
HCPC Code of Corporate Governance Revisions

Executive Summary

The HCPC Code of Corporate Governance ('The Code') incorporates a series of regulatory documents and policies which govern how we operate, take decisions and the procedures followed to ensure that our actions are fair, efficient, transparent and accountable to our stakeholders.

With the departure of two Council members at the end of December 2021 and three new members joining us at the start of January, a number of changes are proposed to the constitution of the Committees (excluding the Audit and Risk Assurance Committee). These are set out below

1. Amending the standing orders of the Remuneration Committee to effectively make it a special meeting of the People and Resources Committee once a year to consider the annual pay award.
2. Increasing the membership of the People and Resources Committee from 3 to 5, to include the independent member of the Remuneration Committee (to become the independent member of the People and Resources Committee)
3. Increasing the membership of the Education and Training Committee from 5 to 6, to add an additional member of Council.

These changes are proposed to enable sufficient skills and continuity for the committees, and to ensure all Council members are able to contribute to committee assurance.

The alignment between the Remuneration Committee and People and Resources Committee will better enable the annual pay award recommendation to be grounded in the wider financial context of the HCPC.

The amended documents are appended with track changes for clarity.

Previous consideration	None.
Decision	The Council is asked to approve revisions to the Code and make the amended ETC constitution rules.
Next steps	Memberships will be confirmed by the Chair.

Strategic priority
Committee assurance is relevant to all six Strategy aims.

Financial and
resource
implications
None.

Author
Claire Amor, Secretary to the Council
claire.amor@hcpc-uk.org
.....

People and Resources Committee

Standing Orders

1. Terms of Reference

The People and Resources Committee is to:

People

- 1.1 Provide assurance to the Council on the HCPC's performance as an employer, including the suitability and effectiveness of its HR policies, internal EDI practice and the health of the organisational culture
- 1.2 Provide assurance to the Council on the recruitment, retention, training, and performance of HCPC Partners.
- 1.3 Review and approve the competency frameworks for Partner roles.

Finance

- 1.4 Review the HCPC's ongoing financial and organisational sustainability to ensure the overall strategy set by the Council remains deliverable.
- 1.5 Review and recommend the annual budget and quarterly budget reforecast to the Council.
- 1.6 Review the major variances to budget and forecast to assure Council of HCPC's rationale for the variances

Investment

- 1.7 Consider and recommend to the Council policies on financial management, investment and reserves.
- 1.8 Consider and award, or, where the Committee considers significant policy issues are involved, recommend that the Council award, major contracts.
- 1.9 Provide the Executive with advice and support on the development and delivery of the Digital Transformation and Estates strategies.

Organisational Performance

- 1.10 Review the HCPC's ongoing work to improve the efficiency and effectiveness of the HCPC including monitoring performance indicators and providing assurance on improvement programmes where requested by the Council.

1.11 The Chair of the Committee will present a report to the Council on its activities annually

2. Membership and Quorum

2.1 The Committee comprises ~~three~~ five members of the Council, appointed by the Chair of the Council, of which:

2.1.1 at least one member must have recent, significant and relevant financial experience;

~~2.1.12.1.2~~ at least one member must not be a member of Council.

2.2 No member of the Audit and Risk Assurance Committee can be a member of the People and Resources Committee.

2.3 The quorum at a meeting of the Committee is any ~~two~~ three members. If, during a meeting of the Committee, a quorum ceases to exist, the meeting must be dissolved and all remaining business adjourned to the next meeting of the Committee.

3. Chair

3.1 The Chair, who is appointed by the Chair of Council is to preside at any Committee meeting.

3.2 If the Chair is absent from or unable to preside at a meeting, the members present must nominate another member to serve as chair at that meeting.

3.3 The Chair must provide a report on the work of the Committee to the Council at least once each year, as the Council may direct.

4. Frequency and Notice of Meetings

4.1 As a minimum the Committee must meet four times in each year, on dates which coincide with key dates within the financial planning cycle.

4.2 The Secretary must give members at least seven days' notice of the time and place of a meeting. Failure to send notice of a meeting to a member does not invalidate the proceedings of that meeting.

