution of the **Board of Trustees** confirmed by a ballot of the **Members**.
- 3.8.2 In the event of a **Members'** ballot being held in accordance with Clause 3.8.1 the **Special Resolution Vote** procedure outlined in Appendix 4 (Special Resolution Vote Scheme) shall

be followed subject to any changes to this scheme by the **Board of Trustees** as required at its sole discretion for any reason including the purposes of running a fair and constitutional vote in accordance with the **Royal Charter**.

3.8.3 The outcome of any **Special Resolution Vote** must be

3.8.3.1 published on the **College** website, and

3.8.3.2 archived in accordance with the College Archive Policy.

3.9 Minutes of Members' meetings

3.9.1 As further specified in the **Standing Orders**, the **College** must ensure that proper minutes are kept in relation to all **Members'** meetings, and that a proper record is kept of all resolutions.

3.9.2 The **College** shall make available copies of the minutes to any **Member** requesting them.

3.9.3 All documents referred to in this Clause 3.9 must be lodged with the **College** archive on publication in accordance with any relevant College Archives Policy.

i. PROVISIONS COMMON TO THE BOARD OF TRUSTEES, SENATE, AND NATIONAL PHARMACY ADVISORY COUNCILS (COLLEGE GOVERNANCE BODIES)

4.1 Status and eligibility for a College Governance Body

- 4.1.1 For the avoidance of any doubt but subject to the operation of the relevant laws, members of **College Governance Bodies** are not intended to be employees or workers of the **College** or any of its **Group Companies** in their capacity as members of such **College Governance Bodies**.
- 4.1.2 As set out in the Royal Charter, members of any **College Governance Bodies** may not become employees or workers of the **College** during their **Term of Office** except where permitted by a policy of the **College**.
- 4.1.3 Those sitting on **College Governance Bodies** must comply with the **Key Policies** outlined in Appendix 2 (College Policies) and the **Governance Members Code of Conduct**. Failure to do so may be deemed a **Termination Event** and lead to removal from the relevant **College Governance Bodies** following processes laid out in the **Standing Orders**. This would not affect the **College** membership status of any member of a **College Governance Body** – Clause 2 of these **College Regulations** sets out how any concerns about ongoing eligibility for **College** membership should be handled.
- 4.1.4 Any person will not be eligible for election or appointment to any **College Governance Bodies** if they:
- 4.1.4.1 are disqualified from being a charity trustee under any applicable UK charity legislation;
 - 4.1.4.2 are unwilling to act as a **Trustee** of the **College**;
 - 4.1.4.3 have been removed from membership of the **College** or the Royal Pharmaceutical Society or from a **College Governance Body**; or
 - 4.1.4.4 are an employee of the **College**;
 - 4.1.4.5 (except insofar as provided for in Appendix 6 (Transition Provisions)) have served (or been deemed to have served) their maximum **Term of Office** as set out in Clause 4.4 of these **College Regulations** and have not taken a break of a **Full Term** before seeking re-election or appointment.
- 4.1.5 No person will be eligible for election or appointment to or service on any **College Governance Bodies** as an **Elected College Governance Body Member** if they:
- 4.1.5.1 are not a **Member**;
 - 4.1.5.2 have been removed from the register of pharmacists in any jurisdiction;
 - 4.1.5.3 have been subject to any **Sanction** as set out in Clause 2.2.2.

4.2 Removal or resignation and leave from College Governance Bodies

- 4.2.1 Members of **College Governance Bodies** are expected to serve their full **Term of Office** however the **College** recognises that there may be circumstances in which resignation is necessary in which case resignation is permitted as follows:
- 4.2.1.1 a **Trustee** may resign at any time by serving notice in writing to the **Chair of the Board of Trustees** or, in the case of the **Chair of the Board of Trustees** themselves, to the **Board of Trustees Vice-Chair**. The date on which the resignation shall take effect and the **Trustee's Term of Office** ends shall be determined by the **Chair of the Board of Trustees** (or **Board of Trustees Vice Chair** as applicable) (in consultation with the relevant **Trustee** where

- appropriate). The recipient of notice under this Clause 4.2.1.1 should inform the **CEO**.
- 4.2.1.2 a **Senate Member** may resign at any time by serving notice in writing to the **Senate President** or, in the case of the **Senate President** themselves, to the three **Senate Vice-Presidents**. The date on which the resignation shall take effect and the **Senate Member's Term of Office** ends shall be determined by the **Senate President** (or **Senate Vice Presidents** as applicable) (in consultation with the relevant **Senate Member** where appropriate). The recipient of notice under this Clause 4.2.1.2 should inform the **Chair of the Board of Trustees**.
- 4.2.1.3 a **National Pharmacy Advisory Council Member** may resign at any time by serving notice in writing to the **National Pharmacy Advisory Council Chair** or, in the case of the **National Pharmacy Advisory Council Chair** themselves, to the **National Pharmacy Advisory Council Vice-Chair**. The date on which the resignation shall take effect and the **National Pharmacy Advisory Council Member's Term of Office** ends shall be determined by the **National Pharmacy Advisory Council Chair** (or **National Pharmacy Advisory Council Vice Chair** as applicable) (in consultation with the relevant **National Pharmacy Advisory Council Member** where appropriate). The recipient of notice under this Clause 4.2.1.3 should inform the **Chair of the Board of Trustees**.

The date on which any resignation takes effect is the end date for the relevant **Term of Office**. This will create a **Vacancy** which will be filled in accordance with the **Standing Orders**.

For example:

- *An individual who resigns from a **National Pharmacy Advisory Council** after two (2) years and three (3) months shall be deemed to have served a **Full Term** for the purposes of these **College Regulations**. Should they decide to stand in a later election cycle, they will be deemed to have served a **Full Term** despite having resigned before the end of three (3) **Term Years**.*
- *An individual who resigns from **Senate** after one (1) year, but who remains on their **National Pharmacy Advisory Council**, will be eligible to re-stand for appointment to **Senate** within their **National Pharmacy Advisory Council Term of Office**, but if they then are appointed to **Senate** in **Term Year** three (3) of the same **National Pharmacy Advisory Council Term of Office**, and finish their **Full Term** having served two (2) **Term Years** on **Senate**, they will not be able to extend their **National Pharmacy Advisory Council Term of Office** in order to serve three (3) **Years** on **Senate** and will be counted as having served a **Full Term** on **Senate** as well as the **National Pharmacy Advisory Council**.*

- 4.2.2 Those sitting on **College Governance Bodies** will cease to hold office immediately and without notice if: -
- 4.2.2.1 their **Term of Office** comes to an end and they are not re-elected or reappointed;
- 4.2.2.2 the **College Governance Body Member** no longer fulfils the eligibility criteria set out in Clause 4.1.4 including where they cancel their membership of the **College** for any reason.
- 4.2.3 Those sitting on **College Governance Bodies** will be removed on the relevant **Termination Date** if a **Termination Event** arises as follows and as supplemented by the **Standing Orders**. In addition to the situations set out in Clause 4.2.1 and 4.2.2 a **Termination Event** arises and a corresponding **Vacancy** needs to be filled where:

- 4.2.3.1 a **College Governance Body Member** is prohibited or disqualified by law from being a director of a company under the Companies Acts or from being a trustee of a charity under the relevant legislation,
 - 4.2.3.2 a **College Governance Body Member** becomes bankrupt or make any arrangement or composition with their creditors generally;
 - 4.2.3.3 the **Chair** of the relevant **College Governance Body** that a **College Governance Body Member** sits on reasonably believes that the director has become physically or mentally incapable of managing their own affairs and they resolve that they are removed from their role under the **Standing Orders**;
 - 4.2.3.4 for more than six consecutive months the **College Governance Body Member** is absent without permission of the **Chair** of the relevant **College Governance Body** that a **College Governance Body Member** sits on from meetings held during that period and the relevant **College Governance Body** resolve that they be removed for this reason.
 - 4.2.3.5 the College for any other reason at its reasonable discretion following the process set out in the **Standing Orders** gives written notice of the removal to the relevant **College Governance Body Member**, such removal to take effect in accordance with the terms of the notice; or
 - 4.2.3.6 there is a finding that a **College Governance Body Member** has breached the terms of the **College's Governance Members Code of Conduct** using the process set out in the **Standing Orders**.
 - 4.2.3.7 a **College Governance Body Member** is convicted for an arrestable criminal offence (other than a road traffic offence for which a fine or non-custodial penalty is imposed); or
 - 4.2.3.8 death of a **College Governance Body Member**.
- 4.2.4 Those sitting on **College Governance Bodies** will be entitled to take **Leave** from their roles as set out in this Clause 4.2.4 (and the **Standing Orders** will set out the detailed requirements to notify and take such **Leave** and any maximum periods that **Leave** may be taken for).
- 4.2.4.1 In the case of those elected to the **National Pharmacy Advisory Councils** (including those who then sit on **Senate** and the **Board of Trustees** in consequence of being **Senate President**, **Senate Vice-President** or **Vice-Chair of the National Pharmacy Advisory Council** roles), those taking **Leave** as set out in Clause 4.2.4 shall (i) continue to hold their place on the **National Pharmacy Advisory Council** and (ii) be excused from attendance at **National Pharmacy Advisory Council** meetings for the duration of their **Leave**.
 - 4.2.4.2 Taking **Leave** under Clause 4.2.4 will count as part of the **Actual Term** served by the individual within their **National Pharmacy Advisory Council Term of Office**.
 - 4.2.4.3 In exceptional circumstances where multiple **National Pharmacy Advisory Council Members** are on **Leave** simultaneously leaving the relevant **National Pharmacy Advisory Council** unable to form a quorum or elect any of its members to be **Senate Vice-President**, **National Pharmacy Advisory Council Vice-Chair** or as **National Pharmacy Advisory Council Senate Appointees** there is a right to appoint temporary **National Pharmacy Advisory Council Members** for the duration of the relevant **Leave** following the process set out in the **Standing Orders**. No co-opted **National Pharmacy Advisory Council Members** may serve for more than twelve (12) months.
 - 4.2.4.4 The **Standing Orders** shall make provision for providing **Leave** cover for the following roles: **Chair of the Board of Trustees**, **Vice-Chair of the Board of Trustees**, **Senate President**, **Senate Vice-Presidents**, **Vice-Chairs of the National Pharmacy Advisory Councils**. Taking or covering such **Leave** will not

have the effect of extending any **Term of Office** beyond the limits specified in Clause 4.4. Any person covering a role under this Clause 4.2.4.2 shall automatically sit in any relevant *ex officio* roles on the **Senate** or the **Board of Trustees** in place of the person taking **Leave**.

4.2.4.5 Subject to the relevant laws those sitting on the **Board of Trustees** as **External Trustee Appointments**, will remain responsible and liable as a **Trustee** during the period of any **Leave** taken, although they may be excused from attendance at any meetings of the **Board of Trustees** during this period of **Leave** and participate only to such extent as necessary for them to deliver their collective responsibility as a **Trustee** – the **College** may provide such support in meeting such requirements as set out in the **Standing Orders**. It shall be at the discretion of the **Chair of the Board of Trustees** to determine whether the **Board of Trustees** have sufficient skills and expertise without that individual attending meetings during their leave and to arrange for appointment of any additional **Trustees**, all in accordance with these **College Regulations** and the **Standing Orders**. Alternatively, a **Trustee** may choose to be removed as a **Trustee** and to be reinstated at the end of their period of **Leave**, in which case their period of **Leave** shall not count as part of their **Term of Office** for the purposes of Clause 4.4 of these **College Regulations**.

4.2.4.6 In the case of those sitting on **Senate** as **Senate External Appointees**, it shall be at the discretion of the **President** of the **Senate** to determine whether the **Senate** has sufficient skills and expertise without that individual attending meetings during their **Leave** and to arrange for temporary cover for their role as a **Senate Member** as relevant for the duration of their **Leave** in accordance with the **Standing Orders**. The relevant individual taking **Leave** from being a **Senate External Appointee** will return to their original role on the **Senate** on expiry of their **Leave**. Taking **Leave** from **Senate** responsibilities shall not have the effect of extending any **Term of Office** all as set out in Clause 4.4 of these **College Regulations**.

4.3 Vacancies on College Governance Bodies

4.3.1 **Vacancies** on **College Governance Bodies** will be filled in accordance with the **Standing Orders**.

4.4 Terms of Office – provisions for all College Governance Bodies

Terms of Office for **Elected College Governance Body Members**

4.4.1 These provisions 4.4.1 to 4.4.6 apply to all **Elected College Governance Body Members**.

4.4.2 For the purposes of these Clauses 4.4.1 to 4.4.6 a **National Pharmacy Advisory Council Term of Office** (the period of time a person is permitted to be in post on the **National Pharmacy Advisory Council** before seeking re-election) will be a maximum of three **Term Years**.

Example: for a person who was appointed to a three (3) year term with an Effective Date of 1st June in Year one (1), their National Pharmacy Advisory Council Term of Office will expire at 23:59 on the 31st May in Year three (3) if the Effective Date in that Year is again 1st June, but will expire at 23:59 on 15th May in Year three (3) if the Effective Date in that Year is 16th May.

4.4.3 The applicable **National Pharmacy Advisory Council Term of Office** for any **National Pharmacy Advisory Council Member** shall be specified in the relevant **Election Scheme** in the **Year** of that person's election. The **College** shall have absolute discretion to set the relevant **National Pharmacy Advisory Council Terms of Office** for a period between one

(1) and three (3) **Term Years** in order to balance turnover and ensure continuity within the **College Governance Bodies**.

- 4.4.4 A person can serve a period shorter than a specified **National Pharmacy Advisory Council Term of Office** (their “**Actual Term**”) and in exceptional circumstances the College may extend a **National Pharmacy Advisory Council Term of Office** – save this will not have any effect in relation to individuals for whom extension of their **National Pharmacy Advisory Council Term of Office** would lead to their **Actual Term** exceeding the maximum set out in Clause 4.4.6 of these **College Regulations**.

Example: the College decides to cancel elections in a particular Year due to a pandemic. This was due to be an Expiry Year for individuals A and B.

*Individual A has served six (6) **Term Years** and therefore can have their **National Pharmacy Advisory Council Term of Office** extended until the next occurring **Effective Date**, as serving a longer **Term of Office** will not exceed the maximum nine (9)-year period specified in Clause 4.4.6 of the **College Regulations**.*

*Individual B has now served nine (9) consecutive **Term Years** and is no longer eligible to sit on a **College Governance Body** as set out in Clause 4.4.6 of the **College Regulations**. In such a situation where no election is being held, Individual B’s **Term of Office** will end automatically on 30th June in that **Year** as set out in Clause 7.3.4 of these **College Regulations** and replacement of Individual B will be dealt with under the **Standing Orders** as a **Vacancy** situation, rather than through election. Individual B must take a break in service of at least three (3) years before seeking re-election.*

*When elections are held in the next **Year**, Individual A will only be able to stand for re-election to posts advertised with a **National Pharmacy Advisory Council Term of Office** of two (2) **Term Years** or less (as set out in Clause 4.4.3 of these **College Regulations**). Alternatively, having served seven (7) **Term Years** consecutively, Individual A may take a break of three (3) years and then stand for election to a three (3) year **Term of Office**.*

- 4.4.5 No **Trustee Term of Office** or **Senate Term of Office** can exceed the underlying **National Pharmacy Advisory Council Term of Office**. Where there is any doubt or inconsistency in these **College Regulations** regarding the **Trustee Term of Office** or **Senate Term of Office**, the **National Pharmacy Advisory Council Term of Office** for that individual shall take precedence in determining their relevant **Expiry Year** as a **Trustee** or **Senate Member**.

- 4.4.6 The maximum length of time any individual may serve on **College Governance Bodies** is
- (a) nine (9) consecutive **Term Years**; or
 - (b) nine (9) non-consecutive **Term Years** within an eleven (11)-**Year** consecutive period (i.e. where the individual has had a break in service that was not a full three (3) **Term Years**). Typically this shall mean an individual may not seek re-election to a **National Pharmacy Advisory Council** more than twice consecutively, but where they have already served an **Actual Term** that was shorter than three (3) **Term Years**, they may seek further re-election to a space which is advertised with a **National Pharmacy Advisory Council Term of Office** that will expire before the person exceeds this maximum consecutive period of nine (9) **Term Years**.

The following count towards this maximum period specified in this Clause 4.4.6: -

- i. **Actual Terms** served on *different* **National Pharmacy Advisory Councils**;
- ii. **Terms of Office** served on the Assembly and National Pharmacy Boards of the Royal Pharmaceutical Society prior to the **Transition Date**.
- iii. **Terms of Office** served as an **External Appointed College Governance Body Member**.

Terms of Office for **External Appointed College Governance Body Members**

- 4.4.7 These provisions 4.4.7 to 4.4.12 apply to all **External Appointed College Governance Members**.
- 4.4.8 The maximum **Term of Office** for an **External Appointed College Governance Member** to any **College Governance Body** shall normally be three (3) **Years**. However:
- 4.4.8.1 the **Board of Trustees** or **Senate** (as relevant) have discretion to appoint an **External Appointed College Governance Member** to a **Term of Office** that is shorter than this period; and
- 4.4.8.2 in some situations as set out in Clause 4.2.4. an **External Appointed College Governance Member** may be deemed to have served a **Full Term**, regardless of the length of their **Actual Term**.
- 4.4.9 An **External Appointed College Governance Member** (and those deemed to be **External Appointed College Governance Members**) shall normally automatically be retired from office on the third anniversary of the date of their appointment and shall only be eligible for re-appointment if they are appointed again by the **Board Appointments Panel** or **Senate Appointments Panel**.
- 4.4.10 An **External Appointed College Governance Member** may normally serve no more than two (2) consecutive **Full Terms** but, in exceptional circumstances, including situations where the **Board Appointments Panel** or **Senate Appointments Panel** has been unable to identify any suitable candidates for **External Trustee Appointees** or **Senate External Appointees** respectively, such an **External Appointed College Governance Member** may serve not more than three (3) consecutive **Full Terms**.
- 4.4.11 Where for any reason the **Board Appointments Panel** or **Senate Appointments Panel** is considering appointing as an **External Trustee Appointees** or **Senate External Appointees** respectively a person who has previously served on the **Board of Trustees** or **Senate** by virtue of their election to a **National Pharmacy Advisory Council** they must not appoint that person unless they have had a break in service of at least equivalent to a **Full Term**.
- 4.4.12 An **External Appointed College Governance Body Member** may be deemed to have served a **Full Term**, regardless of length of their **Actual Term**, in the following circumstances:
- 4.4.12.1 they take leave of office (including **Leave** – see Clause 4.4.7) during their **Actual Term**;
- 4.4.12.2 they resign as an **External Appointed College Governance Body Member** before natural expiry of their **Term of Office**, including any resignation for the purposes of standing to be a **National Pharmacy Advisory Council Member**;
- 4.4.12.3 they replace an **External Appointed College Governance Body Member** who resigns or who takes leave (including **Leave**) – typically in this situation they would be recruited to a shorter **Term of Office**.
- 4.5 All **College Governance Body Members** must comply with the **Governance Members Code of Conduct** as set out in the **Standing Orders**. Failure to do so may be treated as a **Termination Event** as more particularly set out in the **Standing Orders**.
- 4.6 All **College Governance Body Members** must keep all information shared with them by the **College** or discussions during official **College** meetings including but not limited to **Board of Trustee Meetings** confidential and securely stored unless expressly permitted to share under any **College Policies**. This shall not prevent any individual from disclosing information which they are entitled to disclose under the Public Interest Disclosure Act 1998, provided that the disclosure is made in accordance with the provisions of that Act.

5 BOARD OF TRUSTEES

5.1 Board of Trustees' function, powers and limitations

- 5.1.1 The function of the **Board of Trustees** is to hold the ultimate responsibility and accountability for the leadership, management and oversight of the **College** to ensure the **College** meets its objects set out in Article 3 of the **Royal Charter** and exercises the powers of the **College** set out in Article 4 of the **Royal Charter** (except where delegated as set out in these **College Regulations** – including delegation to the **Executive Team** and the staff of the **College**).
- 5.1.2 The **Board of Trustees** liaises with the **Senate** in relation to the exercise of the powers listed in Article 4 (1) – (8) and (13) of the **Royal Charter**. The **Senate** shall co-ordinate and harmonise advice from its advisory committees established under Clause 6.1.5 of these **College Regulations** and the **National Pharmacy Advisory Councils** as necessary to ensure that the **Board of Trustees** has appropriate and timely advice on the exercise of these specified **College** powers so that the **College** remains profession led in all matters relating to pharmacy and professional leadership.
- 5.1.3 The **Board of Trustees** sets and approves all **Key Policies** and **Standing Orders** applicable to all **Governance Bodies**, including deciding on the creation, removal, role, composition and terms of reference for all **College Governance Bodies**, subject to the **Royal Charter** and **College Regulations**.
- 5.1.4 The **Board of Trustees** may create additional **Group Companies** and determine the specific governance arrangements of each **Group Company** as it sees fit (including nomination of **Observers** or **Directors**) and arrange for attendance at shareholder meetings as necessary.
- 5.1.5 Except where the **Royal Charter** (e.g. Article 9(4)) or these **College Regulations** state otherwise, the **Board of Trustees** may exercise all the powers of the **College** and a meeting of the **Board of Trustees** at which a quorum is present may exercise all powers exercisable by the **Board of Trustees**.
- 5.1.6 The **Board of Trustees** must ensure that proper accounting records are kept for the **College**, in accordance with all applicable statutory requirements.
- 5.1.7 The **Board of Trustees** must ensure the preparation of annual accounts, complying with all relevant statutory requirements; and
- 5.1.7.1 if an audit is required under any statutory provisions (or if the **Board of Trustees** considers that an audit would be appropriate for some other reason or are advised by any **Trustee** advisory committee on these matters in this respect), the **Board of Trustees** should ensure that an audit of the accounts is carried out by a qualified auditor;
- 5.1.7.2 if an audit is not carried out, the **Board of Trustees** must ensure that an independent examination of the accounts is carried out by a qualified independent examiner.
- 5.1.8 The **Board of Trustees** should ensure that the systems adopted by the **College** to ensure financial controls (including in relation to bank accounts and online banking) are appropriate for a charity of the **College's** size and nature. The **Board of Trustees** may take advice from any **Trustee** advisory committee on these matters in this respect.
- 5.1.9 The **Board of Trustees** will appoint the **CEO** to run the **College** and manage the **Executive Team** and will take advice from any **Trustee** advisory committee on these matters in this respect.

- 5.1.10 The functions and powers in this Clause 5.1.1 above are always subject to the **Board of Trustees** complying with all applicable laws and regulations, the **Royal Charter** and these **College Regulations**.
- 5.1.11 The **Standing Orders** may make provision for the **Governance Members Code of Conduct**. The **Trustees'** duties include:-
- 5.1.11.1 ensuring that the **College** complies with relevant law applicable in England, Wales and Scotland and that the **College** as a charity does not breach the requirements set out in its governing documents.
 - 5.1.11.2 establishing the **College's** overall vision, aims and values, approving long-term strategies and priorities, whilst monitoring progress towards strategic goals.
 - 5.1.11.3 representing and promoting the interests of the **College** by maintaining the highest standards of personal and professional integrity in the performance of duties, including always acting in the best interests of the **College** and declaring and managing conflicts of interest.
 - 5.1.11.4 being responsible for the financial management of the **College**, including approving the annual budget, managing financial performance, ensuring the **College's** resources are used effectively, reviewing financial statements and ensuring compliance with audit and reporting requirements.
 - 5.1.11.5 ensuring there is an effective system for risk assessment and mitigation in place, reviewing and updating the risk register and ensuring that significant risks are addressed in a timely and proportionate manner.
 - 5.1.11.6 using reasonable care and skill in their work as **Trustees**, using their personal skills and experience as needed to ensure that the charity is well run.
 - 5.1.11.7 using charitable funds only in the furtherance of the objectives of the **College** as a charity.
 - 5.1.11.8 not misusing their power or position as **Trustees** in any capacity or taking disproportionate or unreasonable risks that may jeopardise the reputation of the **College**.
 - 5.1.11.9 obtaining external professional advice where necessary, to ensure the **Board** is always acting in the best interests of the **College**.

5.2 Board of Trustees delegation and advisory committees

- 5.2.1 The **Board of Trustees** may, acting reasonably and prudently in accordance with general charitable principles and the requirement that **Trustees** manage a charity personally, delegate such of its powers listed in Article 4 of the **Royal Charter** to any **Trustee**, committee or other group or body, or to officers, individuals or groups of individuals in accordance with the governance documents of the **College**. When delegating powers, the **Board of Trustees** may set out (and appropriately minute and record) appropriate conditions (which must include an obligation to report regularly to the **Board of Trustees**) and any **Terms of Reference**. Any delegation of powers by the **Board of Trustees** may be revoked or altered by the **Board of Trustees** at any time. The **Key Policies** (including a schedule of delegation) and the **Standing Orders** may make additional provisions in respect of **Board of Trustees'** delegation and a Schedule of Delegation will be a Key Policy.
- 5.2.2 The **Board of Trustees** may, in accordance with general charitable principles, establish advisory bodies, committees, panels or groups and appoint such persons to those advisory bodies, committees, panels or groups as are suitable to advise the **Board of Trustees** on the exercise of its functions and powers (for example, audit, risk, finance, investment, remuneration). Such bodies, committees, panels or groups may have a temporary or ongoing nature. For example, the **Board of Trustees** may establish a **Board Appointments Panel** to advise the **Board of Trustees** on **External Trustees Appointments** to the **Board of Trustees** or its advisory groups. Such advisory bodies, committees, panels or groups shall

not have any decision-making powers. When establishing an advisory body, committee, panel or group, the Board of Trustees must set out (and appropriately minute and record) appropriate conditions (which must include an obligation to report regularly to the **Board of Trustees**) and any **Terms of Reference**. The **Standing Orders** and **Key Policies** may make additional provisions in respect of **Board of Trustees** advisory committees.

- 5.2.3 The committees established under this Clause 5.2.2 may include non-**Trustees** (who may only be remunerated as set out in any **College** remuneration policy and as authorised by the **Royal Charter**) but the powers and obligations of **Trustees** shall not vest in such committees.
- 5.2.4 In exercise of the power of investment listed in Article 4 (25) of the **Royal Charter**, the **Board of Trustees**, may delegate the management of investments to any individual, company or firm who, or which, is authorised to give investment advice under the Financial Services and Markets Act 2000 (as amended) provided that:
- 5.2.4.1 An investment policy is set down in writing by the **Board of Trustees**;
 - 5.2.4.2 Timely reports of all transactions are provided to the **Board of Trustees**;
 - 5.2.4.3 The performance of the investments if reviewed regularly with the **Board of Trustees**;
 - 5.2.4.4 The **Board of Trustees** are entitled to cancel the delegation arrangement at any time;
 - 5.2.4.5 The investment policy and delegation arrangements are regularly reviewed;
 - 5.2.4.6 All payments due to an investment manager are on a scale or at a level agreed in advance;
 - 5.2.4.7 The investment manager must not do anything outside the powers of the **Board of Trustees**.

