



Department
of Health &
Social Care



**British
Pharmacopoeia**

Chair of the British Pharmacopoeia Commission (BPC)

Information pack for applicants

Closing date: midday on 02 March 2021

Reference no: VAC-1711



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Section 1 – The Role

1.1 Role and Responsibilities of the Chair of the British Pharmacopoeia Commission (BPC)

Introduction

Ministers are seeking to appoint a new Chair of the BPC.

Role and Responsibilities of the Chair

The Chair will provide dynamic leadership of the British Pharmacopoeia (BP) Commission which will result in the strategic positioning of the BP in order to promote and enhance its standing on the international stage. This includes providing scientific and technical direction to Expert Advisory Groups (EAGs), Panels of Experts and Working Parties responsible for the development of monographs and supporting texts which will enable the publication of quality standards for medicines. The Chair will encourage excellent working relationships within the BP Commission, which in turn will ensure that the BP Secretariat and the BP Laboratory are fully supported and that the work undertaken by the EAGs, Panels and Working Parties is both valuable and relevant.

Role of the Chair

- To chair effectively the BPC 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, both 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 manner;
- to ensure that all the views of the BPC members 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 assist in the appointment of new members of the Commission;
- to ensure that new members of the BPC are adequately briefed when appointed;
- to provide formal and informal advice to Ministers between meetings when required;

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

Qualities required for the role of the Chair

The Department of Health and Social Care values and promotes diversity and encourages applications from all sections of the community. The boards of public bodies should reflect the population they are there to serve. Boards also benefit from fresh perspectives, and we are always keen to encourage candidates with private sector experience to consider applying for our roles.

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

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.

The successful candidate will:

- Be recognised by their peers as an eminent member of their profession and have wide and recent experience of and shown capacity in at least one of the following activities:
 - the practice of analytical chemistry
 - the practice of pharmacy
 - the biological sciences
 - herbal medicine
 - academic research and teaching
 - medicines standardisation/control
 - the practice or control of veterinary medicines
 - the hospital service
- Possess an in-depth understanding of the purpose and function of a pharmacopoeia and its place in the overall regulatory system (UK and Europe).
- Be aware of the factors that influence international pharmacopoeial activities and their potential impact at national level.
- Have the ability to Chair a committee/board effectively;
- Be both impartial and objective.
- Have no interests in the pharmaceutical industry (i.e. shares, consultancy fees, etc) or will confirm willingness to relinquish all such interests prior to appointment.

Remuneration

- Remuneration will be £500 per meeting.
- You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as the Chair of the BPC, in line

with travel and subsistence policy and rates for the BPC. A copy of the policy and rates can be obtained from the BPC

Time commitment

There is a time commitment of three one-day BPC meetings per year. The Chair will also attend meetings of the European Pharmacopoeia Commission as required (usually three 2-day meetings per year) and meetings of any Expert Advisory Groups to which they are appointed (usually two 1-day meetings per EAG each year).

Meetings are held in March, July and November of each year and, where possible, these are usually on the first or second Monday of the relevant month.

Location

Meetings are usually be held at the MHRA offices in Canary Wharf, London.

Tenure of office

Ministers determine that the length of the appointment will be up to 4 years.

Accountability

This Chair is appointed by the Secretary of State for Health and Social Care and is accountable to the Secretary of State via a senior Departmental official for carrying out their duties and for their performance.

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

Name: Mr James Pound

Tel: 020 3080 6430

Email: james.pound@mhra.gov.uk

1.2 BPC's roles and responsibilities

The British Pharmacopoeia Commission was established in 1970 under Section 4 of the Medicines Act 1968 (superseded by the Human Medicines Regulations 2012). It is an Advisory Non-Departmental Public Body, sponsored by the Department of Health and Social Care. As such, it has no staff but is supported by a Secretariat from the Medicines and Healthcare products Regulatory Agency (MHRA). It has strong links with the wider MHRA,

the National Institute of Biological Standards and Control, the pharmaceutical industry and academia.

The key role of the BPC is the preparation of the annual editions of the British Pharmacopoeia (BP), which is widely recognised as one of the leading global pharmacopoeias. The publicly available and legally enforceable pharmacopoeial standards are designed to complement and assist the licensing and inspection processes and are part of the system for safeguarding purchasers and users of medicinal products.