5. Agenda

5.1 The Secretary must issue an agenda for each meeting. Except in cases of urgency or where circumstances make it impracticable to do so, the agenda for a meeting and any accompanying papers must be sent to members at least seven days before the meeting.

6. Transparency

6.1 All Committee meetings must be open to the public unless the business under consideration concerns:

- a) information relating to a registrant, former registrant or applicant for registration;
- b) information relating to an employee or office holder, former employee office holder or an applicant for any post or office;
- c) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- d) negotiations or consultation concerning labour relations between the Council and its employees;
- e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- f) action being taken to prevent or detect crime or to prosecute offenders;
- g) the source of information given to the Committee in confidence; or
- h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions.

7. Minutes of meetings

- 7.1 The Secretary must keep minutes of each meeting, which must include a record of the members present at that meeting.
- 7.2 At each meeting, the minutes of the preceding meeting must be confirmed (or confirmed as amended) and be signed by the Chair as a true record of that meeting. The signed minutes of a meeting, unless the contrary is proved, are conclusive proof of the proceedings of that meeting.
- 7.3 The Committee must report to Council formally after each meeting.

8. Conduct of Meetings

- 8.1 The order of business at a meeting must follow that set out in the agenda unless it is varied by the Chair with the consent of the meeting.
- 8.2 A member may only initiate a debate or move a motion on a matter which is not on the agenda with the consent of the Chair. All motions must relate to matters that are within or related to the functions of the Committee.
- 8.3 A member must speak to the subject under discussion. The Chair may call attention to any irrelevance, repetition or other improper conduct on the part of a member and, where the member persists in that conduct, may direct that member to cease speaking.
- 8.4 A ruling by the Chair on any question of order, whether or not provided for by the Standing Orders, is final and not open to debate.

9. Voting

- 9.1 Except where the Order specifies otherwise, any question at a meeting is to be decided by a majority of the members present voting by a show of

hands. In the event of an equality of votes, the Chair is entitled to an additional casting vote.

10. Disorder

- 10.1 Members must comply with the Code of Conduct adopted by the Council.
- 10.2 If, in the Chair's opinion, a member has persistently disregarded the ruling of the Chair or behaved in a manner which is obstructing the business of the meeting, the Chair may order that member to withdraw from the whole or part of the remainder of the meeting.
- 10.3 If a person other than a member interrupts the proceedings at any meeting, the Chair may order that person to be removed from the meeting or may order the part of the room which is open to the public to be cleared.
- 10.4 In the event of a disturbance which, in the Chair's opinion, prevents the orderly conduct of business, the Chair may adjourn the meeting for a period that the Chair considers appropriate.

11. Members' interests

- 11.1 Members must make a declaration of their personal interests in the form required by the Council (which must be published in the Council's Register of Members' Interests) and must ensure that their interests as set out in that Register are accurate and up to date.
- 11.2 The agenda for every meeting must include as an item of business the declaration of interests.
- 11.3 A member who has a personal interest in any matter under consideration at that meeting, whether or not declared in the Register of Members' Interests, must promptly disclose that interest to the meeting. If the interest is a prejudicial interest, the member must withdraw from the meeting during the Committee's consideration of that matter

12. Approval of resolutions without meeting

- 12.1 A resolution which, with the Chair's consent, is circulated to, and approved in writing or electronic form by at least ~~three-quarters~~four of the members entitled to receive notice of and attend a Committee meeting is as valid as if it had been passed at such a meeting.

13. Virtual meetings

- 13.1 Meetings of the Committee (or a Panel) may be held by electronic means, without any number of the members participating in the meeting being together at the same place.
- 13.2 Where a meeting is to be conducted by electronic means, the notice under Standing Order 4.2 must include the arrangements for members to access the meeting.

- 13.3 At a meeting held by electronic means, members must be able:
- a) to hear and be heard by (and, where practicable, to see and be seen by) the other participating members and any person invited to participate in the meeting; and
 - b) to be heard by (and, where practicable, seen by) any members of the public or the press attending the meeting.
- 13.4 At a meeting held by electronic means, the Chair is to determine the method by which votes are to be cast and Standing Order 9.1 does not apply.
- 13.5 Where practicable, the Committee must make arrangements (such as by telephone or video conference or live webcast or streaming) for the public and press to be able to attend remotely a meeting held by electronic means.

