Constitution

July 2020

Name

1. The organisation shall be called the Pharmacy Schools Council, referred to hereafter as PhSC.

Purpose

2. The PhSC will:
   a. Represent the collective interests and views of all UK Schools of Pharmacy by:
      - Being a principal source for informed opinion and advice on all matters concerning pharmacy, pharmaceutical science and pharmaceutical education from the perspective of UK Schools of Pharmacy;
      - Responding to consultations on matters that impact on pharmacy education, training, research and diversification of pharmacy school activities;
      - Providing a point of reference for the profession and the media;
      - Facilitating the sharing of best practice amongst the member schools;
      - Promoting the principles of widening participation and equality, diversity and inclusion;
      - Promoting the development of a pharmacy workforce with the necessary scientific, clinical and behavioural skills to meet the needs of the patient population.

   b. Provide high quality services and add value for member organisations by delivering meetings, policy and communications materials that respond to their needs.

   c. Work to innovate, improve and maintain quality in pharmacy education and training, in particular facilitating the transition from education into practice and to support the profession in reaching their advanced practice goals.

   d. Work closely with the General Pharmaceutical Council (GPhC), Royal Pharmaceutical Society and other representative, stakeholder, commissioning and professional groups in pharmacy on matters of shared interest.

3. The purpose outlined in paragraph 2 articulates the strategic objectives of PhSC. These shall be reviewed, along with rest of this constitution at least once every 5 years.

4. PhSC will also set more specific key objectives and priorities, linked to the strategic aims. These objectives shall be agreed by member organisations, typically at the beginning of each academic year.

Membership and meetings

5. Full members of the PhSC shall be the serving Heads (or equivalent) of the UK Schools of Pharmacy. Chairs of subgroups convened to serve a particular function may be seconded onto the PhSC with the agreement of the membership.

6. A UK School of Pharmacy is defined as a school, faculty or department of a UK University that is responsible for the delivery of an MPharm programme that is accredited by the General Pharmaceutical Council or equivalent regional body.

7. A new School of Pharmacy becomes eligible for full membership following the admission of the first-year cohort of students to a (provisionally) accredited MPharm programme. Until that point the School is eligible for associate membership.

8. Requests for membership, or associate membership, to PhSC from new Schools of Pharmacy must be considered and approved at a quorate meeting of existing members.

9. Attendance at Council meetings of the PhSC will normally be restricted to full, associate and seconded members or their nominated deputy, agreed observers and to any guests invited to attend.
    a. At the discretion of the Executive, observers may be invited to attend meetings as representatives of other bodies associated with the work of the PhSC.

    b. Each Head of School (or equivalent) may nominate a deputy who may attend meetings in the place of the Head.

    c. At the discretion of the Executive, Chairs of subgroups will be invited to attend Council meetings.

10. A meeting of the Council will be deemed quorate if more than half its members are present.

11. Council will normally meet four times a year; these meetings may be virtual but as circumstances allow one of these meetings should be held in person. Meeting dates for each academic year will be proposed and agreed at the summer meeting of the previous academic year.

12. Task and Finish Groups may be established to undertake a defined activity at the discretion of the Executive. Subgroups may be established following consultation and majority agreement of the Council.

13. All members of PhSC will endeavour to represent the full range of views of the PhSC when representing PhSC at any meetings or external events.

Secretariat and administration

14. Secretariat support for PhSC is provided by a team working at the interface between healthcare and higher education. This team:

    a. Is led by a salaried Executive Director who shall be responsible for the administration of the PhSC's activities and the appointment of supporting staff.

b. Also serves the Medical Schools Council (MSC), the Dental Schools Council (DSC), the Veterinary Schools Council (VSC) and the University Hospital Association (UHA) and will facilitate information and sharing of best practice across these organisations.

15. The Executive Director and all staff involved in supporting PhSC will be employees of Universities UK (UUK) and enjoy the terms and benefits of all employees of UUK.

16. The Executive Director will report directly to the Chairs of MSC, PhSC, DSC, UHA and VSC and will report into the Chief Executive, Universities UK on an agreed basis. This reporting line serves to reassure UUK that the activities of PhSC do not pose any legal, financial or reputational risk to UUK.

17. The Medical Schools Council will take the lead in the appointment of the Executive Director to lead the secretariat which oversees the work of MSC, PhSC, DSC, UHA and VSC. It undertakes to consult with PhSC, DSC, UHA and VSC in making this appointment subject to the employer responsibilities of UUK.

