

**Registrant Council Member x 3**

**Health and Care Professions Council**

Applicant Information Pack

Closing date for applications is **9am on Monday 20 May 2019**

Interviews will take place on **Wednesday 19 – Friday 21 June 2019**

If you require electronic, Braille, large print or tape versions of this information pack and the application forms, please contact Claire Amor on 020 7840 9710 or by emailing: [appointments@hcpc-uk.org](mailto:appointments@hcpc-uk.org).

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## A message from the Chair of the HCPC

## Dear candidate

Thank you for your interest in joining the Council of the HCPC as a Registrant Member.

As you know, we are a UK-wide multi-profession regulator, committed to delivering high quality, good value regulation in order to protect the public. Our Council plays an important role in this by setting the HCPC’s strategic direction and tone and overseeing the organisation’s performance.

A period of change and challenge is underway, which requires strong non-executive capability and scrutiny. We expect social workers in England to leave our Register in 2019 to become regulated by Social Work England (SWE). This is having a significant impact on our current operations and finances and will affect our future financial sustainability.

The HCPC executive team, led by Registrar and Chief Executive Marc Seale, is focused on achieving fitness to practise standards, driving continuous improvement and developing the organisation as befits a modern regulator.

For the future, we aim to play an integral role in delivering the prevention agenda, addressing issues through early intervention before they become fitness to practise concerns.

The HCPC is an important body, full of talented and committed people with a shared purpose of protecting the public. The Council, led by the Chair, plays a key role in guiding and supporting the executive as a team to ensure Chair plays a key role in leading the hat our common purpose is held out in front of all of the HCPC’s decision making and activities. Being a Council member is an incredibly rewarding and interesting role.

This pack provides information about the HCPC and the role of the Council. Importantly, it also sets out the core competencies that we seek in Council members. Candidates should clearly understand and be able to adopt the behaviours and boundaries appropriate to a non-executive role. We are looking for individuals who have a collaborative, open and constructive style; who have demonstrably excelled in their professional sphere; and who can truly add value to the HCPC.

I very much hope you will consider how your skills and experience can support us in this aim.

Christine Elliott, HCPC Chair

## Overview – Registrant Council Member x 3

**Key dates** Closing date: 9am on Monday 20 May 2019

Shortlisting complete by: 6 June 2019

Interviews to be held: 19-21 June 2019

Appointment start date\*: 1 August 2019

**Essential** All candidates will need to demonstrate that they have met the

**Competencies** following competencies. Full details of the competencies can be found on pages 10-11.

* Ability to contribute to strategic direction.
* Ability to explore accountability of self and others.
* Awareness of equality and diversity issues.
* Ability to listen and communicate effectively.
* Ability to work effectively as part of a team.
* Capacity and skill to understand the priorities of HCPC’s stakeholders.

**Eligibility** Please see page 14 for full details of eligibility.

**Remuneration** £12,000 per annum, plus travel and subsistence.

**Time commitment** Minimum of 30 days per annum

**Key contacts** For more information regarding the selection process, please contact Claire Amor, Head of Governance on:

Tel: 020 7840 9710  
E-mail: [appointments@hcpc-uk.org](mailto:appointments@hcpc-uk.org)

\*The decision of the selection panel is to recommend appointment only. Appointments, including start dates and terms of office, are made by the Privy Council.

It is anticipated that two appointments will start on 1 August 2019. The third appointment will not commence until 1 January 2020, due to the constitutional requirements of the Council.

For this later appointment, the candidate will be selected and invited to ‘shadow’ meetings of the Council (on a day rate remuneration), before taking office. Determination of which candidate to appoint at the later date of 1 January 2020 will be based on the Council’s constitutional requirements and an evaluation of the candidates profile and its relation to the breadth of skills across the Council.

## About the Health and Care Professions Council

**Role of the HCPC**

The Health and Care Professions Council (HCPC) is a UK wide, multi professional regulator, established under the Health and Social Work Professions Order 2001.