5.3 Board of Trustees composition and eligibility

- 5.3.1 The maximum number of **Trustees** shall be as set out in Article 9(1) of the **Royal Charter**; out of which:
- 5.3.1.1 not more than seven (7) shall be **Trustees** who are **Members** elected to the **National Pharmacy Advisory Councils** – sitting on the **Board of Trustees** as specified in Clause 5.3.4 of these **College Regulations** (“**Senate Trustees**”); and
 - 5.3.1.2 not more than five (5) shall be **Trustees** appointed to the **Board of Trustees** under these **College Regulations** who do not sit on **Senate** or a **National Pharmacy Advisory Council** (“**External Trustee Appointees**” or “**External Trustee Appointments**”). **External Trustee Appointees** do not have to be **Members** of the **College**.
- 5.3.2 On the **Transition Date**:
- 5.3.2.1 the composition of the **Board of Trustees** shall initially be made up of:
 - (a) three (3) **External Trustee Appointees** (including the **Chair of the Board of Trustees**); and
 - (b) four (4) **Senate Trustees** (being the **Senate President** and three (3) **Senate Vice-Presidents**) or
or alternatively as set out in Appendix 6 Transition Provisions.
- After the **Transition Date**, these numbers may, but shall not be obliged to, be increased (using the processes set out in these **College Regulations** and in the **Standing Orders**) to the maximum composition set out in Clause 5.3.4 of these **College Regulations**.
- 5.3.3 The **Board of Trustees** must at any given time have a composition with at least one more **Senate Trustee** than **External Trustee Appointees**. This is to preserve the principle that the

College is led by those in the pharmacy profession. If this rule is not complied with (for example if a number of **Senate Trustees** resigned), the **Board of Trustees** must take prompt steps to rectify the situation.

5.3.4 The maximum composition of the **Board of Trustees** shall be as follows:

	Type of Trustee	Appointment process after the Transition Date* by
	External Trustee Appointments	
1	Chair of the Board of Trustees	Appointed for a Term of Office of 3 Years (as per Clauses 4.4.8-4.4.12 of these College Regulations) on the advice of a special Board Appointments Panel as set out in the Standing Orders .
2-4	Up to three additional External Trustee Appointees , one of whom will serve as Board of Trustees Vice-Chair	Appointed for a Term of Office of 3 Years (as per Clauses 4.4.8-4.4.12 of these College Regulations) on the advice of a special Board Appointments Panel as set out in the Standing Orders . The Board of Trustees Vice-Chair will be appointed from within the External Trustee Appointees as set out in Clause 5.4 of these College Regulations and the Standing Orders .
	Senate Trustees	
5	Senate President <i>ex officio</i>	The Senate President is automatically a Senate Trustee <i>ex officio</i> following election as the Senate President under the Standing Orders . Their Term of Office as Trustee cannot exceed their Term of Office on the National Pharmacy Advisory Council for that individual as per Clause 4.4.1 – 4.4.6 of these College Regulations and their role as a Trustee will automatically terminate on resignation or removal or other termination of their role as Senate President . Where any Senate President takes Leave under Clause 4 of these College Regulations , the interim Senate President shall become an <i>ex officio</i> Senate Trustee automatically. If, in exceptional circumstances, there is no Senate President in post, the Senate must appoint an additional Senate Trustee until such time as a new Senate President has been elected.
6-8	Senate Vice-Presidents x three (3) <i>ex officio</i>	Each of the sitting Senate Vice-Presidents are automatically a Senate Trustee <i>ex officio</i> following election as the Senate Vice-President under the Standing Orders . Their Term of Office as Trustee cannot exceed their Term of Office on the National Pharmacy Advisory Council for that individual as per Clause 4.4.1 – 4.4.6 of these College Regulations and their role as a Trustee will automatically terminate on resignation or removal or other termination of their role as Senate Vice-President . Where any Senate Vice-President takes Leave under Clause 4 of these College Regulations , the interim Senate Vice-President shall become an <i>ex officio</i> Senate Trustee automatically. If, in exceptional circumstances, there is no Senate Vice-President in a post, Senate must appoint an additional Senate Trustee until such time as a new Senate Vice-President has been elected. A person elected to be Senate President cannot concurrently be a Senate Vice-President .

9-12	Up to four Senate Trustee Appointees	<p>Senate Members selected by the Senate to be appointed as Senate Trustees for up to 3 Term Years following the process set out in the Standing Orders. Their Term of Office as Trustee cannot exceed their Term of Office for that individual as per Clause 4.4 of these College Regulations.</p> <p>A person elected to be President or Senate Vice-President cannot concurrently be a Senate Trustee Appointee.</p>
------	---	---

*Appointments prior to the Transition Date to take effect on the Transition Date shall be in accordance with Appendix 6 (Transition Provisions)

- 5.3.5 If a person becomes ineligible to be a **Trustee** under Clause 4 of these **College Regulations** above, this shall be treated as a **Termination Event** and their **Term of Office** will immediately end without notice on the date on which they became ineligible. The resulting **Vacancy** shall be filled in accordance with the process set out in the **Standing Orders**.
- 5.3.6 If a person resigns from their role as **Senate President** or **Senate Vice-President** they will automatically become ineligible to serve on the **Board of Trustees** *ex-officio* and will be replaced on the **Board of Trustees** by their successor in office *ex officio*. They will remain eligible to be appointed as **Senate Trustee Appointee** so long as they remain as a regular **National Pharmacy Advisory Council Member**.
- 5.3.7 All **Senate Trustees** will cease to be a **Trustee** on the date that their underlying **National Pharmacy Advisory Council Term of Office** expires under Clause 4.4.
- 5.3.8 Any **Senate Trustee** appointed on an interim basis to fill an *ex officio* role on the **Board of Trustees** shall automatically cease to be a **Trustee** on the date that *ex officio* role is filled but shall remain eligible to be appointed as a **Senate Trustee Appointee** so long as they remain as a regular **National Pharmacy Advisory Council Member**.

5.4 Board of Trustees – Chair and Vice Chair

- 5.4.1 The **Board of Trustees** will be led by a **Chair of the Board of Trustees**, supported by a **Board of Trustees Vice-Chair** who will both usually be **External Trustee Appointments** (subject to any interim cover or replacement of these roles as a result of Clauses 5.4.4.2 and 5.4.5).
- 5.4.2 The responsibilities of the **Chair of the Board of Trustees** and **Board of Trustees Vice-Chair** shall be as set out in the applicable **Role Profile** and at least one of the roles covered in this Clause 5.4 must have relevant financial expertise as detailed in the **Role Profile**. Additional roles and responsibilities can be agreed by the **Board of Trustees** from time to time in accordance with the **Standing Orders**.
- 5.4.3 Appointment as **Chair of the Board of Trustees** or **Board of Trustees Vice-Chair** under this Clause 5.4 shall not extend the **Trustee's Term of Office** and the provisions of Clause 4.4 shall apply in all situations.
- 5.4.4 A person appointed as **Chair of the Board of Trustees** or **Board of Trustees Vice-Chair** under this Clause 5.4 will automatically cease to hold that role if
 - 5.4.4.1 they cease to be a **Trustee** for any reason; or
 - 5.4.4.2 they give the **College** notice in writing of resignation as **Chair of the Board of Trustees** or **Board of Trustees Vice-Chair**, which shall also automatically have the

effect of terminating their role as **Trustee**, unless the **Board Appointments Panel** specifically requests in writing that the individual continue as an **External Trustees Appointee** notwithstanding resignation under this Clause (and any continuation of service shall count towards the consecutive periods specified in Clause 4.4).

Where such a situation set out in Clauses 5.4.4.1 and 5.4.4.2 arises the resulting vacancy in the **Chair of the Board of Trustees** or **Board of Trustees Vice-Chair** role shall be filled in accordance with the **Standing Orders**.

- 5.4.5 A person appointed to be **Chair of the Board of Trustees** or **Board of Trustees Vice-Chair** may elect to take **Leave** from a role covered by this Clause 5.4 as set out in these **College Regulations** and in accordance with the **Standing Orders**. They will remain as a **Trustee** subject to the provisions of Clause 4.2.4.3 of these **College Regulations**.

5.5 Board of Trustees - Meetings

- 5.5.1 The **Board of Trustees** shall meet (in person or online or in a hybrid manner) at least four (4) times a year as more particularly specified in the **Standing Orders**.
- 5.5.2 Subject to the **Royal Charter** and these **College Regulations** the **Board of Trustees** shall determine its own procedure for **Board of Trustees Meetings**, as set out in the **Standing Orders** and shall ensure **Board of Trustees** meetings are minuted, as set out in the **Standing Orders**.
- 5.5.3 No business shall be transacted at a **Board of Trustees** meeting unless a quorum is present; the quorum for **Board of Trustees** meetings is set out below (based on the principle of half the **Trustees** plus one, then rounded up where necessary).

Number of Trustees in post	Applicable Quorum
3	3
4	3
5	4
6	4
7	5
8	5
9	6
10	6
11	7
12	7

- 5.5.4 Every **Trustee** has one vote, which should be exercised as set out in the **Standing Orders**. Such votes are subject to the conflict of interest provisions in the **Royal Charter** – where a **Trustee** cannot vote due to a conflict of interest this shall mean the relevant **Trustee** is not counted as being “in post” for the purposes of determining the applicable quorum for that vote under Clause 5.5.3 above.

- 5.5.5 A resolution agreed to in writing (by a majority of the **Trustees** then in office shall be as valid as if duly passed at a **Board of Trustees** meeting.
- 5.5.6 A **Board of Trustees** resolution shall not be valid unless a copy of the resolution was circulated by email to all of the **Trustees** in advance of a decision being reached, along with a cut-off time (which must be reasonable in the circumstances) for notifications.

6. SENATE

6.1 Senate function, powers and limitations

- 6.1.1 As stated in the **Royal Charter**, the function of the **Senate** is to set the strategic direction of the **United Kingdom** pharmacy professional and policy leadership.
- 6.1.2 To fulfil its duties the **Senate** must:
- 6.1.2.1 engage with the **Executive Team** at least annually in determining the profession and policy priorities for the **College** to assist the **Executive Team** in creating the **Annual Business Plan** to be presented to the **Board of Trustees**.
 - 6.1.2.2 determine and set **GB** wide strategic direction for pharmacy and professional leadership by the **College**, harmonising, incorporating or taking account of the advice of the **National Pharmacy Advisory Councils** and any specialist professional advisory committees **Senate** establishes under Clause 6.2 of these **College Regulations** as relevant.
 - 6.1.2.3 give particular attention to the **College** powers listed in Article 4 (1)-(8) and (13) of the **Royal Charter** and ensure that the **Board of Trustees** is provided with appropriate and timely advice on the exercise of these powers all as set out in Clause 5.1 of these **College Regulations** and in particular ensure that the **College**:
 - (a) awards fellowships, honorary fellowships or memberships, and other distinctions of the **College** as set out in power (5);
 - (b) preserves and protects the history of the pharmacy profession and establishes and maintains databases, indices, libraries, museums and collections as set out in power (6); and
 - (c) makes appointments to the **Board of Trustees** as set out in Clause 5 of these **College Regulations** and in the **Standing Orders**;
 - 6.1.2.4 engage with the **Executive Team** at least annually in determining the appropriate provision of membership benefits which will drive excellence in the pharmacy profession and further the **College's** charitable objects.
 - 6.1.2.5 submit a written report of its activities and advice, following each **Senate** meeting, to
 - (a) the **Board of Trustees**; and
 - (b) the **National Pharmacy Advisory Councils**
- 6.1.3 The **Senate** must operate in accordance with the **Standing Orders** and submit any requests for changes to its operating procedures in the **Standing Orders** to the **Board of Trustees**.
- 6.1.4 The **Senate** may not delegate any of its powers listed in the **Royal Charter**.
- 6.1.5 The **Senate** may, in accordance with general charitable principles and acting under the direction of the **Board of Trustees**, establish advisory committees and appoint such persons to those advisory committees as suitable to advise the **Senate** on the exercise of its functions and powers (e.g. education, assessment and credentialling, science and research, professional standards, fellowship and **College** awards). Such advisory committees shall not have any decision-making powers and shall be run in accordance with the **Standing Orders**. When establishing an advisory body, the **Senate** must set out appropriate conditions (which must include an obligation to report regularly to the **Senate**) and any **Terms of Reference** must be in accordance with the template most recently approved by the **Board of Trustees**.
- 6.1.6 The functions and powers in Clause 6.1 above are always subject to the **Senate** complying with all applicable laws and regulations, the **Royal Charter** and these **College Regulations**.
- 6.1.7 The **Senate** has no formal role in the operational matters of the **College**, which are the remit of the **Board of Trustees** and/or the **Executive Team** as delegated.

6.1.8 Except as set out in these **College Regulations**, the **College** shall not create or maintain any additional governance bodies or committees with any remit in relation to the pharmacy profession, policy and practice that do not have a direct reporting line to the **Senate**.