The BPC has responded to the changing pharmaceutical environment, to changes in priorities for the European Pharmacopoeia Commission and to the changes taking place within the MHRA to ensure that the agency is fit for the future. This includes supporting innovation and ensuring the safe production and supply of medicines. Current strategic priorities for the BPC include the development of appropriate standards for biological medicines, particularly in the area of Advanced Therapy Medicinal Products, a comprehensive review of the BP portfolio, both in terms of written and physical standards, significant improvements to the BP website and the potential application of Analytical Quality by Design principles to the development of national monographs. The BPC plays a significant role in the work of the European Pharmacopoeia, contributing to the development of policies and monographs for that pharmacopoeia, and works closely with other national and international pharmacopoeias.

Over the last year the BPC has supported the wider healthcare response to the Covid-19 pandemic by ensuring continued access to BP standards and maintaining the supply of supporting reference substances. Further information can be found on the Covid-19 page of the BP website ([The BP and Coronavirus](#)).

Members of the BPC also serve on the Expert Advisory Groups and Panels of Experts responsible for developing national monographs, thereby ensuring that the strategic priorities of the BP Commission are implemented within these groups. All members are required to comply with the Code of Practice on Declaring Interests in the Pharmaceutical Industry.

An annual report, highlighting the work of the BPC, is published each year. The most recent report is for 2019 ([Annual Report 2019](#)).

For further information, see the BP website (<https://www.pharmacopoeia.com/the-bp-commission>).

1.3 Further Information from Professor Kevin Taylor (outgoing Chair)

What does the role of Chair of the BPC involve?

The Chair has significant responsibilities, and is often the figurehead and spokesperson for the BP.

A key role is to provide leadership to the BPC, ensuring the preparation of appropriate new and revised texts for the British Pharmacopoeia, which is published each year. This requires fostering constructive and productive relationships between Commission members, the BP Secretariat, BP Laboratory staff, and members of the BP's Expert Advisory Groups and Panels of Experts. The Chair will draw upon their own (and others') knowledge and experience of the international regulatory and pharmacopoeial landscapes, and their understanding of therapeutic and analytical developments, to ensure the strategic positioning of the BP to enhance its international standing.

What have been the highlights of your time on the Commission?

As I near the end of my second term as Chair, I realise how much I have enjoyed the experience. I feel very privileged to have had the opportunity to work with a really committed group of Commissioners and BP staff dedicated to maintaining the BP as an international pharmacopoeia with a reputation for innovation, high quality standards, and for engaging actively with its users.

In thinking about the many changes and developments at the BP during my time as Chair, highlights include the great improvements to the BP website over the years, and the way the BP has forged an international reputation for leading on pharmacopoeial developments in new areas, such as developing standards for biological medicines and analytical quality by design.

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of the Chair to the BPC.

To make an application please email your CV, a supporting letter and completed Monitoring form to:

appointments.team@dhsc.gov.uk – please quote **ref: 1711** in the subject field.

If you are unable to apply by email please contact:

Ryan Lloyd

Appointments Team

Tel: 0113 2545929

Email: Ryan.Lloyd@dhsc.gov.uk

Applications must be received by midday on 02 March.

In making an application please note the following:

Supporting letter

The supporting letter is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. It will benefit the Advisory Assessment Panel if you can be clear which specific evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice. Please write all acronyms in full first.

Please ensure your full name, the role to which you are applying and the corresponding reference number for the post are clearly noted at the top of your letter.

Please limit your letter to two pages, and type or write clearly in black ink.

Conflicts of interest

If you have any business or personal interests that might be relevant to the work of the BPC, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your Supporting letter.

If appointed, you will also be required to declare these interests on appointment and they will be entered on a register which is available to the public.

The Chair and members must comply with the BPC Code of Practice on Declaring Interests in the Pharmaceutical Industry ([Link](#)) and provide an annual declaration. All members are subject to an annual appraisal.

Standards in public life and ensuring public confidence

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of the public and Government. If there are any issues in your personal or professional history (including any convictions or bankruptcy) that could, if you were appointed, be misconstrued, cause embarrassment to Ministers or the BPC or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue/s in your Supporting letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media and blogs. Due Diligence may be carried out on any publicly available information and shared with the Advisory Assessment Panel.