14. The Secretary

- 14.1 The Secretary to the Council, or any other person that the Secretary to the Council may appoint, is to be the Secretary to the Committee (the Secretary).

15. Effectiveness

- 15.1 The Committee should periodically review its own effectiveness and report to the Council on this assessment.

16. Adoption

- 16.1 These Standing Orders were adopted by the Council on **3-December 2020x February 2022** and supersede all previous versions. They apply to any Committee meeting held after that date.

Remuneration Committee

Standing Orders

1. Terms of Reference

The Remuneration Committee is to:

- 1.1 Approve the remuneration of the Chief Executive, the ~~Senior Management~~Executive Leadership Team (ELTSMT) and HCPC salary bands annually, in line with the remuneration policy set by the Council.
- 1.2 Review the Remuneration policy and principles annually and make recommendations to Council as appropriate.
- 1.3 To support the annual remuneration review of the Chief Executive, review a report from the Chair of Council regarding the performance appraisal of the Chief Executive.
- 1.4 To support the annual remuneration review of the ELTSMT, review reports from the Chief Executive regarding the performance appraisals of ELTSMT members.
- 1.5 Approve the terms of any special severance arrangements applying in the event of any required and unplanned early termination of employment of the Chief Executive or any member of the ~~SMT~~ELT, having regard to relevant guidance and codes of practice and contracts of employment
- 1.6 Review, as necessary, any significant changes to policies impacting on remuneration, the employee pay and grading structure, or the pension scheme.
- 1.7 Approve the expenses policies for Council members, employees, partners and Tribunal witnesses.
- 1.8 Recommend to the Council any changes to the remuneration of the Chair, Council members and Partners.
- 1.9 The Chair of the Committee will present a report to the Council on its activities annually

2. Membership and Quorum

- 2.1 The Remuneration Committee is formed wholly from the membership of the People and Resource Committee, that being five ~~comprises three~~ members, appointed by the Chair of Council, of which:
 - 2.1.1 at least two-four members must be members of Council; and
 - 2.1.2 at least one member must not be a member of Council.
- 2.2 No member of the Audit and Risk Assurance Committee can be a member of the Remuneration Committee.
- 2.3 The quorum at a meeting of the Committee is any two-three members. If, during a meeting of the Committee, a quorum ceases to exist, the meeting must be dissolved and all remaining business adjourned to the next meeting of the Committee.

3. Chair

- 3.1 The Chair, who is appointed by the Chair of Council is to preside at any Committee meeting.
- 3.2 If the Chair is absent from or unable to preside at a meeting, the members present must nominate another member to serve as chair at that meeting.
- 3.3 The Chair must provide a report on the work of the Committee to the Council at least once each year, as the Council may direct.

4. Frequency and Notice of Meetings

- 4.1 As a minimum the Remuneration Committee must meet once each year to determine the annual pay review.
- 4.2 The Secretary must give members at least seven days' notice of the time and place of a meeting. Failure to send notice of a meeting to a member does not invalidate the proceedings of that meeting.

5. Agenda

- 5.1 The Secretary must issue an agenda for each meeting. Except in cases of urgency or where circumstances make it impracticable to do so, the agenda for a meeting and any accompanying papers must be sent to members at least seven days before the meeting.

6. Transparency

- 6.1 All Committee meetings must be open to the public unless the business under consideration concerns:
 - a) information relating to a registrant, former registrant or applicant for registration;

- b) information relating to an employee or office holder, former employee office holder or an applicant for any post or office;
- c) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- d) negotiations or consultation concerning labour relations between the Council and its employees;
- e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- f) action being taken to prevent or detect crime or to prosecute offenders;
- g) the source of information given to the Committee in confidence; or
- h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions.

7. Minutes of meetings

- 7.1 The Secretary must keep minutes of each meeting, which must include a record of the members present at that meeting.
- 7.2 At each meeting, the minutes of the preceding meeting must be confirmed (or confirmed as amended) and be signed by the Chair as a true record of that meeting. The signed minutes of a meeting, unless the contrary is proved, are conclusive proof of the proceedings of that meeting.
- 7.3 The Committee must report to Council formally after each meeting.