6.2 Senate composition and eligibility

6.2.1 The maximum number of **Senate Members** is as set out in Article 10 of the **Royal Charter**; composed as follows:

	Type of Senate Member	Appointment process after the Transition Date * by
	Elected College Governance Body Members	
1	Senate President <i>ex officio</i>	<p>The Senate President is automatically a Senate Member <i>ex officio</i> following election as the Senate President under the Standing Orders. Their Term of Office on the Senate cannot exceed their Term of Office on the National Pharmacy Advisory Council for that individual as per Clauses 4.4.1 – 4.4.6 of these College Regulations and their role on Senate will automatically terminate on resignation or removal or other termination of their role as Senate President.</p> <p>Where any Senate President takes Leave under Clause 4 of these College Regulations, the interim Senate President shall become an <i>ex officio</i> Senate Trustee automatically.</p> <p>If, in exceptional circumstances, there is no Senate President in post, the Senate must appoint an additional Senate Trustee until such time as a new Senate President has been elected.</p> <p>A person elected to be Senate President cannot concurrently be a Senate Vice-President, National Pharmacy Advisory Council Vice-Chair or National Pharmacy Advisory Council Senate Appointee.</p>
2-4	Senate Vice-Presidents x three (3) <i>ex officio</i>	<p>Each of the sitting Senate Vice-Presidents are automatically a Senate Member <i>ex officio</i> following election as the Senate Vice-President under the Standing Orders. Their Term of Office as Senate Member cannot exceed their Term of Office on the National Pharmacy Advisory Council for that individual as per Clauses 4.4.1 – 4.4.6 of these College Regulations and their role as a Senate Member will automatically terminate on resignation or removal or other termination of their role as Senate Vice-President.</p> <p>Where any Senate Vice-President takes Leave under Clause 4 of these College Regulations, the interim Senate Vice-President shall become an <i>ex officio</i> Senate Member automatically.</p> <p>If, in exceptional circumstances, there is no Senate Vice-President in a post, the Vice-Chair of the relevant National Pharmacy Advisory Council shall sit as a Senate Member until such time as a new Senate Vice-President has been elected and the relevant National Pharmacy Advisory Council shall elect an interim National Pharmacy Advisory Council Vice-Chair.</p>

		<p>A person elected to be Senate Vice-President cannot concurrently be a Senate President, National Pharmacy Advisory Council Vice-Chair or National Pharmacy Advisory Council Senate Appointee..</p>
5-7	<p>The National Pharmacy Advisory Council Vice-Chairs x 3 (<i>ex officio</i>)</p>	<p>Each of the sitting National Pharmacy Advisory Council Vice-Chairs are automatically a Senate Member <i>ex officio</i> following election as the National Pharmacy Advisory Council Vice-Chairs under the Standing Orders. Their Term of Office as Senate Member cannot exceed their Term of Office on the National Pharmacy Advisory Council for that individual as per Clauses 4.4.1 – 4.4.6 of these College Regulations and their role as a Senate Member will automatically terminate on resignation or removal or other termination of their role as National Pharmacy Advisory Council Vice-Chairs.</p> <p>Where any National Pharmacy Advisory Council Vice-Chairs takes Leave under Clause 4 of these College Regulations, the interim National Pharmacy Advisory Council Vice-Chairs shall become an <i>ex officio</i> Senate Member automatically.</p> <p>If, in exceptional circumstances, there is no National Pharmacy Advisory Council Vice-Chairs in a post, the Vice-Chair of the relevant National Pharmacy Advisory Council shall sit as a Senate Member until such time as a new Senate Vice-President has been elected and the relevant National Pharmacy Advisory Council shall elect an interim National Pharmacy Advisory Council Vice-Chair.</p> <p>A person elected to be National Pharmacy Advisory Council Vice-Chair cannot concurrently be a Senate President, Senate Vice-President or National Pharmacy Advisory Council Senate Appointee..</p>
	<p>National Pharmacy Advisory Council Senate Appointees</p>	<p>As set out in the Standing Orders, and subject to the provisions below regarding Senate External Appointees, the Senate may choose to appoint further Senate Members to make the total Senate composition up to a total of fifteen (15)– these additional Senate Members being drawn from the National Pharmacy Advisory Councils, following any process set out in the Standing Orders, but subject to there always being an equal number of representatives appointed from each National Pharmacy Advisory Council.</p> <p>Where any National Pharmacy Advisory Council Senate Appointees takes Leave under Clause 4 of these College Regulations, the relevant National Pharmacy Advisory Council shall be entitled to appoint an interim National Pharmacy Advisory Council Senate Appointee for the duration of their Leave following the process set out in the Standing Orders.</p> <p>A person elected to be National Pharmacy Advisory Council Senate Appointee cannot concurrently be a Senate President, Senate Vice-President or National Pharmacy Advisory Council Vice-Chair.</p>
	<p>External Appointed College Governance Body Members</p>	
	<p>Up to five Senate External Appointees</p>	<p>Appointed for a Term of Office of three (3) Years (as per Clauses 4.4.8-4.4.12 of these College Regulations) on the advice of a</p>

		<p>special Senate Appointments Panel as set out in the Standing Orders. Role Profiles for each Senate External Appointee role shall be prepared by the College in accordance with the Standing Orders to ensure that the following expertise and experience is present within Senate: education, pharmaceutical science, student pharmacist.</p> <p>Where any Senate External Appointees takes Leave under Clause 4 of these College Regulations, the Senate shall consider whether to appoint an interim Senate External Appointees for the duration of their Leave.</p>
--	--	---

6.2.2 On the **Transition Date**, the composition of the **Senate** shall be as set out in Appendix 6 (Transition Provision).

6.2.3 All **Senate Members** (with the exception of the **Senate External Appointees** whose **Terms of Office** are as set out in Clauses 4.4.7-4.4.12) will end their **Senate Term of Office** (and any related **Trustee Term of Office**) on the date that their underlying **National Pharmacy Advisory Council Term of Office** expires under Clause 4.4.1 – 4.4.6.

6.3 Senate President and Senate Vice-Presidents

6.3.1 The **Senate** will be led by the **Senate President** and the **Senate Vice-Presidents** who are *ex officio* appointments to the **Senate** following election by the **National Pharmacy Advisory Council Members** as set out in these **College Regulations** and in accordance with the **Standing Orders**. The **Senate President** and the **Senate Vice-Presidents** must be **Elected College Governance Body Members**.

6.3.2 The responsibilities of the **Senate President** and **Senate Vice-Presidents** are as set out in the applicable **Role Profile**.

6.3.3 Appointment to be **Senate President** or **Senate Vice-President** role shall not extend the **Senate Members’s Term of Office**. A person appointed to any office will automatically cease to hold that office if (a) they cease to be a **Member** for any reason or (b) they give the **College** notice in writing of resignation as **Senate President** or **Senate Vice-President**. Any arising vacancy in the **Senate** will be filled as set out in the **Standing Orders**.

6.4 Senate meetings and quorum

6.4.1 The **Senate** shall meet (in person or online or in a hybrid manner) at least twice a year and all as more particularly specified in the **Standing Orders**.

6.4.2 Subject to the **Royal Charter** and these **College Regulations** the **Senate** shall follow its own procedure for **Senate** meetings, as set out in the **Standing Orders** and shall ensure that **Senate** meetings are minuted, as set out in the **Standing Orders**.

6.4.3 No business shall be transacted at a **Senate** meeting unless a quorum is present in person or online; the quorum for **Senate** meetings is the closest round number equating to 60% of the current **Senate Members** illustrated as follows.

Number of Senate Members	Applicable Quorum
15	9
14	8

13	8
12	7
11	7

- 6.4.4 Every **Senate Member** has one vote, which should be exercised as set out in the **Standing Orders**.
- 6.4.5 A **Senate Member** must comply with the **College's** Conflicts of Interest Policy and not vote if they have a conflict of interest all as set out in such policy and in the **Standing Orders**.

7. NATIONAL PHARMACY ADVISORY COUNCILS

7.1 National Pharmacy Advisory Councils function, powers and limitations

- 7.1.1 As set out in the **Royal Charter**, the function of the **National Pharmacy Advisory Councils** is to guide the implementation of the **College's** strategy within the devolved nations, including in relation to professional policy and the delivery of professional development, member support and engagement and reporting to the **Trustees** (via **Senate** where appropriate). This shall be achieved through providing advice to the **Senate** on the appropriate exercise of the **College's** powers listed in Article 4 (1) – (4), (8) and (13) of the **Royal Charter** insofar as they have national relevance and in particular shall involve:
- 7.1.1.1 vision, insight and strategy. Maintain an overview of current and possible future developments impacting upon the science and practice of pharmacy in the individual countries, using this to ensure a vision for each devolved nation, informed policy development at national level and to advise the **Senate** in its role of developing the **College's** strategy as it relates to professional matters that have devolved relevance. Lead the implementation of the **College's** strategy by developing and implementing associated policies with a specific national focus, seeking the advice of other **College** groups, from the **College** membership, or commissioning work as appropriate in support of this. Monitor and evaluate the impact for individual national policies. No **National Pharmacy Advisory Council** policy should be contrary to any overarching GB-wide **College** policy.
 - 7.1.1.2 professional standards. Support pharmacists in their professional roles; agree objectives for programmes of professional support of pharmacy to be delivered at a national level in collaboration with other **National Pharmacy Advisory Councils**.
 - 7.1.1.3 advocacy and engagement. Provide advocacy and support for pharmacy practice development in order to achieve patient and public benefit; promote recognition of the science and practice of pharmacy and its contribution to health; provide professional advice to government and its agencies, NHS bodies, and other health and social care organisations; take a leading role in contributing to local engagement mechanisms within the relevant devolved nation through direct contact with stakeholders, members and the wider profession.
- 7.1.2 The **National Pharmacy Advisory Councils** shall have no formal role in the operational matters of the **College**, which are the remit of the **Board of Trustees** and/or the **Executive Team** as delegated.
- 7.1.3 To fulfil their duties **National Pharmacy Advisory Councils** must engage with and report to the **Senate** and other **College** groups as necessary and as set out in the **Standing Orders**.
- 7.1.4 There are three **National Pharmacy Advisory Councils**:
1. Scottish National Pharmacy Advisory Council;
 2. English National Pharmacy Advisory Council; and
 3. Welsh National Pharmacy Advisory Council which is also be known Cyngor Ymgynghorol Fferylliaeth Cenedlaethol Cymru which is interchangeable with the English language name of the Welsh National Pharmacy Advisory Council and equally valid in all respects.
- 7.1.5 Each **National Pharmacy Advisory Council** must operate in accordance with the **Standing Orders** and submit any requests for changes to their operating procedures in the **Standing Orders** to the **Board of Trustees**.

7.1.6 The functions and powers in Clauses 7.1.1-5 above are always subject to compliance with all applicable laws and regulations, the **Royal Charter** and these **College Regulations**.

7.2 National Pharmacy Advisory Councils composition and eligibility

7.2.1 The **National Pharmacy Advisory Councils** shall consist of up to the maximum number of **National Pharmacy Advisory Council Members** as follows: -

	Maximum number of members
English National Pharmacy Advisory Council	12
Welsh National Pharmacy Advisory Council	9
Scottish National Pharmacy Advisory Council	9

7.2.2 All **National Pharmacy Advisory Council Members** must be **Members** of the **College** who are registered with the General Pharmaceutical Council at the date they are nominated for election and must be elected onto a **National Pharmacy Advisory Council** in accordance with the **Election Scheme**. The **Standing Orders** shall make provision for filling any vacancies arising on any **National Pharmacy Advisory Council** between elections or for appointment to a **National Pharmacy Advisory Council** of persons meeting the eligibility criteria outlined in these **College Regulations** if insufficient nominations for election are received.

7.2.3 In addition to the provisions of Clause 4.1.4, a person will not be eligible for election to a **National Pharmacy Advisory Council** if they are not primarily working in the relevant nation. Where a person's place of employment is not linked to one nation, their place of primary residence shall be preferred for the purposes of eligibility for election to a **National Pharmacy Advisory Council**. Retiring from practice as a pharmacist or moving to work in a different nation during a **Term of Office** is not a **Termination Event**, however on expiry of that **Term of Office** that person may not be eligible to seek re-election unless they meet the criteria outlined in this Clause 7.2.3 at the point of re-election.

7.2.4 The requirements for registration with the General Pharmaceutical Council at the point of nomination for election as set out in Clause 7.2.2 and 7.2.3 is to ensure that those sitting on **College Governance Bodies** by virtue of being elected to a **National Pharmacy Advisory Council** have recent experience of the pharmacy profession and are therefore able to fulfil the functions of their position on a **College Governance Body**. There is no age limit on eligibility to stand for any position set out in these **College Regulations**.

7.3 Elections to the National Pharmacy Advisory Councils

7.3.1 The **College** shall normally, on an annual basis, make provisions in respect of the election of **Members** to the **National Pharmacy Advisory Councils**, using the **Election Scheme** in Appendix 5 as a template amended by approval of the **Board of Trustees** to specifically apply to that **Year** (such amendment for the avoidance of doubt not being an amendment to Appendix 5 of these **College Regulations**).

7.3.2 The **College** will determine the applicable dates for the **Election Scheme** in any year, subject to the **Results Date** being no later than 31st March and the **Effective Date** being no later than 30th June.

- 7.3.3 In exceptional circumstances, the **Senate** may advise the **Board of Trustees** that elections should be delayed or cancelled in any **Year** and the **Board of Trustees** shall take account of such advice before deciding whether to hold such elections.
- 7.3.4 Delaying or cancelling the elections in any **Year** cannot have the effect of extending any **Term of Office** beyond the permitted maximum under these **College Regulations**. Where any **College Governance Body Members' Term of Office** would expire naturally in the **Year** of cancellation or delay and they are not eligible to serve any further **Term of Office**, their **Term of Office** will still expire at 23:59 on 30th June in that **Year**, this will be treated as a **Termination Event** and the resulting **Vacancy** will be filled in accordance with the **Standing Orders** as a casual vacancy.

