

Agenda Item 7

Enclosure 4

Paper RC 15 / 02

REGISTRATION COMMITTEE

STANDING ORDERS FOR THE COMMITTEE

From : the Executive

FOR DISCUSSION AND AGREEMENT

HEALTH PROFESSIONS COUNCIL

REGISTRATION COMMITTEE

STANDING ORDERS

These Standing Orders, together with the provisions of the Health Professions Order 2001 (the 2001 Order), establish the basic rules about how the Committee conducts its proceedings.

Unless the context otherwise requires, terms used in the Standing Orders have the same meaning as in the 2001 Order.

Where a procedural point arises which is not covered by either the Standing Orders or the 2001 Order, the common law rules concerning the conduct of meetings will apply.

The Committee

1. The Committee shall be a non-statutory committee of Council and shall report to Council via the Education and Training Committee.

Membership

2. The Committee shall comprise 8 members (excluding ex-officio members).
3. The President of the Council and Vice President of the Council and the Chairman and Vice Chairman of the Education and Training Committee shall be members of the Committee ex-officio if not otherwise appointed.

Meetings

4. The Committee shall meet in ordinary session (Ordinary Meeting) not less than [number] times in each year as follows :

[Insert cycle, eg first Wednesday in each of the months February, April etc.]

and at such other times as the Committee shall decide.

5. In addition to Ordinary Meetings, a special session of the Committee (Special Meeting) may be convened by the Secretary upon the written request of the Chairman or any [number] members of the Committee.
6. A written request for a Special Meeting to be held shall include details of the business to be transacted at that meeting.
7. A Special Meeting shall take place within 14 days of the Secretary receiving the request for the meeting to be held.

Notice of Meetings

8. The Secretary shall give members not less than five clear working days written notice of a meeting and the notice shall set out the time and place of, and agenda for, that meeting.
9. Failure to send notice of a meeting to a member shall not invalidate the proceedings of that meeting.

The Chairman and Vice Chairman

10. The Committee shall elect one of its members to be Chairman, who must be a member of the Council.
11. The Chairman shall chair any meeting of the Committee.
12. The Committee may appoint a member to be Vice Chairman of the Committee and the Vice Chairman shall chair any meeting of the Committee at which the Chairman is absent.
13. If the Chairman and Vice Chairman are absent from, or otherwise unable or unwilling to preside at a meeting the members present shall, as the first business of the meeting, elect one of their number to chair that meeting.
14. In these Standing Orders references to the " Chairman " include the Vice Chairman or any other member chairing at a meeting in place of the Chairman.

Quorum

15. The quorum at any meeting of the Committee shall not be less than half the members of the Committee for the time being.
16. If a quorum is not present within 15 minutes of the time appointed for a meeting to commence, all business which should have been transacted at that meeting shall stand over until the next Ordinary Meeting and shall take precedence over the business of that Ordinary Meeting, unless a Special Meeting is called in the meantime for the transaction of that business.

Minutes

17. The Secretary shall keep minutes of each meeting which shall include a record of the members in attendance at that meeting.
18. At each meeting the minutes of the preceding meeting shall be confirmed (or confirmed as amended) and be signed by the Chairman as a true record of that meeting.
19. The signed minutes of a meeting shall, unless the contrary is proved, be conclusive proof of the proceedings at that meeting.

The Secretary

20. The Registrar shall be secretary to the Committee and of any Sub-Committee established by the Committee or the Council.
21. The Registrar may appoint another officer or employee of the Council to act as secretary to the Committee or Sub-Committee.
22. In these Standing Orders references to the "Secretary" mean the Registrar or, where a person has been appointed in accordance with Standing Order 21, that person.

