Recruitment to the position of

**Regulatory Committee Member**

Information for applicants
Dear applicant

Thank you for your interest in the General Chiropractic Council and in this opportunity. I hope you find this information pack useful as preparation for your application.

The GCC is an independent statutory body established by Parliament to regulate chiropractic in the UK to ensure the safety of patients undergoing chiropractic treatment.

Our Fitness to Practise process is key to ensuring we pursue our overarching statutory objective of protecting the public. We investigate complaints from patients and the public about the practice and conduct of chiropractors in the UK.

The role of a Regulatory Committee Member is to scrutinise and robustly adjudicate on investigations that have been referred to them from the Investigating Committee where that committee believes there is potential of finding proved an allegation of unacceptable professional conduct.

This is a diverse and challenging opportunity to act as an independent decision maker with the sole focus of protecting patients and the public.

Please read on for more information.

I wish you well with your application.

Nick Jones
Chief Executive & Registrar
Overview of the GCC

The General Chiropractic Council (GCC) is an independent statutory body established by Parliament to regulate chiropractors in the United Kingdom, Isle of Man and Gibraltar. We are one of ten healthcare regulators, with our activities scrutinised by the Professional Standards Authority. We are the smallest of the healthcare regulators overseeing 3,250 registrants, with a budget of £2.7 million, employing sixteen staff. The Council comprises up to fourteen members, some lay and some chiropractors.

This year has been a formative period for the GCC. We are implementing the changes envisaged in an ambitious strategy 2019 - 2023.

The GCC is agile and seeks to punch above its weight at the heart of a complex and changing healthcare and regulatory landscape. The Government has responded (July 2019) to a consultation started in 2017 on the future of professional healthcare regulation. This sets out a path for change.

Our purpose, set out in The Chiropractors Act 1994 (as amended), is:

1. To protect, promote and maintain the health, safety and well-being of the public;
2. To promote and maintain public confidence in the profession of chiropractic;
3. To promote and maintain proper professional standards and conduct for members of the chiropractic profession.

To fulfil our core regulatory functions, we have powers to:

- set the standards approved educational institutions must meet and assure the quality of chiropractic education;
- publish the Code and standards that chiropractors must meet;
- register chiropractors who meet those required standards;
- audit and assure chiropractors’ continuing professional development;
- investigate and take action against chiropractors if they fail to meet our standards;
- protect the title “chiropractor” by investigating and acting on potential breaches from unregistered practitioners.

In addition, the GCC also has a legal duty to develop the chiropractic profession. Only one other regulator has a similar duty to its profession. We work with three chiropractic professional associations and the Royal College of Chiropractors to fulfil this duty.

The GCC is in Kennington – located within a modern, light building shared with the Health and Care Professions Council: Park House, 186 Kennington Park Road, London, SE11 4BT. It is close to Kennington Station on the Northern Line and served by many bus routes.

At present, the organisation is home based in line with government advice pertaining to Covid-19 but the situation is under close review.
Regulatory Committees

The GCC has three statutory committees that deal with complaints raised against chiropractors:

The Investigating Committee (IC)

This Investigating Committee considers all complaints against chiropractors when they are received by the GCC. If the Investigating Committee concludes that there is a case to answer, it will formulate allegations which are then referred to either the Health Committee or the Professional Conduct Committee.

The Health Committee (HC)

The Health Committee considers complaints against chiropractors relating to their mental or physical health. Where the Health Committee upholds a complaint against a chiropractor it may impose a 'Conditions of Practice' order or suspend the chiropractor's registration.

The Professional Conduct Committee (PCC)

The Professional Conduct Committee considers complaints of personal or professional misconduct or incompetence. Where the Professional Conduct Committee concludes that a chiropractor is guilty of unacceptable professional conduct it may admonish the chiropractor, impose a 'Conditions of Practice' order, suspend the chiropractor's registration or order the Registrar to remove the chiropractor from the Register.

The role

The GCC require committee members for our PCC and HC hearings.

We are looking to appoint:

- Five registrant committee members
- Twelve lay committee members, four of whom will also chair hearings of the Committee.