7.4 National Pharmacy Advisory Council Chair (Senate Vice-President) and Vice-Chairs

- 7.4.1 Each **National Pharmacy Advisory Council** shall appoint from within itself a **National Pharmacy Advisory Council Chair** (also known as a **Senate Vice-President**) and **National Pharmacy Advisory Council Vice-Chair** in accordance with the **Standing Orders**.
- 7.4.2 Appointments to roles under Clause 7.4.1 shall be effective from the **Effective Date** or such other date fixed by the relevant **National Pharmacy Advisory Council** until expiry of the individual's **National Pharmacy Advisory Council Term of Office** under Clause 4.4 whereupon it shall automatically terminate.
- 7.4.3 Appointment to a role under this Clause 7.4 shall not extend a **National Pharmacy Advisory Council Members' Term of Office** – so for the avoidance of doubt the **National Pharmacy Advisory Council Chair (Senate Vice-President)** or **National Pharmacy Advisory Council Vice-Chair** may serve no more than three (3) **Full Terms** in any role.
- 7.4.4 A person appointed to be **National Pharmacy Advisory Council Chair (Senate Vice-President)** or **National Pharmacy Advisory Council Vice-Chair** will automatically cease to hold that role if (a) they cease to be a **Member** for any reason or (b) they give the **College** notice in writing of resignation from the **National Pharmacy Advisory Council Chair (Senate Vice-President)** or **National Pharmacy Advisory Council Vice-Chair** role. Where such a situation arises the resulting vacancy in the relevant role shall be filled in accordance with the **Standing Orders**.
- 7.4.5 The responsibilities of the **National Pharmacy Advisory Council Chair (Senate Vice-President)** and **National Pharmacy Advisory Council Vice-Chairs** are as set out in the applicable **Role Profile**.
- 7.4.6 A person appointed to be **National Pharmacy Advisory Council Chair (Senate Vice-President)** or **National Pharmacy Advisory Council Vice-Chair** may elect to take **Leave** from their role while remaining as a **National Pharmacy Advisory Council Member** in accordance with the provisions of Clause 4.2.4 and an interim replacement for that role may be made in accordance with the provisions of Clause 4.2.4 and the process set out in the **Standing Orders**.

7.5 National Pharmacy Advisory Council meetings and quorum

- 7.5.1 The **National Pharmacy Advisory Councils** shall meet (in person or online or in a hybrid manner) at least twice a year all as more particularly specified in the **Standing Orders**.

7.5.2 Subject to the **Royal Charter** and these **College Regulations** the **National Pharmacy Advisory Councils** shall follow the procedure for **National Pharmacy Advisory Council meetings** as set out in the **Standing Orders** and shall ensure **National Pharmacy Advisory Council** meetings are minuted, as set out in the **Standing Orders**.

7.5.3 No business shall be transacted at a **National Pharmacy Advisory Council** meeting unless a quorum is present in person or online; the quorum for **National Pharmacy Advisory Council** meetings is as follows:

Council	Quorum
English National Pharmacy Advisory Council	7
Welsh National Pharmacy Advisory Council	5
Scottish National Pharmacy Advisory Council	5

7.5.4 Every **National Pharmacy Advisory Council Member** has one vote, which should be exercised as set out in the **Standing Orders**.

7.5.5 A **National Pharmacy Advisory Council Member** must comply with the **College's** Conflicts of Interest Policy and not vote if they have a conflict of interest all as set out in such policy and in the **Standing Orders**.

8. COLLEGE OPERATIONS

8.1 The **Board of Trustees** shall appoint a **CEO**, who will be accountable to the **Board of Trustees**.

8.2 The **CEO** will appoint an **Executive Team**, charged with operational management of the **College** and with ensuring operational compliance with all legal requirements incumbent on the charity as charged by the **Trustees**. This will include applying for and maintaining all necessary licences the **College** requires to undertake its activities in accordance with **College Policies**.

8.3 The charity **Trustees** must comply with the requirements of the charities legislation applicable to it throughout the United Kingdom with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the appropriate charity regulators in the United Kingdom as required.

8.4 Only those on the **Executive Team** or otherwise specified in any **Authorised Signatories Policy** maintained by the **College** are authorised to sign contracts on behalf of the **College**. No member of a **College Governance Body** is authorised to sign contracts on behalf of the **College** unless specified in the relevant **Authorised Signatories Policy**. A deed, being distinct from a simple form of contract, may require an additional execution formality, for example affixing the **Common Seal** in accordance with Clause 8.5 hereof.

8.5 Use of Common Seal of the College

8.5.1 The **Trustees** shall provide for the safe custody of the **Common Seal** of the **College** (via a Common Seal Policy) which shall be used in accordance with the **Royal Charter** and **College Regulations**.

8.5.2 A deed shall be executed by the **College** by the affixing of its **Common Seal** as set out in Clause 8.5.4.

- 8.5.3 A simple contract may be made (i) by the **College**, by the affixing of its **Common Seal**; or (ii) on behalf of the **College**, by a person acting under the authority of the **Trustees** as set out in Clause 8.4 of these **College Regulations**.
- 8.5.4 The **Common Seal** shall be affixed with the authority of the **Trustees** (which may be a general or specific authority as set out in the Common Seal Policy) and
- 8.5.4.1 in the presence of and attested by (i) two **Trustees**; or (ii) one **Trustee** and the Company Secretary or such other individual as set out in the College's Common Seal Policy each of whom shall sign the instrument to which the **Common Seal** is affixed; or
- 8.5.4.2 by the **Common Seal** being affixed and subsequently signing for authentication purposes by any two persons authorised by Clause 8.4 of these **College Regulations**.
- 8.5.5 The **Common Seal** may be applied to ceremonial certificates which are not intended to have legal effect (e.g. Fellowship Certificates, Honorary Fellowship Certificates) issued by the **College** in accordance with the Common Seal Policy and without the requirement to follow the additional processes set out in Clause 8.5.4.
- 8.5.6 This Clause 8.5 shall not be amended without the **Trustees** first seeking legal advice from an appropriately qualified specialist in the application of seals by charitable bodies incorporated under royal charter.

Appendix 1 – Definitions

Actual Term	The actual period of time which a College Governance Body Member is in post whether ending on the relevant Expiry Date or by way of resignation or removal
Additional Policies	the College Policies described in Appendix 2 as Additional Policies , as amended from time to time
AGM	Has the meaning given to it in Clause 3.1.1 of these College Regulations .
Annual Business Plan	The annual business planning document created by the College's Executive Team for the purposes of these College Regulations .
Associate Member	A persons who has joined the College as as Associate Member in accordance with these College Regulations
Authorised Signatories Policy	A College Policy setting out who can sign contracts on behalf of the College
Board Appointments Panel	A committee of the Board of Trustees that makes recommendations on the appointment of the Chair of the Board of Trustees and External Trustee Appointments through a process defined in the Standing Orders
Board of Trustees	Those persons appointed as Trustees of the College as set out in these College Regulations
Board of Trustees Vice-Chair	The person appointed to act as vice-chair of the Board of Trustees as set out in these College Regulations
CEO	The contracted Chief Executive Officer of the College , and includes any contracted deputy or acting Chief Executive or other person fulfilling the office of Chief Executive and any person (not being a member of the College Governance Bodies) authorised to act on behalf of the Chief Executive
Chair	The person holding the office of chairperson the relevant College Governance Body or at a relevant meeting
Chair of the Board of Trustees	The person appointed through an open recruitment process that is specific to the role of the Chair of the Board of Trustees . The Chair of the Board of Trustees will oversee the management of the Board of Trustees
College	The Royal College of Pharmacy as established under the Royal Charter and having a company registration number RC000799
College Governance Bodies	The collective term for all and any of the Board of Trustees , Senate and National Pharmacy Advisory Councils
College Governance Body Members	The collective terms for all and any members of Board of Trustees , Senate and National Pharmacy Advisory Councils
Governance Members Code of Conduct	The College's Code set out in the Standing Orders which sets out the standards of conduct which support and promote the values and objectives of the College . The Code applies to all College Governance Body Members and governs how they are expected to behave
College Policies	The Key Policies and Additional Policies as updated from time to time
College Regulations	These regulations made for the purposes of constitutional governance of the College in accordance with the Royal Charter .
Common Seal	The official seal of the College

Complaints Procedure	The procedure set out by the College to manage complaints
Designatory Letters	Those specified letters which individuals can use as set out in the College Regulations in Clause 2.2.3.
Director	Has the same meaning as in the Companies Act 2006
Effective Date	The date fixed by the College on which the newly elected National Pharmacy Advisory Council members take office in any Year
Election Scheme	The annual scheme made by the College for elections to the National Pharmacy Advisory Councils which shall usually be in accordance with the template in Appendix 5 of these College Regulations , subject to any reasonable amendments made by the College on behalf of the Board of Trustees at their sole discretion for any reason in order to make the template applicable to the specific Year of the elections in question, including the purposes of running a fair and constitutional vote in accordance with the College Regulations .
Electoral Roll Closure Date	The date advertised by the College as the final date on which anyone wishing to vote in an election or Special Resolution Vote must be registered as a Member of the College
Elected College Governance Body Members	Any person who sits on any College Governance Body by virtue of having been elected to a National Pharmacy Advisory Council , including those additionally appointed to Senate or the Trustee Board <i>ex officio</i> or by appointment of their National Pharmacy Advisory Council or Senate all as more particularly specified in these College Regulations . The Senate President and the Senate Vice-Presidents must be Elected College Governance Body Members .
Executive Team	Those persons employed by the College as the senior leadership body reporting to the Board of Trustees .
Expiry Date	The day before the Effective Date in any Year
Expiry Year	The Year in which a Term of Office for a College Governance Body Members expires
External Appointed College Governance Body Members	Those appointed as External Trustee Appointments to the Board of Trustees and as Senate External Appointees under these College Regulations .
External Trustee Appointments or External Trustee Appointees	Those Trustees who are not Members of the Senate or National Pharmacy Advisory Councils and who are appointed in accordance with these College Regulations
Fellows	A Member who has been granted fellowship of the College
Fellows Code of Conduct	Any Code of Conduct the Senate acting through a relevant professional advisory committee (E.g. the Panel of Fellows) has established as applicable to Fellows of the College which sets out the standards of conduct expected by those awarded a fellowship of the College in accordance with these College Regulations and set out in the Standing Orders .
Full Term	Respectively (a) For External Appointed College Governance Body Members a period of not more than three (3) Years ; and (b) For Elected College Governance Body Members a period of not more than three (3) Term Years
Governance Code of Conduct	The code of conduct which all College Governance Body Members must follow as set out in these College Regulations and in the Standing Orders .
Group Companies	All registered companies wholly owned by the College
Honorary Fellowship	Fellowship of the College granted under these College Regulations to a person who is not a Members or Associate Members of the College (“ Honorary Fellows ”)

Honorary Member	A type of Associate Member of the College as described in Clause 2.1.3 of these College Regulations .
Key Policies	Those College Policies listed in Appendix 2 as Key Policies and which the Trustees must review annually
Leave	Leave authorised by the College to be taken by College Governance Body Members for the purposes of adoption, maternity or paternity or for sickness or other extenuating circumstances authorised by the College on a case by case basis.
Members	A person in the category of Member according to the Royal Charter and these College Regulations . For all purposes the term Member includes anyone who is a Fellow .
Member's meetings	A meeting of the College held under clause 3 of these College Regulations on such date and at such time and place as the College determines
Membership Terms and Conditions	The agreement that all those joining the College must agree to, as amended by the College from time to time
National Pharmacy Advisory Council Chair	A Member acting as chairperson of a National Pharmacy Advisory Council as set out in these College Regulations who also performs the role of and is also known as a Senate Vice-President .
National Pharmacy Advisory Council Vice-Chair	A Member acting as vice-chairperson of a National Pharmacy Advisory Council as set out in these College Regulations
National Pharmacy Advisory Council(s)	The College Governance Body having the functions set out in Article 11 of the Royal Charter and Clause 7 of these College Regulations .
National Pharmacy Advisory Council Member(s)	Those persons elected to the National Pharmacy Advisory Councils under these College Regulations
National Pharmacy Advisory Council Senate Appointment(s) or National Pharmacy Advisory Council Senate Appointee(s)	Those National Pharmacy Advisory Council Members selected to be Senate Members in accordance with Clause 6.2.1 of these College Regulations .
Observers	A person who attends board business without being appointed as a Director
Operational Policies	Those College Policies which are not Key Policies
Overseas Member	A person who is an Associate Member as described in Clause 2
Panel of Fellows	A committee of Fellows who are charged by Senate with making fellowship awards on behalf of the College in accordance with their Terms of Reference
Patron	The person acting as patron of the College under these College Regulations
Pharmaceutical Scientist Member(s)	A persons who has joined the College as a Pharmaceutical Scientist Member in accordance with these College Regulations .
PJ (Pharmaceutical Journal)	The Pharmaceutical Journal of the Royal College of Pharmacy also known as PJ
Register of Members	The College database of Members and Associate Members kept in accordance with Clause 2.7.1 of the College Regulations .
Results Date	The date on which the results of the College elections are made available
Role Profile	The document(s) setting out the responsibilities and requirements for any College Governance Body Members
Royal Charter	The Royal Charter of the College as in force from time to time, including the Supplemental Charter granted to the Royal