8. Conduct of Meetings

- 8.1 The order of business at a meeting must follow that set out in the agenda unless it is varied by the Chair with the consent of the meeting.
- 8.2 A member may only initiate a debate or move a motion on a matter which is not on the agenda with the consent of the Chair. All motions must relate to matters that are within or related to the functions of the Committee.
- 8.3 A member must speak to the subject under discussion. The Chair may call attention to any irrelevance, repetition or other improper conduct on the part of a member and, where the member persists in that conduct, may direct that member to cease speaking.
- 8.4 A ruling by the Chair on any question of order, whether or not provided for by the Standing Orders, is final and not open to debate.

9. Voting

- 9.1 Except where the Order specifies otherwise, any question at a meeting is to be decided by a majority of the members present voting by a show of hands. In the event of an equality of votes, the Chair is entitled to an additional casting vote.

10. Disorder

- 10.1 Members must comply with the Code of Conduct adopted by the Council.
- 10.2 If, in the Chair's opinion, a member has persistently disregarded the ruling of the Chair or behaved in a manner which is obstructing the business of the meeting, the Chair may order that member to withdraw from the whole or part of the remainder of the meeting.
- 10.3 If a person other than a member interrupts the proceedings at any meeting, the Chair may order that person to be removed from the meeting or may order the part of the room which is open to the public to be cleared.
- 10.4 In the event of a disturbance which, in the Chair's opinion, prevents the orderly conduct of business, the Chair may adjourn the meeting for a period that the Chair considers appropriate.

11. Members' interests

- 11.1 Members must make a declaration of their personal interests in the form required by the Council (which must be published in the Council's Register of Members' Interests) and must ensure that their interests as set out in that Register are accurate and up to date.
- 11.2 The agenda for every meeting must include as an item of business the declaration of interests.
- 11.3 A member who has a personal interest in any matter under consideration at that meeting, whether or not declared in the Register of Members' Interests, must promptly disclose that interest to the meeting. If the interest is a prejudicial interest, the member must withdraw from the meeting during the Committee's consideration of that matter

12. Approval of resolutions without meeting

- 12.1 A resolution which, with the Chair's consent, is circulated to, and approved in writing or electronic form by at least three quarters of the members entitled to receive notice of and attend a Committee meeting is as valid as if it had been passed at such a meeting.

13. Virtual meetings

- 13.1 Meetings of the Committee (or a Panel) may be held by electronic means, without any number of the members participating in the meeting being together at the same place.
- 13.2 Where a meeting is to be conducted by electronic means, the notice under Standing Order 4.2 must include the arrangements for members to access the meeting.
- 13.3 At a meeting held by electronic means, members must be able:

- a) to hear and be heard by (and, where practicable, to see and be seen by) the other participating members and any person invited to participate in the meeting; and
- b) to be heard by (and, where practicable, seen by) any members of the public or the press attending the meeting.

13.4 At a meeting held by electronic means, the Chair is to determine the method by which votes are to be cast and Standing Order 9.1 does not apply.

13.5 Where practicable, the Committee must make arrangements (such as by telephone or video conference or live webcast or streaming) for the public and press to be able to attend remotely a meeting held by electronic means.

14. Approval of resolutions without meeting

14.1 A resolution which, with the Chair's consent, is circulated to, and approved in writing or electronic form by at least ~~three-quarters of the~~four members entitled to receive notice of and attend a Committee meeting is as valid as if it had been passed at such a meeting.

15. The Secretary

15.1 The Secretary to the Council, or any other person that the Secretary to the Council may appoint, is to be the Secretary to the Committee (the Secretary).

16. Effectiveness

16.1 The Committee should periodically review its own effectiveness and report to the Council on this assessment.

17. Adoption

17.1 These Standing Orders were adopted by the Council on ~~3-x December~~ February 2022~~0~~ and supersede all previous versions. They apply to any Committee meeting held after that date.

