

Tribunal Advisory Committee, 31 May 2017

Nomination of the Chair of the Tribunal Advisory Committee

Executive summary and recommendations

Introduction

As the first item of business at the first meeting of the Tribunal Advisory Committee, the Committee is required to nominate a member to perform the role of Tribunal Advisory Committee Chair.

The role of a Committee 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;
- 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.

Election of Chairs of Committees

The HCPC process for the election of a chair to a Committee is as follows:-

- The Secretary to Committee places an item on the agenda of the first meeting to nominate a Chair;
- The Committee are then asked to nominate members accordingly;
- In the event that only one member is nominated, a paper will be submitted to the next meeting of Council detailing the name of the person nominated as Chair of the Committee and seeking ratification by Council;
- In the event that more than one person is nominated, Committee are given the opportunity to come to an agreement as to the name of the individual to be submitted to Council for appointment as Chair. A paper will be then

submitted to the next meeting of Council detailing the name of the person nominated as Chair of the Committee and seeking ratification by Council;

- If the Committee cannot agree on a single nomination, then a paper is submitted to the next meeting of Council outlining the names of those candidates nominated and 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, or in his absence the Secretary to Council, will announce the result of the ballot to the meeting and the winning candidate will be appointed as Chair.
- The term of office of Chair is two years.

Decision

The Committee is invited to nominate a Chair from within their membership. Any nomination will be put to the Council In July 2017 for ratification.

Resource implications

The time requirement of a Committee Chair outside of Committee meetings is not substantial. It is estimated an additional day of Committee work will be required from the Chair. Additionally they may be invited to address to Council on particularly significant Committee business.

Financial implications

Committee Chairs receive the same attendance fee as Committee members. However, an additional attendance fee is paid for the activity required to prepare for a Committee meeting, including meeting with the Executive to plan the agenda. This cost is included in the annual Secretariat budget.

Appendices

None

Date of paper

17 May 2017