	Pharmaceutical Society in 2004 as amended in 2010, in 2026 and from time to time. The Royal Charter is the College's governing document setting out its purpose, its membership and how it is to be governed by its members.
Royal Pharmaceutical Society	The predecessor name of the body which is now the College as constituted by royal charter in force up to the Transition Date , including the Supplemental Charter granted to the Royal Pharmaceutical Society in 2004 as amended in 2010.
Sanction	Any measure or direction, whether interim, conditional or permanent, imposed by a regulatory body for pharmacists, including any sanctions imposed by a Fitness to Practice Committee of the General Pharmaceutical Council under the Pharmacy Order 2010 as amended or equivalent provisions imposed prior to the date of this legislation by the Royal Pharmaceutical Society .
Senate	The College Governance Body having the functions set out in Article 10 of the Royal Charter and Clause 6 of these College Regulations .
Senate Appointments Panel	A committee of the Senate that provides advice to Senate on the appointment of the Senate External Appointees through a process defined in the Standing Orders
Senate External Appointee(s) or Senate External Appointment(s)	Those Senate Members who are not National Pharmacy Advisory Councils Members and who are appointed in accordance with these College Regulations
Senate Member(s)	Those persons appointed to, elected to or sitting ex officio on the Senate as set out in these College Regulations
Senate President	The person acting as Senate President under these College Regulations
Senate Trustee(s)	Those members of Senate who are appointed to or automatically sit <i>ex officio</i> on the Board of Trustees in accordance with clause 5.3.1.1 of these College Regulations
Senate Vice- President(s)	The person acting as Senate Vice-President under these College Regulations who also performs the role of and is also known as a National Pharmacy Advisory Council Chair .
Special Resolution	Has the meaning given to it in the Royal Charter .
Special Resolution Vote	A vote carried out to implement a Special Resolution in accordance with the Royal Charter
Standing Orders	The supplementary constitutional documents created by the College entitled 'Standing Orders'
Student Member(s)	A persons who has joined the College as a Student Member in accordance with these College Regulations
Term Year(s)	A period from midnight on the Effective Date to 23:59pm on the day prior to the Effective Date in the following year.
Term of Office	The advertised period of time (either in these College Regulations or in the relevant Election Scheme or relevant Notice of Elections) for which any College Governance Body Member is permitted to be in post before they need to be reappointed or seek re-election.
Terms of Reference	Any document setting out the roles, duties and requirements of an individual sitting on any College Governance Body or advisory committee constituted by the College .
Termination Date	The date on which a College Governance Body Member ceases to hold office for any reason specified in these College Regulations .

Termination Event	An event giving rise to termination or a right to terminate a College Governance Body Member's position under these College Regulations .
Transition Date	The date on which the amended Royal Charter takes effect and the Royal Pharmaceutical Society becomes the Royal College of Pharmacy
Trustees	The charity trustees of the College as defined in the Charities Act 2011 and the Charities and Trustee Investment (Scotland) Act 2005. They have ultimate legal responsibility for the College as a registered charity. Trustees serve to govern, oversee and safeguard the College's objectives, assets, finances and compliance obligations.
United Kingdo	Has the meaning given to it in the Royal Charter .
Vacancy	A position on a College Governance Body which has no incumbent due to resignation, termination or other reason.
Year(s)	Means a calendar year of twelve months, running from 1 st January to 31 st December except where otherwise specified in these College Regulations

Appendix 2 – College Policies

This Appendix 2 makes provision for Policies and Procedures that the **College** should have in place.

The following are **Key Policies** which must be put in place and reviewed by the **Board of Trustees** at least annually:

- Authorised Signatories Policy
- Internal Financial Policies and Procedures:
 - Schedule of Delegation
 - Banking procedures
 - Income and expenditure accounting procedures
 - Financial risk management procedures
 - Bribery, corruption and fraud procedures
- Expenses Policy
- Remuneration Policy
- Conflicts of Interest Policy and Register of Interests
- Reserves Policy
- Risk Management Policy and Risk Register
- Investment Management Policy
- Serious Incident Reporting Policy
- Safeguarding Policy
- Common Seal Policy
- Trustee Dispute Resolution Policy.

The **Trustees** must also ensure that they are satisfied that the **Executive Team** have put in place the following **Additional Policies** and that there is a process to ensure these are regularly updated in accordance with the relevant laws and appropriate industry guidance:

HR and People:

- Health and Safety Policy
- Bullying and Harassment Policy
- Disciplinary Policy and Procedure
- Grievance Policy and Procedure
- Whistleblowing Policy
- EDI Policy

Operations:

- Social Media Policy
- Trade Mark and Brand Guidelines Policy
- Engaging External Speakers and Charity Events Policy
- Complaints Procedure/Policy
- Cyber Security Policy
- Real Estate Management Policy
- Procurement Policy
- Fundraising Policy.

Data and Privacy:

- Data Protection Policy
- Privacy Notice
- Data Retention Policy
- Copyright and Database Protection Policy
- AI Policy

Appendix 3 – Post Nominals

This Appendix 3 makes provision for permitted post-nominals in accordance with Clause 2.2.4 of the **College Regulations**. This Appendix may be updated by the **Board of Trustees** on the recommendation of the **Senate** at any time without gazetting.

Legacy Post-Nominals of the Royal Pharmaceutical Society

- Level One member of the legacy Faculty - MFRPSI
- Level Two Member of the legacy Faculty – MFRPSII
- Fellow of the legacy Faculty – FFRPS

Current Post-Nominals of the Royal College of Pharmacy

- Member credentialled at Consultant level – Consultant
- Member credentialled at Advanced level – Advanced

Rules about placement of Post-Nominals

- A Post-Nominal should be used in brackets after the **Designatory Letters** permitted to be used by Clause 2.2.3 of the **College Regulations**.

Appendix 4 – Template Special Resolution Vote (SRV) Scheme

This Appendix 4 provides for a template SRV scheme which should be used as a basis for any **Special Resolution** ballot of the **Members** arranged by the **Trustees** under Clauses 3.3.1.3 and 3.9.1 of the **College Regulations** subject to the power to amend in Clause 3.8.2.

Contents

1. Special Resolution Vote
2. Interpretation
3. Scrutineer
4. Electoral Roll Closure
5. Eligibility to Vote
6. Notice of Vote
7. Voting
8. Outcome of Vote
9. Challenges and the effect of non-compliance with this scheme

1. Special Resolution Vote

This Special Resolution Vote scheme is made by the **Board of Trustees** and makes provision in respect of a Special Resolution Vote (SRV) in accordance with Articles 16 and 17(7) of the **Royal Charter** and Clause 3.3.1.3 and 3.9.1 of the **College Regulations** and is hereinafter referred to as the “**Scheme**”.

2. Interpretation

In this Scheme the following definitions apply in addition to the definitions used in Appendix 1 of the **College Regulations**:

‘**Day**’ means calendar day, and any period of days shall be counted without the omission of any public holidays or other days;

‘**Electoral Roll**’ means the **Membership Roll** as at the **Electoral Roll Closure Date** (as defined in Appendix 1 of the **College Regulations**) and submitted to the **Scrutineer** in accordance with the provisions of paragraph 4.

‘**Membership Roll**’ means the list of those **Members** of the **College** entitled to vote in accordance with Clause 2.2.2 of the **College Regulations**;

‘**Returning Officer**’ shall be construed in accordance with paragraph 3 (3)

‘**Scrutineer**’ shall be construed in accordance with paragraph 3 of this **Scheme**;

‘**SRV**’ means the Special Resolution Vote contemplated by this **Scheme**;

‘**Vote**’ means a vote cast in the **SRV** by an individual **Member** on the **Electoral Roll** (such person being “a **Voter**”);

Additionally, “in writing” includes any means of reproducing words in visible form, including email.

A reference to a “paragraph” is to a numbered provision of this **Scheme**.

3. Scrutineer

- (1) The **College** will appoint an independent external organisation to act as **Scrutineer** or to perform such functions of the **Scrutineer** as may be agreed in writing.
- (2) The function of the **Scrutineer** shall be to:
 - (a) publish in full the decision of the **Board of Trustees** that requires confirmation of the **Members** that will be the subject of the **SRV**;
 - (b) specify the method, place, date and latest time for return of **Votes**;
 - (c) be responsible for the conduct of the **SRV**;
 - (d) preserve the integrity of the voting process and take such measures as they consider necessary to guard against, and identify, voting malpractice;
 - (e) dispatch the voting instructions;
 - (f) examine and validate **Votes**;
 - (g) count and record **Votes** received; and inform the **College** (through the **CEO** and **Board of Trustees**) of the outcome of the **SRV**
- (3) In relation to the **Returning Officer**
 - (a) the functions of the **Returning Officer** shall usually be performed by the Scrutineer.
 - (b) the individual designated from within the **Scrutineer** organisation to act as the **Returning Officer** may undertake such functions as listed in paragraph 4 below except where these more properly require operational delivery by the **College**
- (4) The **Returning Officer** will:
 - (a) determine any question as to the eligibility of any person to **Vote**;
 - (b) in the event of challenge, determine the outcome of any **Vote**;
 - (c) in the event of perceived ambiguity, determine how a **Vote** is to be recorded;
 - (d) in the event of challenge, determine the interpretation of this **Scheme**;
- (5) The **Scrutineer** may request that the **College** appoint a member of the **College**'s staff (not being a **College Governance Body Member** or **Member**) to provide them with such administrative assistance as they consider necessary, to enable them to carry out their functions under this **Scheme**.

- (6) The **Scrutineer** may consult such persons as are deemed appropriate for any purpose connected with the proper exercise of their powers under this **Scheme** including for the purpose of ensuring consistency of approach on any matter of interpretation.
- (7) In the event of a severe civil emergency (reasonably interpreted), interruption of postal services, technical failure or delays caused by telecommunications and/or the internet used to transmit information regarding the **Vote**, the **Scrutineer** may vary such:
 - (a) time limits; and
 - (b) method of delivery of documents specified to the extent necessary to ensure the Vote can be conducted lawfully and fairly.
- (8) Subject to section 3, paragraph (4)(d), all decisions taken by the **Scrutineer** in the exercise of their functions shall be final.

4. Electoral Roll Closure

- (1) Prior to holding the **SRV**, and notwithstanding the provisions of Clause 2.7.2 of the **College Regulations**, the **Board of Trustees** may propose a date on which the **Membership Roll** shall be considered closed for the purposes of submitting the **Electoral Roll** to the **Scrutineer**, and the College shall publish the **Electoral Roll Closure Date** applicable to this **SRV** on the **College's** website and in the **PJ**, as soon as practicable after it has been confirmed by the **Board of Trustees**.
- (2) The **Electoral Roll Closure Date** shall be consistent with the **Royal Charter** and **College Regulations**; shall take account of any practical requirements imposed by the **Scrutineer** shall follow after (i) any consultation with members deemed necessary by the **Board of Trustees** (whether via a roadshow, publication of a summary report of the consultations, communications with members or other means) and (ii) any communications regarding membership renewal and the proposed date for closure of the **Electoral Roll**.
- (3) Subject to paragraph (2) above, the **Electoral Roll Closure Date** shall fall at least two weekends before the date on which voting instructions are expected to be distributed to **Voters** by the **Scrutineer**.
- (4) A person who becomes a **Member** of the **College** after the **Electoral Roll Closure Date** will not receive a **Vote** in the **SRV**.

5. Eligibility to Vote in SRV

- (1) Under the terms of the **College's Royal Charter** and **College Regulations**) only **Members** are eligible to take part in a **Special Resolution Vote**.

6. Notice of SRV

- (1) The **College** will publish a Notice of the SRV ("**Notice**").
- (2) The **Notice** shall be published no later than 21 days before the **SRV** opens.

- (3) The **Notice** shall specify:
- (a) the wording of the **Special Resolution**/ the exact question to be the subject of the **SRV**;
 - (b) either directly, or by directing members to a specified section of the College's website, a statement by the **Board of Trustees** explaining the reason(s) for the proposed **Special Resolution**
 - (c) the **Electoral Roll Closure Date**;
 - (d) the date on which voting instructions are expected to be distributed; and
 - (e) the time and date by which **Votes** must be cast

7. Voting

- (1) The **Scrutineer** shall specify the method, place, date and latest time by which **Votes** must be cast.
- (2) No later than 10 days before the specified date for completion of voting, the **Scrutineer** or such other person as nominated by the **College** shall send in a format in writing approved by the **College**, the voting instruction to each **Member** on the **Electoral Roll**.
- (3) The voting instruction shall include, either directly or by directing **Members** to a specified website where the information can be accessed:
- (a) the method, place, date and latest time by which **Votes** shall be returned to the **Scrutineer**;
 - (b) instructions on the voting procedure.
- (4) The voting instructions shall contain details as to where any supporting information on the subject matter of the **SRV** can be accessed.
- (5) The period for voting shall commence on the date on which the first unique voting codes/voting instructions in an election are dispatched by the **Scrutineer**.
- (6) **Votes** must be cast either electronically or via another mechanism determined by the **Scrutineer**.
- (8) Only one **Vote** may be cast by each **Member** on the **Electoral Roll**. The **Scrutineer** may replace a voting instruction on receipt of a request confirming that the original instruction has not been received or has been lost, destroyed or spoiled, and shall take such steps as are appropriate to ensure that no person may be able to **Vote** twice in the same **SRV**.

- (9) The **Voter** shall submit their **Vote** in accordance with the instructions thereon.