HCPC currently regulates approximately 360,000 professionals from 16 professions. The role of the HCPC is to protect the health and wellbeing of people who use the services of health professionals on its register.

HCPC delivers its functions by:

* maintaining and publishing a [public register](http://www.hpcheck.org/) of properly qualified members of the professions
* approving and upholding [standards](http://www.hpc-uk.org/aboutregistration/standards/) of education and training, and continuing good practice, investigating [complaints](http://www.hpc-uk.org/complaints/) and taking appropriate action when standards are not met
* working in partnership with the public, and a range of other groups including [professional bodies](http://www.hpc-uk.org/mediaandevents/links/index.asp?catid=4)
* promoting awareness and understanding of the aims of the HCPC.

Our vision is to be recognised nationally and internationally as a model of good practice in public protection through the regulation of health and care professionals.

We have five core values:

* High quality service - we strive for excellence in everything we do; encouraging innovation, maximising opportunities and exploring fresh ideas in order to see continuous improvement
* Transparency - we communicate in a way that is open, fair and honest, to build understanding and encourage two-way dialogue
* Collaboration - we work with our colleagues and stakeholders in a spirit of cooperation and partnership to achieve our overall aims
* Value for money - we ensure that our resources are used effectively and efficiently in the delivery of our aims, vision, strategic intent and goals
* Responsiveness - we respond to events with energy and enthusiasm, taking ownership and responsibility to see things through

For more information about the HCPC please visit our website [www.hcpc-uk.org](http://www.hcpc-uk.org)

**Role of the Council**

The Council is the governing body of the HCPC. The role of the Council is to:

* protect the health and wellbeing of those using or needing the services of registrants
* ensure that the organisation discharges its functions under the Health and Social Work Professions Order 2001
* set, review, and update if necessary strategy, values and vision
* encourage open accountability to the public and the professions
* appoint a Chief Executive and Registrar
* undertake strategic planning, policy making and development
* ensure and monitor financial probity
* delegate any functions, as it sees fit, to its committees or the Executive
* review how the HCPC Executive are carrying out the Council’s policy and strategy.

## The constitution of the Council

The composition of the Council is set out in the Health and Care Professions

Council (Constitution) Order 2009.

The Council comprises of 6 lay and 6 registrant members, including the Chair, made up as follows.

* **6 registrant members**. Registrant members are defined as people who are on the HCPC register and must be wholly or mainly engaged in the practice, the teaching or management of, or research in, one of the relevant professions regulated by HCPC. The current Chair is a registrant member.
* **6 lay members**. Lay members are currently defined as members who are not registered, have never been registered and are not eligible to register with the HCPC or:
* under the Professions Supplementary to Medicine Act 1960 which created the Council for Professions Supplementary to Medicine (CPSM);
* in the Association of Operating Department Practitioners (AODP) register;
* in the Association of Educational Psychologists (AEP) register;
* in the British Psychological Society (BPS) register; or
* in the Hearing Aid Council (HAC) register; or
* registered with a social care council

Registered with a social care council means registered as a social worker in a register kept by the General Social Care Council (GSCC), the Care Council for Wales (CCW), the Scottish Social Services Council (SSSC) or the Northern Ireland Social Care Council (NISCC).

At least one member of the Council must live or work wholly or mainly in each of England, Wales, Scotland and Northern Ireland.

**We are seeking a member who lives of works wholly or mainly in Wales as part of this appointment campaign. Three positions are available, so this should not discourage applicants who do not live or work in Wales from applying.**

To view a list of our current Council members please visit <https://www.hcpc-uk.org/about-us/who-we-are/hcpc-people/>

Role of Council members

The aim is to ensure that the Council, collectively, has a wide range of experience, capability and skills to understand the priorities of the HCPC’s key stakeholder groups as well as the values that underpin good governance. The HCPC is therefore always looking to ensure that the Council reflects a diverse range of interests, as well as one which has the necessary governance experience required to fulfil its responsibilities.

The HCPC would expect all members to have a grasp of the principles of good regulation. We welcome applications from those who are not currently serving on other regulatory councils, as we are keen to ensure the Council has a breadth of experience and skills. In the event members of other regulatory councils do choose to apply, the selection panel will consider carefully whether the conflict of interest which would be likely to arise, should they be appointed to the HCPC, would be significant enough to preclude their membership of both councils.

In summary, the role of a Council member is to:

* contribute their knowledge and expertise to Council, to ensure robust governance and effective strategic decision-making;
* contribute to the delivery of the Council’s objectives;
* ensure that they have a good working knowledge of HCPC’s role, key processes and other information that may help their role;
* carry out their work for the Council in accordance with the Council members’ code of conduct; and
* act as an ambassador for the HCPC, representing the Council to stakeholders.

## Core Competencies Required

**For all roles,** candidates will be required to demonstrate how they meet the core competencies shown below. Some examples of how these may be met are shown in the table.

**Council member competencies**

| **Competence** | | **Evidence** |
| --- | --- | --- |
| **Ability to contribute to strategic direction** | | * Understanding of the relationship between the purpose and values of an organisation and its strategic direction. * Knowledge and experience of strategic planning and delivery, with the ability to scrutinise performance data. * Experience of contributing to the achievement of objectives within time and resource constraints. |
| **Ability to explore accountability of self and others** | | * Understanding of the role of governance in public bodies. * Offer appropriate challenge to help achieve the best outcomes for the organisation. * Able to support the executive team whilst holding them to account for their performance. * Willingness to accept responsibility and to be held accountable for personal decisions and to accept shared responsibility for corporate decisions. * Experience of evaluating own and others’ performance. |
| **Awareness of equality and diversity issues** | * Able to explore and work with values of respect, inclusion, fairness and transparency and what these might mean in a regulatory setting. * Awareness that equality and diversity issues are of key importance throughout any organisation. | |
| **Ability to listen and communicate effectively** | * Well-developed listening skills. * Good communication skills and the ability to put views across clearly and sensitively in a variety of settings. * Awareness of, and acceptance, of diverse views. * Ability to inspire confidence and support amongst HCPC stakeholders including service-users, patients and members of the public. | |
| **Ability to work effectively as part of a team** | * Experience of participating in group discussions. * Involving and including others in a decision making process to achieve the best outcome for an organisation. * Sharing expertise at the same time as being able to recognise expertise in others. * Ability to reflect on own behaviour and impact on others. | |
| **Capacity and skill to understand the priorities of HCPC stakeholders** | * Knowledge and understanding of the prime purpose of regulation - i.e. public protection * Knowledge and experience of working with one or more of the HCPC’s key stakeholder groups in any of the four UK countries. * Knowledge and understanding of the wider health, social, political, and educational landscape in which regulation sits. * Knowledge and understanding of the diversity inherent in the work of the HCPC and differing viewpoints amongst key stakeholder groups. | |

## On appointment

**Remuneration**

Council members receive an annual allowance of £12,000 per year, this remuneration covers attendance at Council and other HCPC meetings, including preparation and travelling time.

Remuneration is taxable under Schedule E and subject to Class I National Insurance contributions. It is not pensionable.

Council members are eligible to claim expenses, according to HCPC policy, for travel and subsistence costs necessarily incurred on Council business.

**Impact of appointment on people in receipt of benefits.** Your appointment may have an effect on your entitlement to benefits. If you are in receipt of benefits you should seek advice from the Benefits Agency.

**Time commitment and location**

It is expected that a commitment of at least 30 days per year will be required by each member. Council and Committees normally meet in London although at least one Council meeting per year is held in another country of the UK.

The meeting schedule for Council in 2019 is as follows;

* Wednesday 25 September – 10am
* Tuesday 22 - Thursday 24 October – Council strategy seminar
* Wednesday 4 December 2019 – 10am

Dates for 2020 will be confirmed in May 2019.

**Appointment and Tenure of Office**

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It is anticipated that two appointments will start on 1 August 2019. The third appointment will not commence until 1 January 2020, due to the constitutional requirements of the Council.

For this later appointment, the candidate will be selected and invited to ‘shadow’ meetings of the Council (on a day rate remuneration), before taking office. Determination of which candidate to appoint at the later date of 1 January 2020 will be based on the Council’s constitutional requirements and an evaluation of the candidates profile and its relation to the breadth of skills across the Council.

The initial appointment will be for a period not exceeding four years. The term of office will be determined by the Privy Council on appointment.

Under the Constitution Order, any member of Council (including the Chair) may hold office for a maximum of eight years in any period of 20 years.

Re-appointments can be made at the end of the first period of office for a further maximum period of four years, subject to a satisfactory performance appraisal and the needs of HCPC. However, a degree of change is often sought and there should be no expectation of automatic reappointment. Members may serve a maximum of eight years in any 20 year period.

The post of Council member is a statutory appointment made by the Privy Council. This is a public appointment or statutory office, and is not subject to the provisions of employment law.

**Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct, including impartiality, objectivity and integrity in the implementation of the role and responsibilities.

You should note particularly the requirement to declare any conflict of interest that arises in the course of Council business and the need to declare any relevant business interests, positions of authority or other connections with other commercial, voluntary, academic or public bodies.

You must also confirm that you understand the standards of probity required by public appointees outlined in the “Seven Principles of Public Life”. These principles are set out by the Committee on Standards in Public Life, and are listed in Appendix 2.

To ensure that public service values are maintained at the heart of the HCPC, members will be required, on appointment, and in addition to a commitment to the seven principles of public life, to subscribe to the HCPC’s Code of Conduct. A copy can be obtained from HCPC or via the website, using the following link:

<https://www.hcpc-uk.org/about-us/who-we-are/council/code-of-corporate-governance/>

**Eligibility**

The following table has been put to together to help potential candidates determine their eligibility for registrant member roles. However, if you are unsure about your eligibility, please contact us before applying.

|  |
| --- |
| **Registrant member** |
|  |
| You must be HCPC registered  Candidates should be HCPC registered at the point of application. Appointed candidates will be required to remain registered with the HCPC for the duration of their term on the Council\*.  Candidates who are not HCPC registered will not be considered for the registrant member role. |
|  |
| You must be wholly or mainly engaged in the practice, the teaching or management of, or research in, one of the professions regulated by the HCPC |
|  |
| You will not be eligible for appointment if you are the subject of any allegation, investigation or proceedings concerning your fitness to practise in the HCPC |

**\***The regulation of social workers in England will transfer to a new body in late 2019, resulting in any social worker Council member no longer being eligible. For this reason **applications from social worker registrants will not be progressed**.

If you are an HCPC partner (for example, a panel member, international registration assessor or visitor) and you meet the above requirements, you are eligible to apply for a registrant member role as applicable. The Council has previously agreed to separation between its role in setting and overseeing the HCPC’s strategy, and decision making in the core operational processes. So, if you were successful in being appointed to one of these roles, you would be required to relinquish your partner role.

**Disqualification for appointment**

Appointments to many public bodies are governed by regulations which include details of circumstances in which an individual may be disqualified from holding office.

The criteria for disqualification from appointment as a member of the Health and Care Professions Council are set out in the Health and Care Professions Council (Constitution) Order 2009 (including repeals and amendments made up to 21 July 2014).

Those criteria include the following:

* People who have been convicted in the United Kingdom, and received a prison sentence or suspended sentence of 3 months or more in the last 5 years.
* Anyone who has been declared bankrupt or has made a composition or arrangement with their creditors.
* Anybody who has been dismissed, other than by reason of redundancy, from any paid employment with a public body.
* Anyone who has had an earlier term of appointment as the chair or member of a public body terminated in certain circumstances.
* Anyone who is suspended from, has been removed from or subject to conditions on registration of any professional body.
* Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986.
* Anyone who has previously been removed from trusteeship of a charity by the court or the Charity Commissioners.

For further advice about disqualification for appointment please contact us.