Education and Training Committee

Standing Orders

1. Terms of Reference

- 1.1 The Education and Training Committee is to perform:
 - a) the functions conferred on it by or under the Health Professions Order 2001; and
 - b) and other functions that the Council may require it to undertake.
- 1.2 A panel meeting of the Committee (an Education and Training Panel) may only conduct one or more of the items of business of the Committee specified in rule 6(4) of the Health and Care Professions Council (Education and Training Committee) (Constitution) Rules 202~~2~~⁴.
- 1.3 The Committee will present a report to the Council on its activities annually

2. Membership and Quorum

- 2.1 The composition of the Education and Training Committee is determined by the Council in the Health and Care Professions Council (Education and Training Committee) (Constitution) Rules 202~~2~~⁴.
- 2.2 The quorum at a meeting of the Committee is any ~~three~~^{four} members, The quorum for a Panel is two members. If, during a meeting a quorum ceases to exist, the meeting must be dissolved and all remaining business adjourned to the next meeting of the Committee or a Panel (as the case may be).
- 2.3 Where a decision is papers-based, this requires the approval of any two members.

3. Chair

- 3.1 The Chair, who is appointed by the Chair of Council, is to preside at any Committee meeting.
- 3.2 If the Chair is absent from or unable to preside at a meeting, the members present must nominate another member to serve as chair at that meeting.
- 3.3 The Chair must provide a report on the work of the Committee to the Council at least once each year, as the Council may direct.

4. Frequency and Notice of Meetings

- 4.1 The Committee meetings are only required for decisions which require discussion.
- 4.2 A monthly papers-based approval route will be used for all other pre-defined decisions, with two members confirming or rejecting such decisions through correspondence.
- 4.3 Where a Committee meeting is held the Secretary must give members at least seven days' notice of the time and place of a meeting. Failure to send notice of a meeting to a member does not invalidate the proceedings of that meeting.

5 Decision Making

5.1. The Committee shall make decisions based on a tier system set out as follows:

- a) Tier 1 - Papers-based
- b) Tier 2 - Panel meeting
- c) Tier 3 - Committee meeting

5.2 The operation of each Tier is as follows:

- a) Tier 1 – where only the visitors view is presented to the Committee, and the executive considers there is no information which suggests that the Committee will make a decision other than the one recommended by the visitors, papers shall be shared with two rota'd Committee members who have a set period of time to confirm their approval or rejection of the visitors recommendations. The decision cannot relate to the non-approval or withdrawal of approval of a programme;
- b) Tier 2 – Panel meetings shall be arranged in advance where the executive considers that discussion is likely to be required to make a decision, but the decision does not relate to non-approval or withdrawal of approval of a programme;
- c) Tier 3 – Items shall be added to existing Committee meetings or one item meetings shall be arranged where an urgent decision is required. Decisions in relation to non - approval or withdrawal of approval of a programme may be made at Committee meetings.

5. Agenda

- 5.1 The Secretary must issue an agenda for each meeting. Except in cases of urgency or where circumstances make it impracticable to do so, the agenda for a meeting and any accompanying papers must be sent to members at least seven days before the meeting.

6. Transparency

- 6.1 All Committee meetings must be open to the public unless the business under consideration concerns:
- a) information relating to a registrant, former registrant or applicant for registration;
 - b) information relating to an employee or office holder, former employee office holder or an applicant for any post or office;
 - c) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
 - d) negotiations or consultation concerning labour relations between the Council and its employees;
 - e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
 - f) action being taken to prevent or detect crime or to prosecute offenders;
 - g) the source of information given to the Committee in confidence; or
 - h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions.

7. Minutes of meetings

- 7.1 The Secretary must keep minutes of each meeting, which must include a record of the members present at that meeting.
- 7.2 At each meeting, the minutes of the preceding meeting must be confirmed (or confirmed as amended) and be signed by the Chair as a true record of that meeting. The signed minutes of a meeting, unless the contrary is proved, are conclusive proof of the proceedings of that meeting.
- 7.3 The Committee must report to Council formally after each meeting.

