

Applicant Information Pack

Council Associate



Information for applicants

Closing date: 31 October 2024

Interview date: 18 November 2024

Contents

Letter from the Chair of the GCC	3
Key dates for the appointment	4
Overview of the GCC	5
The General Chiropractic Council	6
About the Council Associate programme	8
Role specification for Council Associate.....	9
Recruitment process	11
Completing your application	13
Have a complaint?	13

Letter from the Chair of the GCC

Dear applicant

Thank you for your interest in joining the General Chiropractic Council (GCC) as a Council Associate.

The GCC is the independent statutory body established by Parliament regulating chiropractic in the UK to protect patients. This is a good time to be joining the GCC as we are currently developing our five-year Strategy for 2025-30. As a Council Associate member, you would be able to see this happen first-hand.

I chair the Council, which has a mix of lay and registrant members, all committed to our mission. Being a Council member is an incredibly rewarding and interesting role. However, we have struggled to attract diverse candidates for our Council member roles. That is why we are excited to be able to provide this Associate opportunity to give you that first step into a board role. We hope this scheme will be a development and learning opportunity for you.

Our Council Associate Programme seeks to identify individuals within the profession who have the potential to develop their skills and knowledge to undertake future non-executive positions, either at the GCC or elsewhere. We are looking for applications from people with a genuine interest in personal development and in return we will provide support and mentoring to give them the best chance of learning and developing new skills.

We particularly encourage applications from people from ethnic minority groups who are currently under-represented within the Council.

This information pack provides further details about the role and what the GCC is seeking from our successful candidate. As a Council, we believe that diversity is a strength, and therefore we welcome applications from a range of individuals who might be interested in joining us.

If you would like more explanation about our work or the role, please contact Nick Jones, our Chief Executive and Registrar (CER), (see [page 12](#)). Please ensure that you are available for interviews on the dates listed for the panel.

Good luck with your application, I look forward to seeing it!

Kind regards,

Jonathan McShane
Chair of Council

Key dates for the appointment are as follows:

Application Deadline

31 October 2024 (5 pm)

Online Interviews

18 November 2024

Start Date

01 January 2025

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 10 healthcare regulators, with our activities scrutinised by the Professional Standards Authority. We are the smallest of the healthcare regulators overseeing about 3,800 registrants, with a budget of £3.1 million, employing 16 staff. The Council comprises 12 members, an equal mix of lay and chiropractors. Please refer to our [Annual report and accounts 2023](#).

We are in the final year of implementing the changes envisaged in an ambitious [strategy 2022-2024](#). This followed significant changes to the external health and social care landscape, including the impact from the Covid-19 pandemic and the pace of regulatory reform. The strategy reflects the challenges that we face and our focus over its term, ensuring we make the right impact in the right way.

Please note that we are currently developing our new Strategy for 2025-30.

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, the GCC has powers to:

- Set the education 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 the required standards.
- Audit and assure chiropractors' continuing professional development
- Investigate and act against chiropractors who 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 four chiropractic professional associations and the Royal College of Chiropractors to fulfil this duty.

The General Chiropractic Council

As the governing body of the GCC, the Council is responsible for ensuring that the GCC carries out its core functions while setting the regulator's longer-term strategy to fulfil its statutory duty.

It meets quarterly in public to ensure the functions of the GCC are fulfilled efficiently and effectively, that best use is made of the resources available, and that its finances remain sound.

To this end, the Council sets the strategic direction of the GCC and works with the Chief Executive and Registrar and his team accountable for the effective and timely delivery of the strategy, business plan and budget. The Council also supports the effective operation of its statutory committees.

We have a strong and cohesive Council, committed to a bold strategic plan and programme of transformation. Our Council members bring a wide range of skills and experience from both lay and professional backgrounds.

Our Chair, Jonathan McShane, was appointed in January 2024. Jonathan has had an extensive career in health and social care working in senior local and national roles. He works in East London and across England supporting health and care systems as they move towards more integrated ways of working. An Associate with the Local Government Association, he previously represented the LGA as national representative for public health. He has chaired a number of national groups including the Pharmacy and Public Health Forum and the Public Health System Group for Public Health England for several years. He spent eight years as a Cabinet Member for Health and Social Care in Hackney. He has been the Chair of Trustees for the Terrence Higgins Trust, the HIV and sexual health charity, since 2016 and is currently a member of the Chief Executive's Advisory group at the King's Fund. He is an Honorary member of the Faculty of Public Health.

Our vision: To be a respected regulator of a trusted profession.

Our mission: To enhance professionalism in chiropractic, and promote high-quality care that the public can access safely and confidently, by regulating effectively. Our priorities will be informed by the concerns of patients.

Our values:

Togetherness: Working as a team within the GCC and with others, appreciating diversity, listening and supporting each other effectively and fairly.

Achievement: Working hard towards a common goal, encouraging and supporting each other, fostering improvement and innovation, and celebrating success.

Accountability: Taking responsibility, using resources wisely and setting clear, attainable targets.

Integrity: Communicating openly and honestly, building mutual respect and trust, having an open mind to reflect and learn lessons.

