Conflicts of Interest Policy

Policy number POL- 004

Issued: March 2024

Reviewed: March 2025

Next Review: March 2027

Introduction

Agreement to this Policy is a condition of membership of the Committee and all new members are required to sign a statement to this effect on appointment.

Integrity and the requirement to declare any relevant interests or circumstances, including those that could, or could be perceived to, compromise the Committee's work, is a principle of the Values and Behaviours and any breach of this policy therefore constitutes a breach of the Code of Conduct.

Aim

The aim of this policy is to ensure that all Committee members act in the best long-term interests of community pharmacy by understanding their duties in respect of making collective decisions and declaring and managing any interests, including those that may, or may be perceived to, impact the decisions they make as members of the CPGM Committee.

Potential risks of conflict of interest include poor decision making, loss of trust amongst

General Principles

Members of the Committee are elected and appointed to bring their membership constituency, professional and business knowledge and experience, to inform the work of CPGM and the Committee.

All decisions must be made by Committee members together in the best interest of the overall sector and not in a member's own interest or those of their related retail pharmacy business or appointing body or own constituency. (For the avoidance of doubt, this means that a member of the committee may express views on behalf of an appointing body or constituency or other person but may not be bound to vote or decide an issue in a particular way. This means the member is free to amend their views in the light of the debate.)

Committee members must declare any personal interests (and those of immediate family members or other closely connected persons), including those that could, or could be perceived to, impact any decisions that they make as a member of the Committee in order that any potential conflicts can be managed appropriately.

Committee members must not use any confidential knowledge or information acquired through their role to inappropriately benefit themself or others.

Committee members must ensure that they are not open to (or perceived to be open to) improper influence through the acceptance of gifts or hospitality.

Arrangements

Most Committee members will have a multiplicity of interests, personal, professional or those of family members, that may, on occasion, compete with the best interest of community pharmacy in England. It is impossible to avoid conflicts altogether, particularly in the context of the Committee's purpose which is to bring together representatives of the sector. However, any potential conflicts, can be minimised and managed effectively in an open and transparent way if they are known.

All members are therefore required to complete a declaration of interests on appointment. The declaration of interests asks members to consider and declare, for example, any personal, financial and professional interests, as well as any pharmacy/NHS-related interests of close family members, such as spouse/partner, child or parent, or another close connection (e.g. business partner).

All declarations are published on the CPGM website

Members will be asked to review and confirm their declaration annually and should inform CPGM of any changes that arise in the meantime. Any questions regarding completion of the declaration of interest form, including what needs to be declared, should be addressed to Janice Perkins, Executive Chair janice@cpgm.org.uk

Version control

Version and date	Author	Changes made
1: 30th July 2020	Karishma Visram	n/a
2: 31st July 2023	Luvjit Kandula	Review
4: 8th February 2024	Elaine Hand-Griffiths	Rebranded Change from GMLPC to CPGM
5: March 2025	Janice Perkins	CPE wording added to start of form rather than in separate document Footer updated to March 2025
6. March 2027		

Community Pharmacy Greater Manchester

NAME:

1	Remunerated Directorship of company(s) (public or private) and business 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 shareholdings greater than 10% of the share capital	
6	Remunerated contributions to professional and scientific publications	

7	Membership of other pharmaceutical bodies	
8	Other (including information about family members/business partners)	

If in doubt, please declare all interests by emailing the chair (janice@cpgm.org.uk) so the nature of the potential declaration of interest can be discussed.

Data Protection Act 2018

The information submitted will be held by Community Pharmacy Greater Manchester and may be held in both manual and electronic form in accordance with the Data Protection Act 2018. Information may be disclosed to third parties in accordance with the Freedom of Information Act 2000.

I declare that I have read and understood the Declaration of Interests statement and I am aware that this may result in being required to temporarily stand down from discussions relating to the topic.

I agree to update this document at any time there is a change in my Interests.

Signature:

Date: