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| **Code of Conduct and Confidentiality Agreement**  The Officers, Members, and invited participants [hereinafter called “members”] in the deliberations of Community Pharmacy Walsall [CPW] are expected to observe the highest standards of impartiality, integrity and objectivity in the performance of their duties at meetings of the committee, when representing the committee and agree to be bound by the seven principles of Good Governance listed below.   1. **Selflessness:** Members agree that they will take decisions solely in terms of the interests of all those contractors they represent and will not do so in order to gain financial or material benefits for themselves, their family or their friends, nor will they use their position to promote their personal, professional or business interests. 2. **Integrity:** Members agree not to put themselves under any obligations that might influence their performance on the CPW or their ability to reflect the interests of the contractors who elected or appointed them. Whilst members may become directly involved with health-related bodies they must remember their responsibilities to CPW at all times and, in particular, the need to respect the confidentiality of information gained through membership of CPW. 3. **Objectivity:** In making decisions and in carrying out the business of CPW, members will act within the constitution and make decisions only on merit. 4. **Accountability:** Members agree to be accountable for their decisions and actions to the contractors they serve and the public and will therefore submit themselves to appropriate scrutiny. 5. **Openness:** Members will be as open as possible about all the decisions and actions they take. They will give reasons for their decisions and restrict information only where the wider public interest clearly demands it. However, in being open, members will respect confidential and/or sensitive information acquired by reason of their position on or representing the committee and which is not in the public domain. 6. **Honesty:** Members accept a clear duty to declare any private interests relating to their CPW duties and take steps to resolve any conflicts arising. Members agree that a written declaration of their interests be produced, completed honestly and updated as necessary, and any conflicts of interests at meetings declared as appropriate. 7. **Leadership:** Members will promote and support good governance by leadership and example.   It is further noted that the above principles apply to any individual in public office and that breach of these principles can have serious implications.  For minor breaches, the individual member will reconsider their position on CPW. As more serious  breaches could lay the individual or the Committee as a whole open to legal action, it is agreed that any serious breach will require the suspension and/or the resignation of the individual(s) involved.  **Corporate Responsibility:**  All members agree to accept the principle of Corporate Responsibility, ie publicly standing by the decisions of and supporting the collective view of the former LPC and of CPW.  Individual views are accepted as being important only up to the decision stage. Thereafter it is the collective/majority view that is relevant.  **Delegation and Boundaries:**  Where power of CPW is delegated to individuals, all members accept that this power comes from CPW and the boundaries set by CPW cannot be exceeded.  **Unbiased Representation:**  Community Pharmacy Walsall represents all contractors within the Walsall Health and Wellbeing Board area and all members accept that no bias or public statements will be made that indicate anything but complete equity.  **Privileged Information:**  All members accept that privileged information comes to CPW on occasions and that this privileged information will not be used to any individual members’ advantage or another contractor’s disadvantage.  All members accept that confidential information that comes to them as members of CPW will be dealt with in an appropriate and similarly confidential manner. CODE OF CONDUCT – DECLARATION OF INTERESTS **Name:**   |  |  |  | | --- | --- | --- | | 1. | Remunerated Directorship of company(s) (public or private) and businesses owned personally or in partnership |  | | 2. | Remunerated employment or offices |  | | 3. | Remunerated Consultancy(s) |  | | 4. | Remunerated work performed under contract |  | | 5. | Names of companies or other bodies in which I have an interest, either on my own account, my spouse or infant children, for a beneficial interest in share holdings greater than the 10% of the share capital |  | | 6. | Remunerated contributions to professional and scientific publications |  | | 7. | Membership of other pharmaceutical bodies |  |   I agree to update this document at any time there is a change in my interests.  **CONFIDENTIALITY AGREEMENT FOR CPW MEMBERS**  I understand that as a CPW member I may have sight of or acquire information that will be commercially sensitive or may for other reasons be information that CPW or the pharmacy contractor(s) to whom the information relates would not wish to be communicated to third parties. I acknowledge my obligation to ensure that I do not make use of any such information for purposes other than those of CPW.  I further acknowledge that all information received from or about contractors that relates to their business and financial affairs may not be disclosed to anyone without the express consent of the contractor to whom it relates, in which case the disclosure will be through CPW Chief Officer.  I will make full disclosure to CPW of all appointments or offices held by me and I will consult CPW prior to accepting any appointment or office that may reasonably be thought to be relevant to my membership of CPW.  I, the undersigned, being a member/officer of Community Pharmacy Walsall Committee, agree to be bound by the above Code of Conduct and Confidentiality Agreement.  *Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Print Name:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |