



## **Chair of the British Pharmacopoeia Commission (BPC)**

### **Information pack for applicants**

**Closing date: 12 noon on 26 March 2013**

**Reference no: A12-30**



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## **Chair of the British Pharmacopoeia Commission (BPC)**

### **Overview**

#### **The role**

The Chair will provide leadership to the Commission and its members to ensure that it fulfils its duties with respect to the preparation of the British Pharmacopoeia.

For further information on the role of the Chair see **Annex A**.

#### **The BPC**

The BPC is an Advisory Non-Departmental Public Body and is responsible for preparing new editions of the British Pharmacopoeia, the British Pharmacopoeia (Veterinary) and the British Approved Names, and for keeping them up-to-date. It also provides advice to the United Kingdom delegation to the European Pharmacopoeia Commission, of which the United Kingdom is a member state.

For further information on the role of the BPC see **Annex B**.

#### **Indicative timetable**

Advert:	8 March 2013
Closing date:	12 noon on 26 March 2013
Shortlisting complete:	April 2013
Interviews held:	April 2013
Appointment start date:	TBC

#### **Remuneration**

£500 per meeting attended, including preparation time.

#### **Time commitment**

3 meetings per year.

The Chair will also be required to attend meetings of the Expert Advisory Groups (EAG) or Panels of Experts to which they are appointed. This will be a maximum of two meetings per EAG each year.

#### **Tenure of office**

The Secretary of State for Health determines the length of appointments, which will be for up to a maximum of four years.

## **Accountability**

The Chair is appointed by the Secretary of State and will be accountable to the Secretary of State via a senior Departmental official for carrying out their duties and for their performance.

## **Diversity and equality of opportunity**

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit.

## **Key contacts:**

For information regarding the selection process, please contact:

Holly Wainwright  
Appointments Team  
Room 2E29  
Department of Health  
Quarry House  
Quarry Hill  
Leeds  
LS2 7UE  
Tel: 0113 254 6135  
Email: holly.wainwright@dh.gsi.gov.uk

For information regarding the role of the BPC and its Chair please contact:

Samantha Atkinson  
Tel: 020 3080 6033  
Email: Samantha.atkinson@mhra.gsi.gov.uk

The Department of Health has appointed Saxton Bampfylde to assist in the identification of suitable candidates. For an informal discussion about the role, please contact:

Ann Bourne  
T: 0207 227 0817  
E: ann.bourne@saxbam.com

**Please quote reference A12-30 on all correspondence.**

For further details on how to make an application, please see **Annex C**.

## Appointment of the Chair

### Role and responsibilities of the Chair

The Chair will provide leadership of the BPC which results in strategic positioning of the BP in order to maintain its standing on the international stage. This includes providing scientific and technical direction to Expert Advisory Groups (EAGs) and Panels of Experts responsible for the monograph development in order to allow publication of specifications to determine the quality of medicines. The Chair will encourage excellent working relationships within the BP Commission, which in turn will ensure that the BP Secretariat is fully supported and that the work undertaken by the EAGs and Panels is both valuable and relevant.

### Role of the Chair

The main duties are:

- To chair effectively the BPC so as to ensure that it fulfils its duties under the Human Medicines Regulations with respect to preparation of the British Pharmacopoeia, the British Pharmacopoeia (Veterinary) and British Approved Names;
- to assist Ministers in discharging their obligations under the Convention on the Elaboration of a European Pharmacopoeia;
- to chair the meetings of the BPC scheduled (usually 3 one-day meetings per year) or unscheduled, act as its spokesperson and ensure that the proceedings of the BPC run smoothly and efficiently so that it can complete its business in a timely way;
- to ensure that all the views of the Commission are captured and explored and that all outcomes of discussions are clearly identified;
- to ensure that the minutes of meetings, prepared by the Secretariat, accurately record the discussions and decisions taken and to sign, on behalf of the BPC, a copy of the agreed minutes to form a permanent record of the BPC's business;
- to conduct annual appraisals of BPC members' performance;
- to ensure that all BPC members comply with the Code of Practice on Declaring Interests in the Pharmaceutical Industry and complete the annual declaration of interests form in a timely manner;
- to ensure that new members of the BPC are briefed when appointed;
- to provide formal and informal advice to Ministers between meetings when required;

- to attend sessions of the European Pharmacopoeia Commission as required as part of the United Kingdom delegation; sessions may be scheduled (usually 3 three-day sessions per year) or unscheduled.

