

The Role of Council Members and Chairs

Council Member

The role of a Council Member is to:

- contribute their knowledge and expertise to Council meetings, to aid effective decision-making;
- support the Council's objectives;
- ensure that they have a good working knowledge of HCPC's functions, processes and other information that may help their role;
- act in accordance with the Code; and
- act as an ambassador for the HCPC, representing the Council to stakeholders.

Council Chair

In addition to the role of Council member, the Chair will also:

- provide strong non-executive leadership, and encourage open and pro-active accountability to the public and the professions;
- act as an ambassador for the Council, inspiring confidence in the organisation and representing the interests of statutory regulation to outside bodies;
- develop and maintain constructive collaboration, networking and consultation with key stakeholders, and others when required;
- uphold public interest in all that the HCPC undertakes;
- chair meetings of Council;
- approve draft agendas and approve draft minutes for presentation to Council;
- monitor and develop Council members' performance, providing support as necessary;
- manage the Council's Chief Executive so as to secure effective oversight of the development and achievement of the Council's strategic, policy and operational objectives and compliance with its statutory responsibilities.
- set the Chief Executive's objectives and monitor the Chief Executive's performance against those objectives;

Committee Chairs

The role of the Chair is to:

- approve draft agendas and approve draft minutes for the committee;
- consult the Committee Secretary for advice as needed;
- manage the efficient and effective running of meetings by grasping the detail of a wide range of business, and contribute to objective decision making by exercising sound judgement;
- facilitate open discussion, and good decision-making;
- give an overview of the business of the Committee and present any relevant papers to Council;
- report annually to Council on the Committee's activities over the last year;
- ensure that the meeting is conducted in accordance with the standing orders, and that all members keep to the Code of Conduct; and
- act as spokesperson for the committee if required.

Senior Council Member

The Senior Council Member has the following functions in respect of Council governance:

- acting as a sounding board for the Chair and Chief Executive on governance matters;
- being the contact point for Members who have concerns which:
 - they have been unable to resolve via the Chair or Chief Executive; or
 - would be inappropriate to raise with the Chair or Chief Executive;
- being the contact point for Members or Executive Directors to raise issues which they feel have not been or cannot be resolved through normal channels;
- being a conduit for Members' views on the performance of the Chair, overseeing the annual performance appraisal of the Chair;
- overseeing the appointment and reappointment process for Chair;
- being the contact point for Members who have concerns about the Chair, the Chief Executive or the relationship between the Chair and the Chief Executive;
- being the contact point for Members who have concerns about the relationship between the Chair and a Council Member;
- initiating dialogue with the Chair or other Members if it appears that the Council is not functioning effectively; and

For the purpose of discharging these functions, the Senior Council Member may require the Council Secretary to include a relevant item of business on the agenda for any Council meeting.

Term of Office

The term of office for the Senior Council member will be two years with the possibility of renewal for a further two years subject to Council approval. The maximum term of office will be four years. Appointment or removal from office is a decision reserved for Council.

3rd December 2020