The competencies required for these roles can be found at Annex A below.

Eligibility

In order to be eligible for the role of Lay Committee Member:

- you must have never been a registered chiropractor; and
- you must not hold a qualification that could allow you to be a registered chiropractor with the GCC.

In order to be eligible for the role of Registrant Committee Member:
• you must be a registered chiropractor with the GCC;
• you must have recent experience of chiropractic practice; and
• you must have at least 5 years post-registration chiropractic experience gained in the UK.

Disqualification

The General Chiropractic Council (Constitution of the Statutory Committees) Rules Order of Council 2009, section 12 contains disqualification criteria for appointments. A full list of these disqualifications can be found at Annex B. Please ensure you have read these fully before applying.

Remuneration

Lay/Registrant Committee Member: £300 daily attendance fee
Chair Committee Member: £350 daily attendance fee

Remuneration is taxable under Schedule E, and subject to Class I National Insurance contributions. This pay is not pensionable and you will not be enrolled in the GCC’s pension policy.

The GCC will meet the reasonable costs of travel and accommodation accrued wholly in relation to your GCC work and in accordance with the GCC expenses policy.

Time commitment

Members of the pool will be required to commit to sit for up to 20 days per year although it may be less. Availability will be sought before a case is listed and the allocation of work will try to be done in a balanced way across the pool, depending on who is available.

You will also be required to attend annual training (which will be remunerated) and participate in annual appraisal meetings (which will not be remunerated).

Tenure

Members are appointed for an initial period not of three or four years. Appointments may be renewed at the end of the first period subject to satisfactory appraisal and performance, for a further four year period (not exceeding eight years). There should be no expectation of automatic reappointment.

Your employment status whilst carrying out this role, for the purposes of the Employment Rights Act 1996, will be that of ‘self-employed’ and no employment rights are attributable or accrued by post holders.
Location

If hearings are held in person, they will be held at a central London location. We will however attempt to hold hearings virtually using Microsoft Teams where it is appropriate on the facts of the case and for the parties and witnesses involved. At present, due to the Covid-19 pandemic, all hearings are being held virtually but, in the future, we intend to maintain a digital-first approach wherever appropriate.

Training

Training will be provided prior to your term commencing and then annually thereafter.

There will also be additional training for those appointed as Chair. Attendance at training will be remunerated in accordance with your daily attendance fee.

We would encourage you to try to attend a hearing, as an observer, before you start sitting although, unfortunately, we would not be able to cover any associated costs. However, you will likely have the opportunity to attend a hearing virtually, via online conferencing software.

Conflicts of interest

You should note the requirement to declare any conflict of interest that arises through your work with the GCC and the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of the GCC.

Any actual or perceived conflicts of interest will be fully explored by the appointment panel at shortlisting or interview stage.

Equality and diversity

The GCC encourages applications from a diverse range of individuals so our Committees are representative of those within the profession we regulate. We welcome applications from all sections of the community and are particularly anxious to ensure proper representation of all protected characteristics.
How to apply

To apply, please submit the following information, referring to “Regulatory Committee Member – Lay/Registrant/Lay & Chair (delete as appropriate) Member” in the subject line, to recruitment@gcc-uk.org:

- A **completed application form**, indicating how your skills and experience demonstrate the *Competency Areas* listed at Annex A.

- A **curriculum vitae** (a maximum of two sides A4 and a minimum font size 12pt) outlining your employment history, any relevant voluntary work, public service or other experience, together with any relevant professional, academic or vocational qualifications.

- GCC **equality and diversity monitoring form** (Annex C).

If you are unable to apply via email, please contact us on 020 7713 5155 to discuss alternatives.