Conduct of meetings

23. The order of business at a meeting shall follow that set out in the agenda unless it is varied by the Chairman with the consent of the Committee.
24. 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 Committee.
25. Subject to Standing Order 16 meetings shall start at the time set out in the notice of meeting and shall normally continue until all the business on the agenda has been disposed of but the duration of a meeting may only exceed three hours with the consent of the Committee.
26. The Chairman may, with the consent of the Committee, adjourn a meeting, but no business shall be transacted at an adjourned meeting other than the business which had not been disposed of when the adjournment took place.
27. If a meeting is adjourned for more than seven days (but not otherwise) notice of the adjourned meeting shall be given as if it was an Ordinary Meeting.

Voting

28. Except where the 2001 Order specifies a different requirement, any question at a meeting shall be decided by a majority of the members present and voting by a show of hands.
29. In the event of any inequality of votes, the Chairman shall be entitled to an additional casting vote.

Rules of Debate

30. A member must speak to the subject under discussion. The Chairman may call attention to any irrelevance, repetition, unbecoming language, or breach of order on the part of a member and, where that member persists in that conduct, may direct that member to cease speaking.
31. A ruling by the Chairman on any question of order, whether or not provided for by the Standing Orders, shall be final and shall not be open to debate.

Disorderly Conduct

32. The Chairman may order a member to withdraw from a meeting if, in the opinion of the Chairman, that member has persistently disregarded the ruling of the Chairman or is behaving improperly, offensively or in a manner which is obstructing the business of the meeting.
33. In the event of a general disturbance which, in the opinion of the Chairman, prevents the orderly conduct of business, the Chairman may adjourn the meeting for such period as the Chairman consider appropriate.
34. If a member of the public interrupts the proceedings at any meeting the Chairman may order that person to be removed from the meeting or may order that part of the room which is open to the public to be cleared.

Members' education training and performance

35. The Council may establish standards of education and training for members of the Committee and, as part of those standards, shall provide for members to undergo training to assist them in their performance of their duties.
36. The Council may establish standards of attendance and performance for the Committee, including a system of annual performance appraisal.
37. Members shall comply with the standards established by the Council under Standing Orders 35 and 36 and shall not, without reasonable excuse, refuse to participate in the training or appraisal processes.

Codes of conduct

38. Members shall comply with the Code of Conduct adopted by the Council and with the seven principles of public life established by the Committee on Standards in Public Life (the Nolan Principles).

Interests of members

39. Members shall make a declaration of their personal interests in accordance with the Members' Interests Registration Scheme established by the Council and shall be under a duty to ensure that the details of their interests set out in the Register of Members' Interests maintained by the Council are accurate and up to date.
40. A member who has a personal interest in any matter under consideration at a meeting, whether or not declared in the Register of Members' Interests, shall promptly disclose that interest to the meeting and, unless the Committee determines otherwise, the member shall withdraw from the meeting until the Committee has concluded its consideration of that matter.

Attendance and Other Allowances

41. Claims for payments, attendance allowances or expenses shall be made by members strictly in accordance with the Members' Payments Scheme approved by the Council.

Removal of members

42. The Council shall establish standards for members' performance of their duties as Committee members and invoke the provisions of SOs 39 and 40 in the context of the Committee alone.

The Registrar, officers and advisers

43. The Registrar shall be entitled to attend and speak at meetings of the Committee.
44. The Secretary or any other person advising on the business before a meeting of the Committee (including advising the Chairman on issues of order) may attend and, with the consent of the Chairman, speak at that meeting.

Suspension of Standing Orders

45. Any Standing Order (other than one prescribed by the 2001 Order) may be suspended at a meeting with the consent of the Committee.

Public access to meetings

46. Meetings of the Committee shall be open to the public unless the business under consideration concerns :
- (1) information relating to a registrant, former registrant or applicant for registration;
 - (2) information relating to an employee or office holder, former employee or applicant for any post or office;
 - (3) 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;
 - (4) negotiations or consultation concerning labour relations between the Council and its employees;
 - (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or Council;
 - (6) action being taken to prevent or detect crime or to prosecute offenders;
 - (7) the source of information given to the Committee in confidence; or
 - (8) any other matter which, in the opinion of the Chairman, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions.

The Seven Principles of Public Life

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.