Council Meeting – Friday 17 September 2010

Role of committee chairs

Executive summary and recommendations

Introduction

The Council received a paper regarding the Council member performance review process earlier in the agenda. That paper discussed the creation of additional mechanisms for feedback on performance.

This paper provides a recommendation for the publication of the role briefs for Council and Committee Chairs and members as part of the code of corporate governance; and provides recommendations for competencies for committee chairs, for use during annual reviews (should the Council decide to adopt that feedback mechanism).

The role of committee chairs was first agreed by the Council at its meeting of 7 December 2004. It has been updated in line with the Code of Corporate governance, and should be read in conjunction with the committee standing orders.

Role briefs for Council members and the Council Chair were developed by HPC in partnership with the Appointments Commission and the Department of Health as part of the appointments process in autumn 2008.

Decision

The Council is asked to discuss and agree;

- that the competencies for committee chairs should be adopted for use as part of the annual review process.

- that the role briefs for committee chairs, Council members and the Council Chair should be published as part of the code of corporate governance; and

Background

Council paper 7 December 2004, Council Members Code of Conduct - http://www.hpc-uk.org/aboutus/council/councilmeetings_archive/index.asp?id=34

Code of Corporate Governance - http://www.hpc-uk.org/aboutus/council/codeofcorporategovernance/

Resource implications

None.

Financial implications

None.

Appendices

- Committee Chair competencies for annual review
- The role of Committee Chairs
- The role of Council members
- The role of Council Chair

Date of paper

25 August 2010

Committee Chair competencies for annual review (not for publication as part of code)

- Management of the efficient and effective running of meetings by grasping the detail of a wide range of business.

- Contribution to objective decision making by the exercise of sound judgement.

- Facilitation of open discussion, and good decision-making.

- Ensuring that meetings as conducted in accordance with the standing orders, and that all members keep to the code of conduct.

- Effectiveness in acting as spokesperson for the committee when necessary.

Role of Committee Chairs

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.

The role of Council members

The role of a Council member is to:

- contribute their knowledge and expertise to Council meetings, to aid effective decision-making;

- support the Council's objectives;

- ensure that they have a good working knowledge of HPC's role, processes and other information that may help their role;

- carry out their work for the Council in accordance with the Council members' code of conduct; and

- act as an ambassador for the HPC, representing the Council to stakeholders.

Role of Council Chair

In addition to the role of Council member, the Chair will also:

- provide strong non-executive leadership, and encourage open and pro-active accountability to the public and the professions;

- act as an ambassador for the Council, inspiring confidence in the organisation and representing the interests of statutory regulation to outside bodies;

- develop and maintain constructive collaboration, networking and consultation with key stakeholders, and others when required;

- uphold public interest in all that the HPC undertakes;

- chair meetings of Council (see information above on the role of a committee chairman);

- monitor and develop Council members' performance, providing support as necessary;

- manage the Council's Chief Executive so as to secure effective oversight of the development and achievement of the Council's strategic, policy and operational objectives and compliance with its statutory responsibilities.
    - set the Chief Executive's objectives
    - monitor the Chief Executive's performance against these objectives;

- to nominate a suitable person or persons to carry out the duties of the Chair if the Chair is absent or unavailable.