**Timetable**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Date</th>
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<tbody>
<tr>
<td>Application opens</td>
<td>Thursday 1 October 2020</td>
</tr>
<tr>
<td>Application closes*</td>
<td>Thursday 12 November 2020, at 12:00pm noon</td>
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<tr>
<td>Shortlisting complete, invites to interview circulated</td>
<td>Monday 14 December 2020</td>
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<tr>
<td>Remote interviews via Microsoft Teams</td>
<td>Wednesday 6 – Thursday 14 January 2021</td>
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<tr>
<td>Induction and training</td>
<td>March-April 2021</td>
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<tr>
<td>Terms begin</td>
<td>1 June 2021</td>
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If you wish to discuss the role or have any questions about the process please email recruitment@gcc-uk.org.

*Due to the large volume of applications we anticipate receiving for these roles, the advert may close early if a sufficient number of applications has been received. Late or incomplete applications will not be considered. Feedback is only available to those who are successful in obtaining an interview. Please assume if you have not been invited for an interview by Friday 18 December that your application has been unsuccessful.

Whilst we would always prefer to communicate with each applicant directly as to whether their application has been successful or not, this will not be possible for very large campaigns such as this.

We thank you in advance for your interest in the role.
Annex A

Role Competencies

Introduction

For the Council, the public, and the profession to feel confident in the consistency in investigation, hearing and determination of complaints against chiropractors, it is necessary to have clear benchmarks for the effective performance of Chairs and members of the Regulatory Committees.

The following competencies have been developed to serve as those benchmarks. Level 1 competencies must be demonstrated by all members of the committee. Chairs must also demonstrate level 2 competencies.

Competency Areas

1. Demonstrates ability to work within a legislative framework
   The Rules governing GCC proceedings can be accessed on the GCC’s website https://www.gcc-uk.org/about-us/what-we-do/legislation
2. Understanding of committee function in public protection and fair hearings
3. Working in a collaborative and professional manner
4. Reaching decisions fairly
5. Communication and conduct during hearings
6. Leadership (applies to Committee Chairs only)

Competencies required for all posts

Level 1 competencies must be demonstrated by all committee members. Those wishing to apply for the role of Chair must also demonstrate level 2 competencies.

Competency 1: Demonstrates ability to work within a legislative framework

Level 1
- Demonstrates knowledge of, and adherence with, the legal and procedural frameworks which govern the functions of the committee
- Participates in balanced decision making, based on the elicited facts and taking account of any relevant guidance produced for registrants
- Formulates clearly reasoned decisions based upon the legislative framework and relevant documents published by the Council

Level 2
- Refers to Legal Assessor for legal and/or procedural advice where applicable and appropriate
- Ensures that the committee remains focused upon the key issues
Competency 2: Understands committee function in public protection and fair hearings

Level 1
• Displays an understanding of charges and seeks appropriate points of clarification
• Asks fair and relevant questions in relation to the charges and evidence presented
• Uses personal and clinical (registrant members only) expertise to explore issues in relation to charges, inform questions and discussion

Level 2
• Ensures that all of the committee members are given the opportunity to address relevant questions and, where necessary, to share information and ideas

Competency 3: Working in a collaborative and professional manner

Level 1
• Treats all people with equal respect
• Upholds confidentiality and remains discreet at all times
• Demonstrates a calm and non-confrontational manner, even in the face of provocation
• Shows a willingness to give and receive constructive feedback and to learn from others
• Shows appropriate concern for distressed parties and witnesses
• Makes fair and effective use of adjournments and best use of available resources
• Demonstrates at all times a level of sensitivity which reflects the serious nature of proceedings
• Makes appropriate declarations of conflicts of interest before and during the hearing where necessary
• Upholds at all times the Severn Principles of Public Life: the Nolan Principles.

Level 2
• Draws upon the maximum contribution of individual committee members and Legal Assessor
• Appropriately challenges discriminatory views
• Gains the confidence of all parties

Competency 4: Reaching decisions fairly

Level 1
• Actively and constructively participates in decision making, observing the rules of evidence
• Provides comprehensive reasons for outcomes
• Accepts responsibility for decisions reached

Level 2
• Guides the committee through each stage of the decision making process
• Makes sure discussion in retiring room is purposeful and relevant
• Ensures all procedures are observed and that decisions are reached by vote
• Delivers the committee’s decisions and reasons in a clear, concise, authoritative and timely manner