8. Outcome of the **SRV**

- (1) At the conclusion of the count, and subject to any advice or functions of the **Returning Officer**, the **Scrutineer** shall usually prepare a report specifying:

- (a) the total number of voting instructions issued;
- (b) the total number of **Votes** received;
- (c) the number of **Votes** rejected as invalid;
- (d) the number of **Votes** cast for and against the proposal;
- (e) the outcome of the **SRV**.

- (2) The report of the independent **Scrutineer** shall be conclusive as to the outcome of the **SRV**.

- (3) The outcome of the **SRV** will be published on the **College's** website, in the **PJ** and/or reported to **Members** by other means.

9. Challenges and the effect of non-compliance with this **Scheme**

- (1) Where the **Scrutineer** receives any challenge to the results of an **SRV**, or any complaint or information which alleges that, or becomes of the opinion that there has or may have been malpractice, significant procedural error or a failure to comply with this **Scheme** in a significant and material respect, they may, subject to paragraph (2) below, consider the matter and recommend any actions to address it where appropriate.

- (2) In relation to the matter described in paragraph 9(1), the **Scrutineer** shall not: -

- (a) consider any challenge, or any complaint or information relating to the election that is received by them after the expiry of 28 days from the date on which the **SRV** result is published.
- (b) consider any challenge that is, in the **Scrutineer's** view, vexatious or trivial, is purely a matter of personal disagreement relating to the subject matter of the proposal or has been brought with the sole aim of deliberately preventing the **College** from properly taking forward the wishes of its **Members**.

- (3) Before taking any action in relation to a challenge, complaint or information relating to an election, the **Scrutineer** shall:

- (a) provide details of the challenge, complaint or information to the **CEO**; and
- (b) afford the **CEO** the opportunity to make representations on the allegations and on any subsequent action to be taken by the **Scrutineer**.

- (4) Upon considering any representations received from the **CEO** or the **Board of Trustees**, the **Scrutineer** may take such action as they consider necessary in the interests of fairness and all the circumstances of the case, which may include:

- (a) declaring the result of the **SRV** a nullity;
 - (b) rerunning the **SRV** (subject to approval by the **Board of Trustees**).
- (5) Subject to approval by the **Board of Trustees** of any expenditure that may be incurred, the **Scrutineer** may take further steps to investigate the matter, and may seek legal advice before taking any action in accordance with the above paragraphs.
- (6) The **SRV** held under this **Scheme** shall not be invalidated by reason solely of any non-compliance with, or the non-delivery or loss of any document required under, this **Scheme**, if it appears to the **Scrutineer** that the **SRV** was conducted in accordance with the governing documents of the **College** (subject to amendment of Appendix 4 of the **College Regulations** by the Board of Trustees for the purposes of the **SRV**) and substantially in accordance with this **Scheme**, and that the result of such non-compliance, non-delivery or loss did not affect the outcome of the **SRV**.
- (7) The decision of the **Scrutineer** in relation to any challenge to, or complaint or information concerning, the **SRV**, shall be final.

Appendix 5 – Template Election Scheme for National Pharmacy Advisory Councils

This is the standard election scheme to be used by the **Royal College of Pharmacy** for elections to the **National Pharmacy Advisory Councils**.

It should be varied for use in relation to a specific election year in accordance with Clause 7.3.1 of the **College Regulations**.

Permanent changes to this Appendix 5 as it forms part of the **College Regulations** must be gazetted in accordance with the **Royal Charter**.

Part 1 - General

1. Status of this Election Scheme

This **Election Scheme** applies to elections to the **National Pharmacy Advisory Councils** of the **College** as required by Clause 7 of the **College Regulations**. Where there is any discrepancy between this **Election Scheme** and the **College Regulations**, the **College Regulations** shall prevail.

2. Definitions and interpretation

In this **Election Scheme** the following definitions will apply:

Board of Trustees has the meaning given in Appendix 1 to the **College Regulations**

Candidate means a **Member** of the **College** standing for election under this **Election Scheme**

College has the meaning given in Appendix 1 to the **College Regulations**.

College Regulations has the meaning given in Appendix 1 to the **College Regulations**.

Day means calendar day, and any period of days shall be counted without the omission of any public holidays or other days.

Deputy Scrutineer shall be construed in accordance with Part 2 of this **Scheme**

Election Scheme means this election scheme as published by the **College** for elections to be run in a **Year**.

Effective Date has the meaning given in Appendix 1 to the **College Regulations**.

Election Pack: means the election information published by the **College** for **Candidates** to read before nominations are made.

Electoral Roll means the **Membership Roll** as at the **Electoral Roll Closure Date** (as defined in Appendix 1 of the **College Regulations**) and submitted to the **Scrutineer** in accordance with the provisions of Section paragraph 15.1 of this **Election Scheme**.

Electoral Roll Closure Date has the meaning given in Appendix 1 to the **College Regulations** as supplemented by this **Election Scheme**.

Expiry Date has the meaning given in Appendix 1 to the **College Regulations**.

Expiry Year has the meaning given in Appendix 1 to the **College Regulations**.

National Pharmacy Advisory Councils has the meaning given in Appendix 1 to the **College Regulations**

Notice of Election has the meaning ascribed to it in Section 4 of this **Election Scheme**.

Returning Officer shall be construed in accordance with Part 2 of this **Election Scheme**

Secunder means a **Member** of the **College** putting forward a nomination for a **Candidate** under this **Election Scheme**. Further details about **Seconders** should be given in the **Election Pack** but they cannot be employed by the **College** as **College** employees are expected to remain entirely impartial in all dealings with candidates.

Scrutineer shall be construed in accordance with Part 2 of this **Election Scheme**

Term of Office has the meaning given in Appendix 1 to the **College Regulations**.

Term Year has the meaning given in Appendix 1 to the **College Regulations**.

Termination Event has the meaning given in Appendix 1 to the **College Regulations**.

Vacancy has the meaning given in Appendix 1 to the **College Regulations**.

'a **Vote**' means a vote cast in the election held under this **Election Scheme** by an individual **Member** on the **Electoral Roll** (such person being a "**Voter**");

Year has the meaning given in Appendix 1 to the **College Regulations**.

A reference to a "Part" or "paragraph" is to a numbered provision of this **Election Scheme**.

3. Equality and diversity

Subject to the Equality Act 2010, the **College** shall take all reasonable steps to ensure that its election processes ensure fair outcomes for all **Candidates** regardless of any protected characteristics and shall have discretion to address any perceived inclusion and diversity needs to ensure that the candidacy appropriately represents the pharmacy profession in the **Election Pack**. The **College** will conduct an Equality Impact Assessment on its **Election Pack** prior to publication.

4. Timetable and applicable dates

4.1 As required by the **College Regulations**, the **Board of Trustees** shall designate an **Effective Date** and **Expiry Date** for each **Year** to determine the relevant **Terms of Office** for the purposes of Clause 4 of the **College Regulations**.

4.2 To run the elections process efficiently, the **College** shall also establish the following applicable dates: Unless specified otherwise in the **Notice of Election**, all time periods are clear **Days** and all dates start at 00:00 and end at 23:59.

In each **Year** that elections take place in the **College** shall designate the following dates and timetable for the elections.

<i>Date to be specified</i>	<i>[Description of what date should be inserted in a specific Year's Election Scheme]</i>	<i>Approximate timescale</i>
Notice of the Elections	<i>[Date on which notice of the elections is served under this Election Scheme]</i>	<i>[corresponds with Week 0]</i>
Nominations Period	<i>[Time during which nominations for election can be submitted]</i>	<i>[typically corresponds with Weeks 5-6]</i>
Deadline for Nominations (and submission of support)	<i>[a date and time on which nominations for election must be received. This must be <u>before</u> both the relevant Electoral Roll Closure Date and <u>before</u> Voting Opens]</i>	<i>[approximately corresponds with Week 9 and is subject to noting paragraph 11.3 of this Election Scheme - The Notice of Election must normally be published no later than 21 clear Days</i>

		<i>before the Deadline for Nominations</i>
Latest Date to Withdraw	<i>[The date and latest time by which any nominations can be withdrawn – this must be before Voting Opens]</i>	
Electoral Roll Closure Date	<i>[a date and time on which the Electoral Roll shall be closed to new Members. This date shall be <u>before</u> Voting Opens.]</i>	<i>[approximately corresponds with Week 10]</i>
Voting Opens	<i>[The date and time on which voting under this Election Scheme begins – usually the date on which the first unique voting codes/voting instructions in an election are dispatched by the Scrutineer.]</i>	<i>[approximately corresponds Week 12]</i>
Deadline for Voting	<i>[a date and time on which votes must be received to be counted under the relevant Year’s Election Scheme.]</i>	<i>[approximately corresponds with Week 14]</i>
Results Date	<i>[The date on which the results of the elections under the relevant Year’s Election Scheme are announced]</i>	<i>[approximately corresponds with Week 14]</i>
Expiry Date	<i>[As defined in the College Regulations]</i>	<i>Usually the first day of the two day National Pharmacy Advisory Council meetings in June</i>
Election of Senate President	<i>[The date on which the National Pharmacy Advisory Council Members elect the new President under the College Regulations and/or Standing Orders]</i>	<i>Usually the first day of the two day National Pharmacy Advisory Council meetings in June</i>
Election of Senate Vice-Presidents, National Pharmacy Advisory Council Vice-Chairs	<i>[The date on which National Pharmacy Advisory Councils appoint their Vice-Presidents and Vice-Chairs]</i>	<i>Usually the first day of the two day National Pharmacy Advisory Council meetings in June</i>
Effective Date	<i>[As defined in the College Regulations]</i>	<i>Usually the second day of the two day National Pharmacy Advisory Council meetings in June</i>

4.3 The **College** shall establish all applicable dates for this **Election Scheme** taking into account the following:

- the twelve month anniversary of the **Effective Date** in the previous year in which an election was held.
- Bank holidays and public holidays.
- additional time pressures for the pharmacy profession and/or the operations of the **College**.
- any force majeure type events affecting the pharmacy profession and/or the **College**.
- advice from the **Scrutineer**.
- operational requirements around data transfer to the **Scrutineer** and issue of ballot papers and/or voting instructions.

4.4 All applicable dates set out in this **Election Scheme** shall be published as soon as practicable in advance of the elections:

- on the **College's** website;
- on any other communications medium regularly used by the **College** to communicate with its membership, including the **PJ**.

Part 2 – Responsible persons

5. Returning Officer(s)

5.1 The **College** shall designate an employee or employees (typically the Country Director or equivalent role) to act as the **Returning Officer(s)** for elections to the **National Pharmacy Advisory Council**.

5.2 The **Returning Officer(s)** may request such administrative assistance from the **College** as required to fulfil their functions under this election scheme.

5.3 The function of the **Returning Officer(s)** shall be:

- to ensure any additional guidance for **Candidates** is published on the **College** website and other communications channels as appropriate;
- to ensure that the process outlined in this **Election Scheme** is followed;
- to ensure that the outcome of the elections is published.
- to act as final arbiter in the following situations:
 - any question about eligibility to stand for election;
 - any question about eligibility to vote in an election;
 - determining the result of any election
 - determining the interpretation of this **Election Scheme**.

5.4 The **Returning Officer(s)** shall have the power in the event of a severe civil emergency, interruption of postal services, or delays caused by telecommunications or the internet used to transmit information regarding the election, to vary:

- time limits; and
- method of delivery of documents,

required under this **Election Scheme** as considered necessary to ensure fairness of the elections.

6. Scrutineer

6.1 The **College** shall appoint a person, or persons, or a company, to act as **Scrutineer**, and, if necessary, Deputy Scrutineer.

6.2 The function of the **Scrutineer** shall be to:

- (a) preserve the integrity of the election process and take such measures as they consider necessary to guard against, and identify, electoral malpractice;
- (b) dispatch the voting instructions;
- (c) examine and validate **Votes**;
- (d) count and record **Votes** received; and
- (e) notify the **Returning Officer** of the result of the election.

6.3 Where the **Scrutineer** is unable, for any reason, to carry out their functions, such functions may be performed by the **Deputy Scrutineer**, or by the **Returning Officer**.

6.4 At the conclusion of the count, the **Scrutineer** shall prepare a report as set out in paragraph 16 of this **Election Scheme**:

Part 3 – Eligibility and nominations

7. Eligibility for election

Eligibility for election to a **National Pharmacy Advisory Council** is as set out in the **College Regulations** (specifically Clauses 2.1.4, 2.2.2, 4.1.4 and 7.2.3) as supplemented by any additional eligibility requirements in the **Election Pack**.

8. Ongoing eligibility

8.1 Eligibility for election shall usually be determined as at the **Effective Date** but in some circumstances it may be determined as at the date of nomination as set out in Clause 7.2.2 to 7.2.4 of the **College Regulations**– the **Election Pack** will confirm.

8.2 Serving a **Term of Office** does not automatically entitle any **National Pharmacy Advisory Council Member** to stand for election again. They must continue to fulfil the eligibility requirements as specified in the **College Regulations** and **Election Pack**.

9. Eligibility to Vote

As set out in Clause 2.2 of the **College Regulations**, only **Members** of the **College** can vote – and they must be registered as **Members** by the **Electoral Roll Closure Date** in the elections covered by this **Election Scheme**. No other membership category can vote.

Members should typically vote for **Candidates** standing for **National Pharmacy Advisory Council** roles in the country of their primary employment in the pharmacy profession as at the **Electoral Roll Closure Date**, however, where this is not possible, they should vote in the country of their normal residence as at the **Electoral Roll Closure Date**. The **Election Pack** will set out further details on voting eligibility in this regard.

Members who do not live or work in the **United Kingdom** vote for the English **National Pharmacy Advisory Council** unless otherwise specified in the **Election Pack**.

