

# Professional Conduct Committee Member (Lay Member)

## Role description

### About the Professional Conduct Committee (PCC)

The committee oversees the UKCP Complaints and Conduct Process (CCP).

The CCP investigates clinical concerns and complaints made against its practitioners on the UKCP register. The role of the PCC is to have oversight of the decisions made by UKCP Case Managers in accordance with the CCP, and ensure that due process is followed.

The PCC composes of a Lay Chair, and an even mix of professional and lay members.

### Main duties and responsibilities

We are seeking a lay person to join our Professional Conduct Committee (PCC). By 'lay' we mean not UKCP members or employees, and not from a health or psychological profession.

You will review case material for each complaint that falls within the scope of UKCP's CCP in advance of meetings. You will attend PCC meetings to discuss and provide your reasoned analysis of each complaint. You will also be invited to review and comment on UKCP policies and guidance as appropriate.

Applicants will be expected to attend the scheduled meetings remotely. A small number of in-person meetings in London may resume when it is safe to do so.

#### **2021**

28 October

9 December

#### **2022**

20 January

3 March

14 April

26 May

7 July

18 August

29 September

10 November

8 December

## Time commitment and compensation

In addition to the above there are also some ad hoc meetings that may require attendance throughout the year.

This role is an unpaid volunteer position. Any reasonable expenses would be in line with the UKCP Expenses Policy.

## Person specification

Essential:

- A passion and desire to enhance the provision of mental health services in the UK
- Ability to analyse large amounts of complex information
- Strong attention to detail
- Ability to interpret legal advice and to determine the most appropriate application of UKCP procedures
- Ability to participate in meetings and group decision-making
- Good interpersonal and communications skills
- Good level of IT proficiency
- Understanding and commitment to upholding confidentiality and Data Protection Regulations
- Understanding and commitment to apply the principles of equality and diversity legislation

Desirable:

- Experience of tribunal or committee work

## UKCP behaviours

The post-holder will adhere to the following behaviours, which are based on the fundamental values on how everyone at UKCP works together:

- Recognise each other's skills, experience and passion.
- Commit to engaging others positively and constructively.
- Accountable for the integrity of UKCP and the profession we represent.
- Take responsibility for our working culture.
- Lead by example.

## How to apply

The closing date for this role is **1 October 2021**.

Kindly submit your CV and a cover letter to [hr@ukcp.org.uk](mailto:hr@ukcp.org.uk) explaining your skills and perspective by 4pm on 1 October 2021. Interviews will be held on 28 and 29 October 2021.