The panel may explore any issues you declare with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated, as those who hold public appointments are expected to demonstrate the highest standards of corporate and personal conduct and are required to subscribe to the Code of Conduct for Board Members of Public Bodies, as part of agreeing to the terms and conditions of appointment. You can access this document at:

<https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct>

There are also circumstances in which individuals may not be considered for appointment, due to them not meeting certain eligibility criteria for appointment. For further information, please refer to **Section 2.3: Eligibility Criteria**

If you wish to discuss any queries on conflicts, please see the contacts section.

CV

Please ensure your CV includes:

- Your full name, title, home address, personal contact telephone numbers (land line and mobile), personal email address and details of any twitter accounts and LinkedIn accounts including your Twitter handle/username.
- Similar contact details for two referees who will support your application. One referee should be the person to whom you are/were accountable in your current/most recent appointment or position of employment. Please indicate the relationship of each referee to you. References will be requested for short-listed candidates prior to interview
- Brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

Monitoring form

Please complete the Monitoring form. Monitoring information will not be seen by the Advisory Assessment Panel assessing your application.

Political activity information is primarily for monitoring purposes only, however if you are shortlisted for interview, this information will be shared with the panel. The reason for this is that it is appreciated that such activities may have given you relevant skills, including experience gained from committee work, collective decision-making, resolving conflict and public speaking. If you have had such experience and you consider it relevant to your application for this post, you should also take the opportunity to include it separately in your supporting statement. If possible, you should not, however, identify the relevant political party in your statement.

If you are appointed to this role, please note that any political activity you declare will be published in accordance with the Governance Code on Public Appointments.

Disability Confident Scheme

The Department of Health and Social Care values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people. As part of the Disability Confident Scheme, we guarantee an interview to anyone with a disability who applies under the Scheme and whose application meets the essential criteria for the post.

What do we mean by a disability?

To be eligible for the Disability Confident Scheme (DCS) you must have a disability or long-term health condition, which could be physical, sensory or mental and must be expected to last for at least 12 months. You do not have to be registered as a disabled person to apply under this scheme.

If you wish to apply under the DCS please complete section E of the Monitoring form and return it with your application.

All applications will be acknowledged by email after the closing date.

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

Name: Mr James Pound

Tel: 020 3080 6430

Email: james.pound@mhra.gov.uk

For further information regarding the selection process, please contact

Ryan Lloyd

Appointments Team

Tel: 0113 2545929

Email: Ryan.Lloyd@dhsc.gov.uk

Please quote reference **VAC-1711** on all correspondence.

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

2.2 The Selection Process

The Appointments Team will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

Timetable:

- Closing date: Midday on 02 March
- Shortlisting complete: 23 March
- Interviews held: 12 April

The Advisory Assessment Panel will be:

- Stephen Lightfoot, Chair of MHRA, as panel chair
- James Pound, Secretary & Scientific Director of BPC
- Stella Pantellides, Former member of the School Teachers Pay Review Body, as an independent panel

The Independent Panel Member is independent of both the Department of Health and Social Care and BPC.

The Governance Code on Public Appointments requires all Advisory Assessment Panel members to declare any political activity within the last five years.

After the closing date for applications:

- The Department of Health and Social Care may commission a pre-assessment of candidate applications which would then be provided to the Panel for consideration and to inform the shortlisting process. By applying, you are agreeing to your application being shared with another party for pre-assessment. The pre-assessor and the panel are reliant on the information you provide in your CV and supporting letter to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all the essential criteria. It is the responsibility of the panel to determine who it believes best meet the criteria for the role, and who will be invited to interview.
- Interviews will be held on 12 April. The Appointments Team will email to let you know whether you have been invited to be interviewed. Interviews are likely to be conducted by video/teleconference due to Covid-19 but if not, would be in central London.