8. Conduct of Meetings

- 8.1 The order of business at a meeting must follow that set out in the agenda unless it is varied by the Chair with the consent of the meeting.
- 8.2 A member may only initiate a debate or move a motion on a matter which is not on the agenda with the consent of the Chair. All motions must relate to matters that are within or related to the functions of the Committee.
- 8.3 A member must speak to the subject under discussion. The Chair may call attention to any irrelevance, repetition or other improper conduct on the part of a member and, where the member persists in that conduct, may direct that member to cease speaking.
- 8.4 A ruling by the Chair on any question of order, whether or not provided for by the Standing Orders, is final and not open to debate.

9. Voting

- 9.1 Except where the Order specifies otherwise, any question at a meeting is to be decided by a majority of the members present voting by a show of hands.
- 9.2 In the event of an equality of votes, the Chair is entitled to an additional casting vote.

10. Disorder

- 10.1 Members must comply with the Code of Conduct adopted by the Council.
- 10.2 If, in the Chair's opinion, a member has persistently disregarded the ruling of the Chair or behaved in a manner which is obstructing the business of the meeting, the Chair may order that member to withdraw from the whole or part of the remainder of the meeting.
- 10.3 If a person other than a member interrupts the proceedings at any meeting, the Chair may order that person to be removed from the meeting or may order the part of the room which is open to the public to be cleared.
- 10.4 In the event of a disturbance which, in the Chair's opinion, prevents the orderly conduct of business, the Chair may adjourn the meeting for a period that the Chair considers appropriate.

11. Members' interests

- 11.1 Members must make a declaration of their personal interests in the form required by the Council (which must be published in the Council's Register of Members' Interests) and must ensure that their interests as set out in that Register are accurate and up to date.
- 11.2 The agenda for every meeting must include as an item of business the declaration of interests.
- 11.3 A member who has a personal interest in any matter under consideration at that meeting, whether or not declared in the Register of Members' Interests, must promptly disclose that interest to the meeting. If the interest is a prejudicial interest, the member must withdraw from the meeting during the Committee's consideration of that matter

12. Virtual meetings

- 12.1 Meetings of the Committee (or a Panel) should be held by electronic means where possible, without any number of the members participating in the meeting being required to be together at the same place.
- 12.2 Where a meeting is to be conducted by electronic means, the notice under Standing Order 4.3 must include the arrangements for members to access the meeting.

- 12.3 At a meeting held by electronic means, members must be able:
- a) to hear and be heard by (and, where practicable, to see and be seen by) the other participating members and any person invited to participate in the meeting; and
 - b) to be heard by (and, where practicable, seen by) any members of the public or the press attending the meeting.
- 12.4 At a meeting held by electronic means, the Chair is to determine the method by which votes are to be cast and Standing Order 10.1 does not apply.
- 12.5 Where practicable, the Committee must make arrangements (such as by telephone or video conference or live webcast or streaming) for the public and press to be able to attend remotely a meeting held by electronic means.

13. Approval of resolutions without meeting

- 13.1 A resolution which, with the Chair's consent, is circulated to, and approved in writing or electronic form by at least three quarters of the members entitled to receive notice of and attend a Committee meeting is as valid as if it had been passed at such a meeting.

14. The Secretary

- 14.1 The Secretary to the Council, or any other person that the Secretary to the Council may appoint, is to be the Secretary to the Committee (the Secretary).

15. Effectiveness

- 15.1 The Committee should periodically review its own effectiveness and report to the Council on this assessment.

16. Adoption

- 16.1 These Standing Orders were adopted by the Council on **22 September 2021x February 2022** and supersede all previous versions. They apply to any Committee meeting held after that date.

The Health and Care Professions Council (Education and Training Committee) (Constitution) Rules 202~~21~~22

Made ~~22th x September 2021~~ February 2022

Coming into force ~~22th x September 2021~~ February 2022

These Rules are made by the Health and Care Professions Council in exercise of the powers conferred upon it by paragraph 17(1) of Schedule 1 to the Health Professions Order 2001.

Citation and commencement

1. (1) These Rules may be cited as the Health and Care Professions Council (Education and Training Committee) (Constitution) Rules 202~~21~~22.

(2) These Rules come into force on ~~x~~ February 2022 .

