

Chair of the Code of Practice Appeal Board

Time commitment

The Code of Practice Appeal Board usually meets in central London every month save August. Two further dates are reserved for Appeal Board meetings in the event of an increase in business. The meetings start at 10am and usually last most of the day, sometimes finishing after 4pm. Dates are agreed in July to cover the whole of the following year. Before each meeting of the Appeal Board the Chair has a pre-meeting with the Director, Deputy Director, Managers and Executive Officer of the PMCPA at about 9am . (Total of 11 - 13 days per year).

The preparation required for the meetings varies according to the business. A reasonable estimate would be that about one to one and a half full days is required for reading the papers prior to each meeting. This might reduce with increased familiarity with the system and the presentation of the papers. (Total of 11 - 17 days per year).

In addition, the Chair has to agree the Appeal Board minutes prior to the Authority advising the parties of the outcome and circulating the minutes to the Appeal Board members. A reasonable estimate of the time needed would be about half a day per meeting. Again, this might reduce with increased familiarity. (Total of 6 days per year).

The advice of the Chair might be sought prior to an appeal perhaps on a procedural point or the admissibility of evidence. Occasionally the Chair is asked for his/her view on matters such as the content of a case report or the number of administrative charges in a case or to identify an independent referee. Such matters are referred to in the Constitution and Procedure. The amount of time required is difficult to anticipate but an estimate of three to six days per year would not seem to be unreasonable. (Total 3 - 6 days per year).

The Chair will also be involved in interviewing potential independent members for appointment to the Appeal Board. (Total 1 - 2 days per year).

The Director of the PMCPA reports to the Appeal Board for guidance on the interpretation of the Code and the operation of the complaints procedure. The Chair might be required to attend meetings with the Medicines and Healthcare Products Regulatory Agency (MHRA) and/or the ABPI Board and/or the PMCPA. (Total 1 - 2 days per year).

The total number of days per year depends on the number of meetings but would be around 33 – 44. The number of whole days required is likely to be about 12 with other matters being fitted around the Chair's diary, taking account of other commitments.

Fees from 1 January 2021

£ 40,000 per annum
plus £3,500 per meeting
(£1,750 for a meeting cancelled meeting at short notice - less than a week)
plus travelling expenses as claimed.

3 August 2020