- The Advisory Assessment Panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the DCS and you meet all the essential criteria, then you will also be invited for interview
- If you are invited to interview and if you are unable to attend on the set date, then an alternative date can only be offered at the discretion of the Advisory Assessment Panel
- The Appointments Team will email to let you know whether you have been invited to be interviewed. It is our intention that interviews will take place in a central London location
- If invited to interview, the Advisory Assessment Panel may invite you to make a brief presentation at the start of the interview and will go on to question you about your skills and experience, including asking specific questions to assess whether you meet the criteria set out for the post
- The Advisory Assessment Panel will also explore with candidates any potential conflicts of interest or any other issues arising from candidate's personal and professional history which may impact on an appointment decision (see section 2.1 for further details).
- Candidates who the panel believe are 'appointable', will be recommended to Ministers who will make the final decision. Ministers may choose to meet with shortlisted candidates, before or after interview, before making a decision. Candidates should therefore be prepared for a delay between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.
- If you are successful, you will receive a letter from Ministers appointing you as the Chair of the BPC, which will confirm the terms on which the appointment is offered
- **Please note that due to the volume of applications that are received it is not possible to routinely provide feedback to those not shortlisted for interview**
- If you apply under the Disability Confident Scheme and you are not shortlisted for interview, we can provide a summary of the assessment of your written application, if you choose to request feedback
- If you are unsuccessful at interview, you will be notified by the Appointments Team. We appreciate it takes a lot of time and effort to apply for roles, and prepare for and attend an interview, and that feedback is a valuable part of the process. Following interviews, the letter which confirms the outcome of the appointment process will provide the details of who you may approach for feedback on your interview and application, if you so wish
- For further information on how we will manage the personal information that you have provided to us through your application, see **Section 2.4**

Queries

For queries about your application, please contact Ryan Lloyd on Ryan.Lloyd@dhsc.gov.uk

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: <https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct>

Diversity and equality of opportunity

The Department of Health and Social Care values and promotes diversity and encourage applications from all sections of the community.

Governance Code on Public Appointments

The Governance Code on Public Appointments, published by the Cabinet Office, sets out the principles that should underpin all public appointments. The Governance Code can be found at: <https://www.gov.uk/government/publications/governance-code-for-public-appointments>

The Commissioner for Public Appointments

The regulation of public appointments against the requirements of the Governance Code is carried out by the Commissioner for Public Appointments. The Commissioner provides independent assurance that public appointments are made in accordance with the principles set out in the Code. The Commissioner is appointed by the Queen and is independent of the Government and the Civil Service. Further about the role of the Commissioner is available from: <http://publicappointmentscommissioner.independent.gov.uk>

If you are not completely satisfied

The Department of Health and Social Care 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 Sally Brough-Hirst in the Department of Health and Social Care by emailing Sally.Brough-Hirst@dhsc.gov.uk

Chair of the British Pharmacopoeia Commission (BPC) information pack for applicants

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 8938

Email: publicappointments@csc.gov.uk

2.3 Eligibility Criteria

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

1. persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
2. persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986
3. persons who have had an earlier term of appointment with a health service body terminated on the grounds:
 - that it was not conducive to the interests or good management of the body that the person should continue to hold office
 - that the person failed to attend a meeting of the body on three consecutive occasions
 - that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest
 - of misconduct or failure to carry out the person's duties
4. anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or
5. anyone who has been removed from trusteeship of a charity

The Chair and Members of the BPC must comply with the BPC Code of Practice on Declaring Interests in the Pharmaceutical Industry (<https://www.pharmacopoeia.com/file/BPC-Code-of-Practice.pdf>) and provide an annual declaration. In applying for the role of Chair, you should note points 4.5 and 4.6 in particular of the above Code of Practice: as Chair, you are not permitted to hold any current personal interests in the pharmaceutical industry; you are required to make a declaration on appointment that you are disposing/have disposed of any such personal interests. All members are subject to an annual appraisal.”

Further advice about the Eligibility Criteria can be provided by contacting Ryan Lloyd on 0113 254 5929.

2.4 How we will manage your personal information

Your personal information will be held in accordance with the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail because of sending the Department of Health and Social Care 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
- Only use your information for the purposes you have authorised

We ask that you:

- Provide us with accurate information
- 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 Advisory Assessment Panel for the post to which you are applying, so that your CV and supporting letter can be assessed.

The diversity information you provide will not be used in the selection process and will therefore not be shared with the Advisory Assessment Panel assessing your application at any stage. However, panels may review the political activity response at the interview stage. This in no way acts as a bar to appointment. Further information on this is provided in the attached Monitoring form.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. The Department of Health and Social Care 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 to help fulfil either the Commissioner's formal complaints investigation role or for audit purposes.

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