

**Agenda Item 9**

**Enclosure 6**

**Paper ETC55/02**

## **Education and Training Committee**

**STANDING ORDERS FOR THE FIRST TRANSITIONAL PERIOD  
PRE-REGISTRATION EDUCATION AND TRAINING WORKING  
GROUPS**

**From the Executive**

**for discussion and agreement**

**Executive Summary**

These Standing Orders (SO) reflect the spirit and intent of ETC's own as approved at the last meeting.

They have been widely circulated.

They are not designed to supplant the existing SOs of Joint Validation and Quality Assurance Committees, but those committees are satisfied that their SOs are consistent with the principles set out here.

## HEALTH PROFESSIONS COUNCIL

### FIRST TRANSITIONAL PERIOD PRE-REGISTRATION EDUCATION AND TRAINING WORKING GROUPS

#### 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 Council and its subordinate bodies conduct their 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.*

*Where a Group is established jointly with a professional body then its Standing Orders must be consistent in substantive matters with these Standing Orders derived from the Health Professions Order.*

#### **First Transitional Period Pre-Registration Education and Training Groups**

1. There will be one Group for each Part of the Register.
2. These Groups are constituted as sub-committees of the Council in terms of Paragraph 13 (1) (d) of Schedule 1 to the 2001 Order.
3. The Groups' role will be to advise the Education and Training Committee and Council on all matters relating to Sections 4 and 5 of the Professions Supplementary to Medicine Act, 1960.
4. The Groups' term of office is to the end of the First Transitional Period, when they will lapse.
5. The composition of each Group shall be the Council practitioner and alternate member for the profession concerned, one lay member of Council, and such additional members as the Council shall appoint together with members appointed by the relevant professional body where the Group is a joint advisory committee. Across the full membership of each Group there should be at least one member from each of the four UK countries.

#### **Meetings**

6. Each Group shall meet as required and set its own cycle of meetings in consultation with the Education and Training Committee.
7. Additional meetings may be summoned by the chairman or at the written request of the number of members of a Group which has been established as its quorum.

## **Notice of Meetings**

8. Each Group shall make arrangements to give members not less than five clear 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.

## **Chairman / Co-Chairmen**

10. Each Group shall appoint from among its members a Chairman or Co-Chairmen.
11. The Chairman shall chair any meeting of the Group.
12. The Group may appoint a member or members to be Vice Chairman/men of the Group and a Vice Chairman shall chair any meeting of the Group at which the Chairman is absent.
13. If the Chairman and Vice Chairmen (if appointed) are absent from, or otherwise unable or unwilling to chair, 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 Chairmen or any other member chairing at a meeting in place of the Chairman.

## **Quorum**

15. Each Group shall set a quorum of members at not less than one half of the membership and always at more than two members.
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.

## **Notes**

17. The Secretary shall keep notes of each meeting which shall include a record of the members in attendance at that meeting.
18. At each meeting the notes 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 notes of a meeting shall, unless the contrary is proved, be conclusive proof of the proceedings at that meeting.

## **The Secretary**

20. A Secretary shall be appointed for each Group. Where the secretary is not located in a professional body the Chief Executive at HPC shall be responsible for the staffing for this post.
21. The HPC or professional body Chief Executive may appoint another officer or employee to act as secretary to the Group.
22. In these Standing Orders references to the " Secretary " mean the person appointed 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 meeting.
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 meeting.
25. The Chairman may, with the consent of the meeting, 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.
26. 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**

27. 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.
28. In the event of any equality of votes, the Chairman shall be entitled to an additional casting vote.

## **Rules of Debate**

29. 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 the member persists in that conduct, may direct that member to cease speaking.
30. 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.

\* this would arise in the case of a recommendation to withdraw approval from a course.

## **Disorderly Conduct**

31. 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 Chair or is behaving improperly, offensively or in a manner which is obstructing the business of the meeting.
32. 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.
33. 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' Conduct**

34. The Council of HPC and the Education and Training Committee set standards for conduct of HPC's members, and members appointed to sub-committees will be expected equivalently to meet these criteria including the Seven Principles of Public Life.
35. A member who has a personal interest in any matter under consideration at a meeting, whether or not declared in the HPC Register of Members' Interests, shall promptly disclose that interest to the meeting and, unless the Group determines otherwise, the member shall withdraw from the meeting until the Group has concluded its consideration of that matter.

## **Attendance and Other Allowances**

36. Claims for payments, attendance allowances or expenses shall be made by members strictly in accordance with the Payments Schemes approved by the appointing bodies.

## **Removal of members**

37. The appointing bodies shall establish their own standards for members' performance of their duties as Groups and invoke the provisions for removal of members in context of the Groups alone.

## **The Registrar, officers and advisers**

38. The Registrar at HPC shall be entitled to attend and speak at meetings of the Groups.
39. The Secretary or any other person advising on the business before a meeting of the Group (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**

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

## **Public access to meetings**

41. Meetings of the Groups 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 an appointing body and its employees;
  - (5) any issue relating to legal proceedings which are being contemplated or instituted by or against an appointing body;
  - (6) action being taken to prevent or detect crime or to prosecute offenders;
  - (7) the source of information given to the Group 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 Group'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.