**Removal from appointment of a member under the Health and Social Work Professions Order 2001**

The Privy Council may remove a person from office as a member of Council for a number of reasons, including a serious and persistent insufficiency in his/her attendance, conduct or performance in the meetings of the committee; and a serious breach of the members’ code of conduct.

To download copies of the Health and Social Work Professions Order 2001 and the Health and Care Professions Council (Constitution) Order 2009, please visit the HCPC website at:

<https://www.hcpc-uk.org/about-us/corporate-governance/legislation/>

**Conflict of Interests**

Close relationships with Council members or members of the interview panel may be considered a conflict of interest, and therefore it must be declared at the application stage of the appointment process.

Any other perceived conflicts of interest will be fully explored by the panel at interview stage.

**Diversity and Equal Opportunities**

The HCPC is committed to the principle of public appointments on merit with independent assessments, openness and transparency of process and to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, pregnancy and maternity, religion or belief, sexual orientation, transgender and working patterns.

We strongly encourage applications from all sections of the community and from people with diverse experience and backgrounds.

## How to apply

To apply for this post you **must** complete and return the following.

* Form 1 – Confidential Council member application form.
* Form 2 – Conflicts of interest and other material information form.

We also ask that you complete form 3 – Equal opportunity and diversity monitoring form (optional). The deadline for completed application forms is **9am on** **Monday 20 May 2019**. Please note that CVs will not be accepted or considered by the selection panel.

Please send your completed application to: [appointments@hcpc-uk.org](mailto:appointments@hcpc-uk.org)

Or send to:

Claire Amor

Head of Governance

Health and Care Professions Council

Park House

184 Kennington Park Road

London SE11 4BU

Electronic versions of the forms can be downloaded from our website at:

<https://www.hcpc-uk.org/council-recruitment/>

Braille, large print and tape versions of this information pack and the application forms are also available on request.

The HCPC is committed to interviewing persons with a disability who meet the essential criteria and all reasonable adjustments will be made to assist in completing the application form, attending an interview, or any reasonable adjustments that would need to be made to the role or working environment if your application is successful.

Please refer to the guidance notes in Appendix 1 of this pack when completing your forms.

**Appointment process**

The appointments process is carried out in accordance with the Professional Standards Authority (PSA)’s good practice guidance in making Council appointments. This guidance can be found [here](https://www.professionalstandards.org.uk/docs/default-source/appointments/good-practice-in-making-council-appointments.pdf?sfvrsn=90b57020_16).

The PSA’s role is to the check the process we use and assess whether it is fair transparent and open, whither it inspires confidence and whether it ensures all selection decisions are based on merit. The PSA advises the Privy Council whether the process meets this standard but takes no view on the suitability of particular candidates and has no say in who is appointed.

The HCPC’s appointment process is based on the PSA’s guidance and can be found [here.](http://www.hcpc-uk.org/aboutus/council/councilappointments/)

**Acknowledging your application**

Once we receive your application we will process it as quickly as possible and will keep you informed at key stages.

After the closing date for applications, the process is as follows.

* We will acknowledge receipt of your application (by email if provided) and check it for completeness and eligibility. Ineligible or incomplete applications will be rejected at this stage. For convenience, all forms can be downloaded from our website www.hcpc-uk.org, completed electronically, and emailed to [appointments@hcpc-uk.org](mailto:appointments@hcpc-uk.org).
* We will rely on only the information you provide on your application form to assess whether you have the experience required at the appropriate level. **Please ensure that you provide written evidence in the ‘Supporting Section’ to show how you meet all of the relevant criteria**, which are identified in the ‘Core Competencies required’ section.

**Interviews**

* The selection panel will include Christine Elliott, HCPC Chair and Chair of the panel, Satjit Singh and Jenny White, independent panel member.
* By 6 June 2019, the panel will decide which candidates will be invited to attend an interview, taking account of the evidence provided on your application.