10. Places for election

10.1 As set out in Clause 7.2.1 of the **College Regulations**, the maximum number of places on a **National Pharmacy Advisory Council** is as follows:

Relevant Council	English National Pharmacy Advisory Council	Welsh National Pharmacy Advisory Council	Scottish National Pharmacy Advisory Council
Maximum number of places	12	9	9

10.2 The current places with incumbents or which are to be elected to under this **Election Scheme** (by simple majority vote) will be published in the **Notice of Elections** as shown below, subject to any of the incumbents deciding to resign from post before expiry of or a **Termination Event** occurring in relation to their **Term of Office** between publication of this **Election Scheme** and publication of the **Notice of Elections** in which case the **Notice of Elections** will show the updated list of places for election:

	English National Pharmacy Advisory Council	Welsh National Pharmacy Advisory Council	Scottish National Pharmacy Advisory Council
1	Incumbent [name] until [year]	Incumbent [name] until [year]	Incumbent [name] until [year]
2	Incumbent [name] until [year]	Incumbent [name] until [year]	Incumbent [name] until [year]
3	Incumbent [name] until [year]	Incumbent [name] until [year]	Incumbent [name] until [year]
4	Incumbent [name] until [year]	Incumbent [name] until [year]	Incumbent [name] until [year]
5	Incumbent [name] until [year]	Incumbent [name] until [year]	Incumbent [name] until [year]
6	Incumbent [name] until [year]	Incumbent [name] until [year]	Incumbent [name] until [year]
7	Incumbent [name] until [year]	FOR ELECTION	FOR ELECTION
8	Incumbent [name] until [year]	FOR ELECTION	FOR ELECTION
9	FOR ELECTION	FOR ELECTION	FOR ELECTION
10	FOR ELECTION		
11	FOR ELECTION		
12	FOR ELECTION		

10.3 Casual **Vacancies** may be included for election as set out in the **Standing Orders**.

10.4 Whilst the maximum **Term of Office** on a **National Pharmacy Advisory Council** is three (3) **Term Years** (as specified in Clause 4.4.2 of the **College Regulations**), in accordance with Clause 4.4.3 of the **College Regulations**, the **College** has absolute discretion to set the relevant **National Pharmacy Advisory Council Terms of Office** for a period between one (1) and three (3) **Term Years** in order to balance turnover and ensure continuity within the **College Governance Bodies**, and the periods specified in the **Notice of Election** information in the format set out in paragraph 10.2 of this **Election Scheme** shall be final.

Part 4 – Elections Process

11. Notice of Election

11.1 The **Returning Officer(s)** will notify all **National Pharmacy Advisory Council Members** whose **Terms of Office** are due to expire in accordance with Clause 4.4 of the **College Regulations** before publishing a **Notice of Election**.

11.2 A **Returning Officer** shall publish a **Notice of Election** specifying:

- the information, timeline and dates set out in Part 3 of this **Election Scheme**;
- the Privacy Notice for **Candidates**.

11.3 The **Notice of Election** must normally be published **no later** than 21 clear **Days** before the **Deadline for Nominations** (but the **College** may make the nominations period longer at its discretion).

12. Nominations

- 12.1 All nominations must be made in accordance with the nomination requirements for that election **Year** specified in the Schedule to this **Election Scheme** – including the number of **Seconders** who must make a nomination for any **Candidate**.
- 12.2 Only one **Candidate** may be nominated per nomination.
- 12.3 **Candidates** must provide the nomination information specified in the Schedule which includes certain personal information required in the legitimate interests of running a fair elections process. The **College** may publish such information in order to allow those voting to make a decision. The **College** shall not be obliged to publish any information which, in the reasonable opinion of the **Returning Officer**,
- (a) would amount to the commission of a criminal offence; or
 - (b) would render the **College** potentially liable to civil proceedings; or
 - (c) does not comply with any format requirements set by the **Returning Officer**, published in the **Election Pack** or in the **College's** Acceptable Use Policy on its website.
- 12.4 All **Candidates** must confirm that they will be able to meet the voluntary time commitments specified in the **Role Profile(s)** for the spaces they are standing for.

13. Assessment of Nominations

- 13.1 The **College** shall take all reasonable steps to ensure that nominations are secured for at least the number of seats available.
- 13.2 In order to ensure operational viability of the election process the **Returning Officers** shall have discretion to review applications for nomination and recommend implementation of additional nomination criteria as set out in the **Election Pack**.

14. Ballot

- 14.1 The requirement to hold a ballot may be dispensed with if, after the expiry of the latest time for receipt of nominations, the number of **Candidates** standing for election does not exceed the number of **National Pharmacy Advisory Council** places for which they are nominated.

15. Voting

- 15.1 The **College** shall ensure that the **College** or its authorised representative sends, the **Electoral Roll** to the **Scrutineer** in accordance with the **Timeline** set out in this **Election Scheme**.
- 15.2 The **College** shall ensure that the **College** or its authorised representative sends, by email (unless post is requested) the voting instruction, to each **Member** entitled to vote in that election on the **Electoral Roll** and issues reasonable communications to **Members** about the importance and relevance of voting.
- 15.3 The voting instruction shall contain details as to where the information provided by **Candidates** under paragraph 12.3 of this **Election Scheme** can be accessed. This information shall include a statement confirming that neither the **College** nor the **Returning Officer** has or accepts any responsibility for the accuracy of any information, declaration or election statement provided by **Candidate**.

- 15.4 Whilst the timeline shall specify the date when voting opens, the period for voting shall commence on the date on which the first unique voting codes/voting instructions in an election are dispatched by the **Scrutineer**.
- 15.5 If, after **Voting Opens**, a **Candidate** dies or is found by the **Returning Officer** to be ineligible to be elected or becomes ineligible to be elected, the votes cast for that **Candidate** shall be void.
- 15.6 **Votes** shall be cast either electronically or via another mechanism determined by the **Scrutineer**.
- 15.7 Only one **Vote** for each vacancy may be cast by each **Voter**. The **Scrutineer** may replace a voting instruction on receipt of a request confirming that the original instruction has not been received or has been lost, destroyed or spoiled, and shall take such steps as are appropriate to ensure that no person may be able to **Vote** twice in the same election
- 15.8 The **Voter** shall submit their **Vote** in accordance with the instructions thereon. Each **Voter** shall have as many **Votes** as there are vacancies for which they are eligible to **Vote**.

16 Outcomes

- 16.1 At the conclusion of the count, the **Scrutineer** shall prepare a report specifying:
- (a) the total number of **Votes** received;
 - (b) the number of **Votes** rejected as invalid;
 - (c) the number of **Votes** cast for each **Candidate**;
 - (d) the names of those elected; and
 - (e) if an election has been decided under paragraph 16.2 below, a note to that effect.
- 16.2 In the event of a tie, the election shall be decided between the tied **Candidates** by the drawing of lots conducted by the **Scrutineer**.

17 Challenges to this Election Scheme

- 17.1 Where the **Returning Officer(s)** receives any challenge to the results of an election, or any complaint or information which alleges that, or becomes of the opinion that:
- (a) a **Candidate** was, or has become, ineligible for election;
 - (b) a **Candidate** submitted inaccurate or misleading declarations or statements;
 - (c) a **Candidate** submitted a false or misleading election statement;
 - (d) a **Candidate** committed electoral malpractice; or
 - (e) there has been a failure to comply with this scheme in a significant and material respect, they may, subject to paragraph 17.2 below, consider the matter and recommend any actions to address it where appropriate..

- 17.2 In relation to the matter described in paragraph 17.1, the **Returning Officer(s)** shall not consider any challenge, or any complaint or information relating to the election that is received by them after the expiry of 14 days from the relevant **Results Date**.
- 17.3 In relation to the matter described in paragraph 17.1, The **Returning Officer(s)** shall not consider any challenge that is, in the **Returning Officer(s)** view, vexatious or trivial, is purely a matter of personal disagreement or has been brought with the sole aim of deliberately preventing an individual from standing for office or taking up their office if elected.
- 17.4 Before taking any action in relation to a challenge, complaint or information relating to an election, the **Returning Officer(s)** shall:
- (a) provide details of the challenge, complaint or information to the **Candidate(s)** concerned; and
 - (b) afford the **Candidate(s)** concerned the opportunity to make representations on the allegations and on any subsequent action to be taken by the **Returning Officer(s)**.
- 17.5 Upon considering any representations received from the **Candidate(s)** concerned, the **Returning Officer(s)** may take such action as they consider necessary in the interests of fairness and all the circumstances of the case, which may include:
- (a) declaring the results of any **Candidate**, or of the whole election, a nullity;
 - (b) disqualifying a **Candidate** or **Candidates**;
 - (c) appointing any **Candidate** who received the next greatest number of **Votes** but was otherwise unsuccessful at securing a place through the election; or
 - (d) rerunning any election.
- 17.6 Subject to the **Board of Trustees'** approval of any expenditure that may be incurred, before taking any action in accordance with the above paragraphs, the **Returning Officer(s)** may take further steps to investigate the matter, and may seek legal advice.
- 17.7 The election held under this **Election Scheme** shall not be invalidated by reason solely of any non-compliance with, or the non-delivery or loss of any document required under, this **Election Scheme**, if it appears to the **Returning Officer** that the election was conducted substantially in accordance with this **Election Scheme**, and that the result of such non-compliance, non-delivery or loss did not affect the return of any **Candidate** at the election.
- 17.8 The decision of the **Returning Officer** in relation to any challenge to, or complaint or information concerning, the election, shall be final. Any further concerns or complaints must be referred to the **College Complaints Procedure**.

Schedule – Nomination Requirements for [year]

[Typically this Schedule should contain additional information to supplement paragraph 12 of the Election Scheme, for example]

Platform to be used	
Method of submission	Digital
Number of nominations required from Seconders	For Candidates who have never stood for election before: 2 For Candidates who have stood for election before: 5

Compulsory nomination information

Candidate Personal information required	Name, Membership Number, Email Address (compulsory)
Secunder Personal information required	Name and email address of Seconders (compulsory)

Appendix 6 – Transition Provisions

In order to prepare the Royal Pharmaceutical Society for the transition to becoming the Royal College of Pharmacy and conform to the amended **Royal Charter**, the **Royal Pharmaceutical Society** implemented the following transition arrangements:

1. Members of the Royal Pharmaceutical Society National Pharmacy Boards who did not need to stand for election to the Royal College of Pharmacy in 2026

The following members of the National Pharmacy Boards did not need to stand for election in 2026 and automatically transitioned to equivalent roles on the National Pharmacy Advisory Councils as at the Transition Date until the end of the **Term of Office that** they began in the **Royal Pharmaceutical Society** (and which is now subject to the **Term of Office** provisions in Clause 4.4 of these **College Regulations**).

	<i>English Pharmacy Board/National English Pharmacy Advisory Council</i>	<i>Scottish Pharmacy Board/National Scottish Pharmacy Advisory Council</i>	<i>Welsh Pharmacy Board/National Welsh Pharmacy Advisory Council</i>
1	Incumbent CLAIRE ANDERSON until 2027	Incumbent LAURA FULTON until 2027	Incumbent ELERI SCHIAVONE until 2027
2	Incumbent CIARA DUFFY until 2027	Incumbent LUCY DIXON until 2027	Incumbent DYLAN JONES until 2027
3	Incumbent SUE LADDS until 2027	Incumbent CATRIONA SINCLAIR until 2027	Incumbent HELEN DAVIES until 2027
4	Incumbent TASE OPUTU until 2027	Incumbent AUDREY THOMPSON until 2027.	

2. Election of the new National Pharmacy Advisory Council Members for the Transition Date

The **Royal Pharmaceutical Society** ran elections to the proposed **College** governance in 2026 as set out in the **Election Scheme** incorporated into Appendix J of the Society Regulations which took effect on 22nd December 2025.

On the Transition Date all those elected under the election scheme referred to above took up roles on the relevant **National Pharmacy Advisory Council** along with those not standing for election referred to in Section 1 of this Appendix.

3. Election of the Senate President, Senate Vice-Presidents and Vice-Chairs of the National Pharmacy Advisory Councils

Prior to the **Transition Date**, all those who were to be part of a **National Pharmacy Advisory Council** in accordance with Sections 1 and 2 of this Appendix, took part in elections of the **Senate President, Senate Vice-Presidents and Vice-Chairs** of the **National Pharmacy Advisory Councils** conducted substantially in accordance with the provisions of the proposed **Standing Orders** for the **College**.

4. Appointment of the External Appointed College Governance Body Members

- (a) The Academic Member of Assembly (as defined in the then applicable governing documents of **Royal Pharmaceutical Society**) automatically transferred to the **Senate** as the academic appointed **External Senate Appointee** until the end of the **Term of Office that** they began in the **Royal Pharmaceutical Society** (and which is now subject to the **Term of Office** provisions in Clause 4.4 of these **College Regulations**).

- (b) The Scientific Member of Assembly (as defined in the then applicable governing documents of **Royal Pharmaceutical Society**) automatically transferred to the **Senate** as the scientific appointed **External Senate Appointee** until the end of the **Term of Office** that they began in the **Royal Pharmaceutical Society** (and which is now subject to the **Term of Office** provisions in Clause 4.4 of these **College Regulations**).
- (c) Prior to the **Transition Date** the remaining **External Appointed College Governance Body Members** required for composition of the **Senate** and **Board of Trustees** in accordance with Clause 5 and 6 of these **College Regulations** were appointed substantially in accordance with the proposed provisions of the **Standing Orders** for the **College** to take up their roles with effect from the **Transition Date**.