18. The main contact for PhSC members and stakeholders shall be delegated by the Executive Director to a named Policy Officer.

Executive Committee of the PhSC

19. The Executive Committee of the PhSC, all of whom for the duration of their terms of office shall be members of PhSC nominated by subscribing institutions, shall be the Chair, the Deputy Chair and three further Executive Officers. In order to ensure that the community is appropriately represented, notably in terms of geographic, gender and ethnic diversity, up to a further two Executive Officers may be appointed at the discretion of the Executive if deemed appropriate and necessary.

20. All members of the PhSC, including currently serving Officers are eligible for election as Executive of the PhSC.

21. Members of the PhSC shall normally elect the Chair three months in advance of the commencement of their three-year term of office which under usual circumstances would begin 01 August. The Chair may be re-elected to serve a further three-year term or for so long as they remain a member of PhSC, whichever is the shorter.

22. Members of the PhSC shall normally elect the Deputy Chair three months in advance of the commencement of their three-year term of office which under usual circumstances would begin 01 August. The Deputy Chair may be re-elected to serve a further three-year term or for so long as they remain a member of PhSC, whichever is the shorter.

23. Members of the PhSC shall normally elect the three Executive Officers three months in advance of the commencement of their three-year term of office which under usual circumstances would begin 01 August. The Executive Officers may be re-elected to serve a further three-year term or for so long as they remain a member of PhSC whichever is the shorter.

24. The Chair, Deputy Chair and Executive Officers may not continue to hold those Offices on the PhSC if they cease to qualify for membership of PhSC.

25. The member representing Scotland, Wales and Northern Ireland that attends the Executive meeting(s) will hold responsibility for consulting with schools in all devolved administrations

and ensure that issues raised are considered by the Executive Committee where appropriate.

26. The Executive Committee may also co-opt additional members of PhSC or interested members of school staff to meetings of the Executive Committee where this is felt to be appropriate.

27. Meetings of the Executive Committee will usually be held virtually and will typically pre-empt scheduled meetings of the PhSC. The Chair of the PhSC will ensure that close contact is established and maintained with colleagues in the devolved administrations.

28. A meeting of the Executive Committee will be deemed quorate if 3 members are present.

Elections of members of the Executive Committee of the PhSC

29. Members of the Executive Committee of the PhSC shall be elected by ballot from members of the PhSC (noting the possibility of additional appointments as outlined in paragraph 19). Members will nominate themselves to stand for election.

30. A member of the PhSC secretariat shall act as Returning Officer for all elections.

31. An independent scrutineer shall be appointed for all elections; this will normally be the Executive Director of the PhSC.

32. Elections shall be conducted using the Electoral Reform Society's eSTV system. If there is more than one nomination for a post, members will be asked to rank the candidates on a ballot paper and the candidate with proportionally the largest share of the vote as calculated by the eSTV system will be elected.

33. Ballot papers and nomination forms should be returned by email to the Returning Officer.

34. The winner of an election shall be declared by telephone to the successful candidate and by email to all members as soon as possible after the completion of the election process. The announcement will give only the names of the elected candidates, not the shares of the votes cast for each candidate.

35. Elections for the Executive Committee shall usually be staggered to support continuity of leadership.

Funding and financial records

36. For the purpose of reporting the PhSC is treated as a restricted fund managed by the Medical Schools Council secretariat under the auspices of Universities UK, a Company Limited by Guarantee (No 2517018) and a registered Charity (No 1001127).

37. All PhSC activities will be funded collectively through an annual subscription fee set at a flat rate for all member Schools of Pharmacy. Any changes to the subscription fee must be agreed by Council.

38. The annual accounts for PhSC will be made available to the Executive Committee following each financial year end to present to Council for approval and agreement of the budget and subscriptions for the following year.

39. Universities UK will manage the financial records for the PhSC on an agreed and timely basis with year-end of 31 July.

40. Universities UK will report on the financial performance of the restricted funds it manages in its Statutory Report and Accounts. The Report and Accounts are presented to the UK Board and the Members of Universities UK at the Annual General Meeting. As required the Policy Officer for Pharmacy will report to the PhSC.

41. Universities UK and Medical Schools Council secretariat staff will treat the funding of the PhSC as a restricted fund and accordingly may not use its income for general purposes.

42. Members, including the Chair, will cover their own travel expenses incurred attending Council meetings. However, members may seek reimbursement for any expenses incurred by members for external meetings where they are representing PhSC or other agreed business for PhSC.