* We will write to let you know whether or not you will be interviewed. Interviews will take place on Wednesday 19 June – Friday 21 June at the HCPC’s London Offices.
* Before your interview, we will undertake checks related to any information about you which could bring into questions your eligibility or ability to perform the role or which might represent a reputational risk to the HCPC or the Privy Council. There checks reveal information that might affect your suitability for appointment candidates will be given an opportunity to discuss the information before a course of action is decided upon.
* At the panel interview, the panel will question you about your experience and expertise and ask specific questions to find whether you meet the specified competencies. The panel’s questions will require answers which include examples of when you have demonstrated these particular behaviours in your professional or personal life.
* Due to the time and expense of reconvening the panel, requests for a change of interview date will not be considered unless a reasonable adjustment is being made to accommodate a candidate applying under the HCPC’s commitment to interview all persons with a disability who meet the essential criteria for the role.
* Candidates will be able to claim reasonable expenses, such as travel expenses, for attendance at interview.

**The outcome of your application**

* If, in the view of the panel, you have the skills and experience, and have best met the competencies required, you will be recommended for appointment, subject to the receipt of satisfactory references.
* The Privy Council will consider the interview panel’s recommendation and will make the final decision on the appointment.
* If you are successful, the Privy Council will write to you offering you the position on the Council.
* If you are unsuccessful, you will be notified by the HCPC.
* If you are unsuccessful at the interview stage and you would like feedback, please email: [appointments@hcpc-uk.org](mailto:appointments@hcpc-uk.org) or write to us at the following address. We will endeavour to provide feedback as soon as we can.

Claire Amor

Head of Governance

Health and Care Professions Council

Park House

184 Kennington Park Road

London SE11 4BU

* However, if you have a complaint about the way your application has been handled at any stage, please see the section on “How to complain”.

## Use of your personal information

**Data Protection**

The HCPC is required to retain information about the people who apply for appointment as Council member.

All the information we collect will be retained in accordance with HCPC’s record retention and disposal policy.

**Monitoring information**

This information is not used in the selection process. It will be removed on receipt and is not seen by the panel assessing your application. We use this information to monitor the diversity of candidates we attract and those we appoint.

### 

**How to complain**

The HCPC is committed to processes and procedures that are fair, transparent and free from discrimination. Complaints about any aspect of the appointments process will be monitored, recorded and promptly handled.

Complaints regarding the appointments process, or an individual’s experience of the process, will be dealt with under the HCPC central customer service and complaints process. Complaints and other feedback should be made in writing to the Service and Complaints manager:

Service and Complaints Manager

Health and Care Professions Council

Park House

184 Kennington Park Road

London SE11 4BU

[feedback@hcpc-uk.org](mailto:feedback@hcpc-uk.org)

The HCPC complaints process has the following aims:

* To deal with all complaints in an effective, fair and confidential manner.
* To acknowledge receipt of feedback within three working days.
* To respond to complaints within 15 working days.
* To keep complainants regularly updated as to the progress of their enquiry if the issue has not been resolved within agreed times.

If you are dissatisfied with the response, you may ask the Chief Executive to conduct an internal review.

If you remain dissatisfied with the HCPC’s response you will be able to raise your concerns with the Privy Council, contact details as follows: Privy Council Office Room G/04, 1 Horse Guards Road, London, SW1A 2HQ (020 7271 3292)

## Appendix 1: Guidance on completing the application forms

When filling in your application form, please either complete electronically or write legibly and use black ink. You should complete all the sections.

Electronic, Braille, large print and tape versions of this information pack and the application forms are available from the HCPC.

If you have any difficulties, or to request any documents in alternative formats, please contact Claire Amor, Head of Governance on: 020 7840 9710 or by e-mail: [appointments@hcpc-uk.org](mailto:appointments@hcpc-uk.org) **in advance of the closing date of 9am on Monday 20 May 2019.**

**Applicants who declare a disability (disability confident scheme)**

The HCPC holds the disability confident symbol, which means that we are committed to interview all persons with a disability who meet the minimum essential criteria. By minimum essential criteria we mean that candidates need to demonstrate to the panel’s satisfaction that they meet the competencies set out in the candidate information pack.