### **Qualities required for the role of Chair**

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment

### **Essential criteria**

The successful candidate will:

- Be recognised by his/her peers as an eminent member of his/her profession and have wide and recent experience of and shown capacity in at least one of the following activities:
  - the practice of pharmacy
  - the practice of analytical chemistry
  - the biological sciences
  - herbal medicine
  - academic research and teaching
  - medicines standardisation/control
  - the practice or control of veterinary medicines
  - the hospital service
  - the pharmaceutical industry
- Possess an in-depth understanding of the purpose and function of a pharmacopoeia and its place in the overall regulatory system (UK and Europe) together with experience of the work of the BPC and its Expert Advisory Groups and Panels of Experts.
- Be aware of the factors that influence international activities and their potential impact at national level.
- Have previously demonstrated the leadership qualities necessary to fulfil the role.
- Have the ability to be both impartial and objective.
- Have no interests in the pharmaceutical industry (ie shares, consultancy fees, etc) or will confirm willingness to relinquish all such interests prior to appointment.

### **Remuneration**

- £500 per meeting attended, including preparation time.

- Remuneration is taxable, and subject to National Insurance contributions, both of which will be deducted at source under PAYE before you are paid.
- Those appointed will also be eligible to claim allowances, at rates set centrally, for travel and subsistence costs necessarily incurred on BPC business.
- Note: Impact of appointment on people in receipt of benefits. Your appointment may have an effect on your entitlement to benefits. If you are in receipt of benefits you should seek advice from the Department for Work and Pensions.

### **Time commitment**

3 meetings per year.

The Chair will also be required to attend meetings of the Expert Advisory Groups (EAGs) or Panels of Experts to which they are appointed. This will be a maximum of two meetings per EAG each year.

### **Tenure of office**

The Secretary of State determines the length of appointments, which will be for up to a maximum of four years.

### **Accountability**

The Chair is appointed by the Secretary of State and will be accountable to the Secretary of State via a senior Departmental official for carrying out their duties as Chair and for their performance.

### **Eligibility criteria**

There are circumstances in which an individual may not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- anyone who has been dismissed by an public body within the past five years, other than by reason of redundancy;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be provided by contacting Holly Wainwright on 0113 254 6135.

## **Conflict of Interests**

You should particularly note the requirement for you to declare any actual or potential conflict of interest you may have in carrying out the role of Chair. Conflicts may relate to any relevant business interests, positions of authority or other connections with organisations relevant to the business of the BPC.

If you are aware of any potential conflicts prior to your appointment you should raise these during the process of your application. If an issue arises following your appointment you should ensure that you alert the Department's senior officer, to whom you will be accountable for your performance.

## **Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the *Code of Conduct for Board Members of Public Bodies*: you can access this document at: <http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

## **Diversity and equality of opportunity**

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit.



## **BPC role and responsibilities**

The British Pharmacopoeia Commission (BPC) was established under Section 4 of the Medicines Act 1968.

The BPC is an advisory non-departmental public body and is part of the Medicines and Healthcare products Regulatory Agency (MHRA).

## **Terms of Reference**

Under the terms of the Human Medicines Regulations 2012, the duties of the British Pharmacopoeia Commission are to:

- Prepare new editions of the British Pharmacopoeia and related publications (The British Pharmacopoeia (Veterinary) and British Approved Names); to prepare a list of names to be used as the title of monographs in the British Pharmacopoeia and related publications; to prepare amendments to the British Pharmacopoeia and related publications.

In addition, the duties of the British Pharmacopoeia Commission are to:

- Frame clear and unequivocal technical advice to discharge the Commission's responsibilities both for the British Pharmacopoeia, the British Pharmacopoeia (Veterinary) and British Approved Names and as the national pharmacopoeial authority with respect to the European Pharmacopoeia.
- Develop clear policies for the preparation and publication of the British Pharmacopoeia and its related publications.
- Act as Chair or Vice-Chair of one or more Expert Advisory Groups or Panels of Experts of the BP Commission.
- Approve new and revised monographs and supporting material for inclusion in new editions of the British Pharmacopoeia and British Pharmacopoeia (Veterinary).

## Making an application

### Overview

The appointment of Chair of the BPC is a Secretary of State appointment. The Department of Health will manage the recruitment process in a way that is open and fair to all applicants and the appointment will be made on merit.

The interview panel will make recommendations to the Secretary of State on candidates they believe are 'appointable'. Taking into account feedback from the panel, the Secretary of State will make the final decision on who he believes best meets the criteria for the role and will make the appointment.

### How to apply

All applicants are required to complete an application form. This is available online by visiting the DH website: [www.dh.gov.uk/appointments](http://www.dh.gov.uk/appointments) and searching for the vacancy A12-30.

Alternative formats such as braille, large print and tape versions of this information pack and the application forms are available from

Holly Wainwright  
Tel: 0113 254 6135  
Email: [holly.wainwright@dh.gsi.gov.uk](mailto:holly.wainwright@dh.gsi.gov.uk)

If you wish to submit a paper copy of your application, or one in an alternative format, please send to:

Holly Wainwright  
Appointments Team (Room 2E29)  
Department of Health  
Quarry House  
Quarry Hill  
LEEDS  
LS2 7UE

All applications will be acknowledged by email and you will be contacted again after the closing date.

The Appointments Team must receive your completed application form **before 12 noon on 26 March 2013**.

### Your personal information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending DH any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information;

- ensure you know why we need it;
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't;
- ensure you know what choice you have about giving us information;
- make sure we don't keep it longer than necessary; and
- only use your information for the purposes you have authorised.

We ask that you:

- provide us with accurate information; and
- inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you.

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you applying, so that your application form and CV can be assessed.

Panel members are identified in the section below on “How we will handle your application”. The ‘monitoring information’ you provide will not be used in the selection process and will therefore not be shared with the selection panel assessing your application at this stage, however, the Commissioner for Public Appointments requires that selection panels review the political activity response at the interview stage. This in no way acts as a bar to appointment.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. The Department of Health is required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments within his remit, and make this information available to him for audit purposes, if requested to do so. Information you provide in your application may therefore be made available to the Commissioner for Public Appointments and the Commissioner’s auditors on a confidential basis in order to help fulfil either the Commissioner’s formal complaints investigation role or for audit purposes.

### **How we will handle your Application**

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. After the closing date for applications:

- your application and CV will be assessed to see whether you have the expertise required at the appropriate level for the post for which you have applied. We will rely on only the information you provide on your application form and CV to assess whether you have the experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria;

- the selection panel will be chaired by Sir Stephen Bubb, Public Appointments Assessor and will also comprise Sir Gordon Duff, Chair of MHRA, Dr Samantha Atkinson, Secretary and Scientific Director of BPC, MHRA, Tim Baxter, Deputy Director of the Public Health Development Unit, Department of Health and Stephen Inglis, Director, National Institute for Biological Standards and Control as an External Panel Member;
- if you are invited to interview but are unable to attend on the set date then an alternative date can only be offered at the discretion of the panel;
- your application may be “long-listed”, subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel;
- we anticipate that by mid April 2013 the panel will have decided who will be invited for interview;
- the panel will select the people who have demonstrated that they best meet the essential criteria;
- we will write to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in a central London location;
- please note that due to the volume of applications we receive we are unable to provide feedback to those not shortlisted for interview;
- if invited to interview, the panel will question you about your experience and expertise and ask specific questions to assess whether you meet the criteria set out for the post;
- candidates who the panel believe are ‘appointable’, will be recommended to the Secretary of State who will make the final decision. The Secretary of State may choose to meet with appointable candidates before making a decision. If he does, he will meet all candidates and in the presence of the panel chair or their nominated representative;
- if you are successful, you will receive a letter from the Secretary of State appointing you as the Chair of BPC; and
- if you are unsuccessful, you will be notified by the Appointments Team. The letter will provide the details of who you may approach for feedback on your application.

### **Queries**

For queries about your application, please contact Holly Wainwright **on 0113 254 6135**.

## **Regulation by the Commissioner for Public Appointments**

We noted above the role of The Commissioner for Public Appointments regarding audit. The Commissioner regulates and monitors appointments to public bodies to ensure procedures are fair. More information about the role of the Commissioner and his Code of Practice is available from [www.publicappointmentscommissioner.org](http://www.publicappointmentscommissioner.org)

### **If you are not completely satisfied**

DH will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact Jacky Cooper in the Department of Health by emailing [jacky.cooper@dh.gsi.gov.uk](mailto:jacky.cooper@dh.gsi.gov.uk)

If after receiving a comprehensive response from the Department you are still concerned, you can write to the Commissioner for Public Appointments. Please contact:

The Commissioner for Public Appointments  
1 Horse Guards Road  
London SW1A 2HQ

Tel: 0207 271 0849

Email: [enquiries@publicappointmentscommissioner.org](mailto:enquiries@publicappointmentscommissioner.org)