

FOR LPC COMMITTEE MEMBERS

BIOGRAPHICAL DETAILS CORPORATE GOVERNANCE AND COMMUNITY PHARMACY BLACK COUNTRY

The LPC accepted in 2025 the following guiding principles for members of the Committee:

Accountability - Members of the LPC are accountable for their decisions and actions to contractors and the public and therefore submit to scrutiny.

Openness - Members should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions, and restrict information only for short term tactical reasons, or when the wider public interest clearly demands.

Honesty - Members have a clear duty to declare any private interest relating to their LPC duties and take steps to resolve any conflicts arising.

Leadership - Members should promote and support the above principles by leadership and by example.

Representativeness (Selflessness) - members must reflect the interests of the contractors who elected or appointed them to the LPC and must make decisions in the interests of the general body of contractors; they must not make decisions to gain financial or other material benefits for themselves, family or friends.

Integrity - members must not put themselves under any obligation that might influence their performance on the LPC or their ability to reflect the interests of the contractors who elected or appointed them or to make decisions in the interests of the general body of contractors.

Objectivity - in making decisions and in carrying out the business of the LPC members should act within the constitution and make decisions only on merit.

Note

The effect of the principles of Representativeness and Integrity is that the nominating bodies can mandate the member to express a view but cannot bind him/her in how he/she votes or decides on a particular issue. This means the member can hear and participate in debate and is free to amend his/her view in the light of the debate. He/she will no doubt then reflect to the relevant body on why he/she made the decision he/she did, recognising his/her accountability.

Introduction

A 'fit and proper persons' test seeks to ensure that those in leadership positions in an organisation are suitable. It is widely adopted across multiple sectors as part of the onboarding process for new appointments to boards and management positions, with many incorporating it into annual review and confirmations.

Our approach

We have prepared a declaration based on the NHS' new framework and mandatory declaration and can be used by all LPC members and LPC Chief Officers. Going forward, all new prospective members will be asked to complete this.

If you are confident, you do not need to disclose any information listed on the declaration, please sign and return it to us. You should advise us immediately if your circumstances change and you do not feel that the declaration still applies.

If you have any concerns about your ability to make any part of the declaration, please contact us at the earliest opportunity so that we can discuss and agree any action needed.

Completed forms will be retained by us and held securely.

Further information

If you have any questions regarding the requirement or completing the form, please do not hesitate to contact Stephen Noble, CPBC Chief Officer or for further information from Community Pharmacy England, contact James Wood, Director of LPC and Member Support by email (james.wood@cpe.org.uk)

Declaration

I declare that I am a fit and proper person to carry out my role.

- I am of good character
- I have the qualifications which enable me to be a member of the Committee
- Where applicable, I have not been erased, removed or struck off a register of professionals maintained by a professional or regulatory body
- I am capable by reason of health of properly performing tasks which are intrinsic to the position

- Within the last five years:
 - I have not been convicted of a criminal offence in the British Islands or elsewhere (which if committed in England, Scotland or Wales would constitute a criminal offence)
 - I am not an un-discharged bankrupt, nor have I been subject to bankruptcy restrictions, or made arrangement/compositions with creditors from which I have not been discharged
 - I have not been on any 'barred' list.
- I have not been responsible for, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful or not) while carrying on a regulated activity or providing a service elsewhere which, if provided in England, would be a regulated activity.

Should my circumstances change, and I can no longer comply with the Fit and Proper Person Test (as described above), I acknowledge that it is my duty to inform the LPC Chief Officer or Chair immediately.

Signed: 

Name: B. MATHY


Date: 25/2/26

If you have signed the declaration but want to make any information known or clarify any points, please add them in the space below.

Community Pharmacy Black Country Stand-alone staff confidentiality agreement			
Doc prepared by: ACrompton	Doc approved by:	Date next review due:	
Date prepared: 9 February 2026	Date approved:	Date review takes place:	

Committee members' confidentiality agreement

1. I agree not to disclose, either during or after the termination of my membership of CPBC committee, to anyone other than in the proper course of my role within the committee any confidential information (e.g. personal data from within the organisation).
2. I understand that breach of this agreement may lead to removal from the committee without notice and may result in prosecution or an action for civil damages under data protection legislation.
3. I agree to abide by the standards set out in the confidentiality code of conduct including maintaining good password practices.
4. I have been informed and understand that my use (including personal use) of telephone (including mobile telephone), email, voicemail, internet, and other communications may be monitored by automated software or otherwise, for business reasons, by CPBC, to carry out their obligations and in order to monitor compliance with the standards set out in the staff confidentiality code of conduct.
5. I have read, understand and agree to the terms and conditions set out above. This policy sets out the procedures and management accountability and structures that have been put in place within the committee to safeguard the movement of personal data in the pharmacy.
6. **If any system administration responsibilities will apply to my work immediately or later**, I will: respect the rights of the system users, respect the integrity of the systems and related physical resources, and comply with any relevant laws or regulations. I would also then have an obligation to keep myself informed of procedures, business practices, and operational guidelines pertaining to the system activities of the organisation.

Signature (electronic* or ink):	
Name (printed):	B. MALIN
Date:	25/2/26

*Note: Email or alternative remote confirmation that you have read and accept this confidentiality agreement is fine. Your employer may then file the email electronically as your confirmation.