So, in your supporting statement, please ensure that you provide sufficient information and examples so that the panel are provided with evidence which demonstrates that the competencies have been met. Each application is assessed anonymously to see whether a candidate’s application demonstrates that they meet the competencies.

Candidates who have applied under the ‘guaranteed interview scheme’ will only be invited for interview if the panel consider they meet all of the essential criteria.

All reasonable adjustments will be made to assist in completing the application form, attending an interview, or any reasonable adjustments that would need to be made to the role or working environment if your application is successful.

**Downloading the application forms from the internet**

For convenience, a copy of the application forms can be downloaded from our website at [https://www.hcpc-uk.org/council-recruitment/](https://www.hcpc-uk.org/council-recruitment/%20%20)  and be completed on your own PC. It can then be e-mailed back to us at [appointments@hcpc-uk.org](mailto:appointments@hcpc-uk.org).

The application is made up of four parts:

**Form 1** **- Confidential Council member application form**

The application form is divided into two parts: The first part asks for personal details, how you found out about the posts (to ensure we target our recruitment and advertising activity effectively in the future) and details of any reasonable adjustments you may require.

The second part is for you to tell us about the qualities that make you suitable for the Council member role. You should use this section of the application to give specific evidence of your expertise and experience.

Before completing it, please read the sections in the information pack that set out the role and responsibilities of the HCPC and the ‘Core Competencies Required’. You should ensure that your statement specifically addresses these competencies. You should also read the information provided in the ‘Overview’.

If you are not able to fit all your information in the space provided, you may use continuation sheets (no more than 2 sheets of A4) which should be attached to your form. The electronic application form will expand as you type in your evidence.

Finally, you are asked to provide details of referees. Please give details of two referees, at least one of whom must be related to your recent professional and / or voluntary activity, who will be available to provide a reference **during the week commencing 24 June 2019**. Wherever possible please include contact email addresses. Referees will not be approached unless you are successful at interview. An appointment will not be offered until we have received satisfactory references.

As these are public appointments, basic information about those appointed will be made public in a variety of official publications, including press releases.

**Form 2 -** **Conflicts of interests and other material information**

Most public bodies maintain a register of members’ interests to avoid any danger of board members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

All Council members are therefore expected to declare any personal or business interest that may influence, or may be perceived to influence, their judgment. (This should include, as a minimum, personal direct and indirect financial interests, and should normally also include such interests of close family members. Indirect financial interests arise from connections with bodies that have a direct financial interest or from being a business partner of, or being employed by, a person with such an interest.)

**Form 3 - Equal Opportunity & Diversity Monitoring form (optional)**

The HCPC welcomes applications from all sections of the community for this, and other public appointments. We are particularly keen to ensure proper representation on boards by women, people of all ages, from ethnic minorities and disabled people. This information is not used in the selection process and is not seen by the panel assessing your application. However, we use the information you provide in this section to monitor the diversity of candidates we attract and those appointed. It will be removed on receipt.

**Sending in your completed application**

Please email your completed forms and any continuation sheets, to the following address **to arrive** **before the closing date of 9am on Monday 20 May 2019** – [appointments@hcpc-uk.org](mailto:appointments@hcpc-uk.org)

Or you can send to:

Claire Amor

Head of Governance

Health and Care Professions Council

Park House

184 Kennington Park Road

London SE11 4BU

**Applications received after the closing date or incomplete applications will not be considered**. If you are emailing your application, please ensure that it will arrive before the close date and time. If you are posting your application form please allow sufficient time for delivery. Applications will be acknowledged shortly after receipt.

Finally, please note that the recruitment and selection process is overseen by the Professional Standards Authority (PSA). Occasionally the PSA’s scrutiny processes can require longer than anticipated, particularly prior to confirmation of appointments.

## Appendix 2: The seven principles of public life

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service.

The seven principles of public life are:

**Selflessness**

Holders of public office should act solely in terms of the public interest.

**Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty**

Holders of public office should be truthful.

**Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.