

Audit Committee 29 September 2009

Nomination of Committee Chair

Executive summary and recommendations

Introduction

The Committee is asked to nominate a Chair to preside at any meeting of the Committee.

The Committee's nomination will be submitted to the Council for approval.

Decision

The Committee is asked to nominate a Chair to preside at any meeting of the Committee.

Background information

The Committee's standing orders provide that, if the Chair is absent from, or otherwise unable to preside at, a meeting the members present shall nominate one of their number to serve as chair at that meeting.

PKF, HPC's internal auditors, have offered an introductory meeting with the nominated Chair, if required.

Resource implications

None.

Financial implications

None.

Appendices

Process for nomination of Chair, agreed by Council on 12 July 2005.

Date of paper

18 August 2009.

Process for the election of Chairmen of Committees

Introduction

The Health Professions Order 2001 provides for all Committee appointments (including sub-committees) to be made by the Council and, therefore, the appointment of Committee chairmen is made by the Council and not the Committee concerned.

Process

- At its first meeting, each committee is asked to nominate a person to be appointed by the Council as chairman of that committee.
- In the event that only one member is nominated then, unless the Council decides to the contrary, that person will be appointed as Chairman.
- If more than one member is nominated or the committee cannot agree on a nomination, then, in relation to the candidates nominated or who have put themselves forward, a secret ballot will be conducted by the Secretary of the Council among the members of Council present.
- Before the ballot is conducted each candidate will be given the opportunity, if they so wish, to address the Council for not more than five minutes.
- The members nominated may scrutinise the ballot process or appoint another member to do so on their behalf.
- The Registrar will announce the result of the ballot to the meeting and the winning candidate will be appointed as Chairman.
- The term of office of Chairmen is two years.

Agreed at 12 July 2005 Council meeting