Competency 5: Communication and conduct during hearings

Level 1
• Listens attentively to all parties
• Accurately and concisely records relevant points from written or oral evidence and subsequent discussion
• Asks fair and pertinent questions confidently using plain language
• Demonstrate high standards of personal conduct and impartiality

Level 2
• Clearly explains procedures to all parties, and specifies what is expected during and after the proceedings
• Together with legal assessor provides guidance to registrants, particularly when unrepresented

Competency 6: Leadership of the committee and proceedings (CHAIR ONLY)

Level 2
• Establishes rapport with committee members in an authoritative, open and participative style
• Clearly explains procedures to all parties, and specifies what is expected during and after the proceedings
• Maintains firm and effective control
• Provides sufficient opportunity for all of the committee to address relevant questions and express individual opinions
• Intervenes when there is inappropriate behaviour of any committee member, representative, registrant or member of the public
• Reviews practices and procedures and reports areas for improvement to the Chair of Chairs
• Participates in training of new panellists and members where appropriate
• Manages the unexpected in a calm and collected manner
Disqualification

A person is disqualified from appointment as a member of a statutory committee if that person -

- has at any time been convicted of an offence involving dishonesty or deception in the United Kingdom and the conviction is not a spent conviction;

- has at any time been convicted of an offence in the United Kingdom, and—
  - the final outcome of the proceedings was a sentence of imprisonment or detention, and
  - the conviction is not a spent conviction;

- has at any time been removed—
  - from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners, the Charity Commission, the Charity Commission for Northern Ireland or the High Court on the grounds of any misconduct or
  - mismanagement in the administration of the charity—
    - for which the person was responsible or to which the person was privy, or
    - which the person by their conduct contributed to or facilitated, or
  - under—
    - Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990
    - (powers of Court of Session to deal with management of charities), or
    - section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005
    - (b) (powers of the Court of Session),

  from being concerned with the management or control of any body;

- has at any time been removed from office as the chair, member, convenor or director of any public body on the grounds, in terms, that it was not in the interests of, or conducive to the good management of, that body that the person should continue to hold that office;

- is subject to—
  - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986(c),
- a disqualification order under Part II of the Companies (Northern Ireland) Order 1989(d) (company directors disqualification),
- a disqualification order or disqualification undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002(e) or,
- an order made under section 429(2) of the Insolvency Act 1986(f) (disabilities on revocation of a county court administration order);

♦ has been included by—
- the Independent Barring Board in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006(g) or the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007(h)) or,
- the Scottish Ministers in the children’s list or the adults’ list (within the meaning of the Protection of Vulnerable Groups (Scotland) Act 2007(i));

♦ has at any time been subject to any investigation or proceedings concerning his fitness to practise by any licensing body, the final outcome of which was—
- the person’s suspension from a register held by the licensing body,
- the person’s erasure from a register held by the licensing body or a decision that had the effect of preventing the person from practising the profession licensed or regulated by the licensing body, or
- a decision that had the effect of only allowing the person to practise that profession subject to conditions;

♦ has at any time been subject to any investigation or proceedings concerning his conduct, professional competence or health by the General Council, where the final outcome was that—
- the person’s registration in the register was suspended,
- the person was removed from the register (for a reason connected to the person’s conduct, professional competence or health), or
- the person’s registration in the register was made subject to an order imposing conditions with which the person must comply; or

♦ has at any time been subject to any investigation or proceedings relating to an allegation that the person’s entry in the register was fraudulently procured—
- in the course of which the person’s registration was suspended and that suspension has not been terminated, or
- the final outcome of which was the removal of the person’s entry in the register;

♦ is subject to any investigation or proceedings concerning—
- the person’s conduct, professional competence or health by the General Council, or
- the person’s fitness to practise by any licensing body, and the General Council is satisfied that the person’s membership of the statutory
committee would be liable to undermine public confidence in the regulation of registered chiropractors; or

♦ has at any time been convicted of an offence elsewhere than in the United Kingdom and the Council is satisfied that the person’s membership of the committee would be liable to undermine public confidence in the regulation of registered chiropractors.