Interpretation

2. In these Rules—

“the Committee” means the Education and Training Committee;

“the Chair” has the meaning given in rule 5(1) and includes a person nominated under rule 5(4) or 6(2) to serve as Chair at a meeting;

“the Constitution Order” means the Health and Care Professions Council (Constitution) Order 2009;

“member”, except in the phrase “Council member”, means a member of the Committee and includes the Chair; and

“the Order” means the Health and Social Work Professions Order 2001.

Revocation

3. The Health and Care Professions Council (Education and Training Committee) (Constitution) Rules 2020 are revoked.

The Committee

4. (1) The Education and Training Committee comprises ~~five-six~~ three-four members, of whom—

(a) ~~three-four~~ must be Council members;

(b) one must be a person who has experience in relation to the provision or assessment of professional education and training which the Council considers will assist the Committee in performing its functions; and

(c) one must be a registrant who, when first appointed, has been admitted to the register for less than five years.

(2) The Council must determine the term of office of each member on appointment.

(3) Subject to paragraph (5), a member may be appointed for a term of not more than four years and is eligible for re-appointment, but no person may be a member for more than an aggregate of 8 years during any period of 20 years.

(4) A Council member may not be appointed as a member of the Committee for a term which exceeds that person’s term of office as a Council member.

(5) A person ceases to be a member of the Committee—

- (a) if the member resigns, which the member may do at any time by notice in writing to the Council;
- (b) in the case of a member who is a Council member—
 - (i) on ceasing for any reason to be a Council member, or
 - (ii) if the member’s Council membership is suspended by the Privy Council under Article 7 of the Constitution Order;
- (c) in the case of any other member, if the member becomes a person who, in the opinion of the Council, would be liable to removal or suspension from the Council under Article 6 or 7 of the Constitution Order if that person was a Council member; or
- (d) if the Council, by majority vote, terminates the person’s appointment as a member of the Committee.

Committee Chair

- 5. (1) The Council must appoint a member as the chair of the Committee (“the Chair”).
 - (2) The Council must determine the term of office of the Chair on appointment, which may not exceed that person’s term of office as a member of the Committee.
 - (3) A person serving as Chair ceases to do so—
 - (a) if the member resigns as Chair, which the member may do at any time by notice in writing to the Council;
 - (b) on ceasing for any reason to be a member of the Committee or (where applicable) a Council member;
 - (c) if the Council, by majority vote, terminates the person’s appointment as Chair.
 - (4) If, for any reason, the Chair is absent from or unable to act as Chair at a meeting or the office of Chair is vacant, the members who are present at a meeting of the Committee must nominate one of their number to serve as Chair at that meeting.

Quorum

- 6. (1) Subject to paragraph (2), the quorum of the Committee is half of the total number of members of the Committee, plus one.
 - (2) At a panel meeting of the Committee the quorum is any two members (who must nominate one of their number to act as Chair at that meeting).
 - (3) A “panel meeting” means a meeting of the Committee which has been convened only to conduct one or more of the following items of business (and at which no other business is conducted)—
 - (a) considering Visitors’ reports which are submitted to the Committee in accordance with Article 16(7) of the Order and any observations upon those reports received by the Committee under Article 16(9) of that Order and, if thought fit, approving the course of education or training, qualification or institution to which a report and observations (if any) relate;
 - (b) considering and, if thought fit, approving a recommendation for a focussed review arising from the monitoring of an approved programme;
 - (c) considering focused review reports, and if thought fit, providing a continue to approve recommendation.
 - (4) The steps that may be taken at a panel meeting under paragraph (3) do not include non-approval or withdrawal of approval from an approved programme, which may only be undertaken at a Committee meeting.
 - (5) Where a decision is papers-based, two Committee members will be required to confirm or reject the decision.
 - (6) In paragraph (4) an “approved programme” means a course, qualification or institution which is approved by the Committee under Part IV of the Order.

Sealed with the common seal of the Health and Care Professions Council on ~~22 September 2021~~
February 2022.



Christine Elliott
Chair

John Barwick
Registrar

Explanatory Note

These Rules prescribe the composition of the Health and Care Professions Council's Education and Training Committee, provide for the chairing of that Committee and specify its quorum for transacting business.

The Rules revoke and replace the Health and Care Professions Council (Education and Training Committee) (Constitution) Rules 2021~~0~~.