The Council's Chief Executive and Registrar is Nick Jones, who joined the GCC in February 2019. He has extensive experience of regulation in senior roles in a range of sectors. He believes that effective regulation incentivises improvement and high-quality care for patients: its fundamental purpose.

Nick is supported by three directors: Niru Uddin (Director of Fitness to Practise), Penny Bance (Director of Development) and Joe Omorodion (Director of Corporate Services).



About the Council Associate programme

The Council Associate Programme seeks to identify individuals within the profession who have the potential to develop their skills and knowledge to potentially undertake future non-executive positions and gain invaluable insights into corporate governance workings and arrangements, either at the General Chiropractic Council (GCC) or elsewhere. At the same time, the Council wants to hear from a wide range of voices to inform its decision-making.

Role of the Council Associate

The Council is committed to making the Council Associate role a success.

We want to help give the right talented candidate the experience and skills they need to understand more about the boardroom, to gain an understanding of different perspectives to enrich their day to day activities, and deepen their understanding of corporate governance and how organisations like the GCC need to work.

Once appointed, our Council Associate will take part in all our Council meetings and related activity. They may also get involved in our other committee meetings (e.g. Audit and Risk Committee) to maximise their transferable experience. Outside of meeting activity we want our Associate to regularly meet informally with their assigned Council and Executive buddies.

Due to our governing laws, the Council Associate cannot be a voting member when decisions are taken. They will be expected to read all the Council papers and encouraged and (once settled in) expected to participate in the debates that lead to decisions being made.

We are committed to understanding, respecting, and representing as broad a range of views and backgrounds. We know that diverse perspectives and experiences are critical to an effective, modern GCC.

The role specification and competencies that applicants must demonstrate in their application are set out in the pack. It is important that we have a transparent process to make it as fair as possible to all applicants.

The successful candidates will take up the role on **1 January 2025**.

We are looking for candidates with potential and a passion for and an interest in the work of the GCC, public protection, and a desire to contribute to public service. Previous committee or board experience is not a requirement.

Candidates will be required to provide in their application examples of how their experience matches the role specification below. The application form has a question on each that you are asked to respond to.

Role specification for Council Associate

- Excellent interpersonal skills
- An interest in the work of the GCC
- Keen interest to learn about being on a board and why effective corporate governance is necessary
- Good communication, influencing and analytical skills
- A willingness to commit to five days per year
- An ability to work as part of a team

Eligibility

We are looking for a Registrant Chiropractor to fill the Council Associate vacancy.

All GCC posts are subject to the [disqualification from appointment as a member](#), you will need to check these to make sure you are allowed to apply for this role.

Time commitment

The Council Associate will be expected to commit no more than 5 days per year for Council business. This includes meetings of Council (of which one is a strategy/training day), and associated preparation for meetings.

Remuneration

The daily fee is £300 per day worked. No additional payment will be made for preparation or travelling time. Remuneration is taxable under Schedule E and subject to Class 1 National Insurance contributions. We will make deductions at source. It is not a pensionable role.

NB. Impact of appointment on people in receipt of benefits: your appointment may have an effect on your entitlement to benefits. If you are in receipt of benefits you should seek advice from the Benefits Agency or visit the DWP website - <http://www.dwp.gov.uk>

Expenses

The Council Associate is eligible to claim allowances, at rates set by the GCC, for travel and subsistence costs necessarily incurred on Council business.

Length of appointment

The initial appointment is expected to be for two years. It is unlikely to be extended due to our desire to broaden the opportunity to others.

Location

Meetings are usually held alternately at the GCC offices in Kennington, South London and virtually, on-line. We will ensure that all meetings are inclusive and accessible.

Training and development

Appropriate training will be provided. An induction programme for the successful candidates will commence on appointment.

Performance appraisals

The Council Associate member will be required to take part in the GCC's appraisal system and will receive appropriate training. Appraisals comprise of written self-assessment, peer evaluation, and a review meeting with the Chair.

Diversity and equality of opportunity

Diversity in recruitment has significant benefits for us all. Diverse teams make for a broad spectrum of perspectives, experiences, and ideas, leading to more viewpoints and innovative and creative solutions to problems. We promote and value that and know that diverse teams are better equipped to understand and serve and meet the needs of our stakeholders, doing so inclusively.

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. The GCC aims to be as diverse as the public it protects and is committed to implementing the Act in all recruitment and selection activity.

We welcome all applications regardless of sex, age, disability, race, faith, sexual orientation, marriage or civil partnership status, pregnancy and maternity status or gender reassignment.

We particularly encourage applications from people from ethnic minority groups who are currently under-represented within the Council.

Reasonable adjustments will be made at interview and in post for any individual who requires them.

Candidates will be asked to complete the Equality, Diversity and Inclusion (EDI) Monitoring Form as part of their application. Providing this information is optional, but we would be grateful for your cooperation as it will assist the GCC to assess whether equality of opportunity is being achieved. Information collated from the monitoring forms will not be used as part of the selection process and will be treated as strictly confidential.

Standards in public life

The Council Associate is expected to demonstrate high standards of corporate and personal conduct including impartiality, integrity and objectivity in the execution of the role and responsibilities.

Applicants must have a good understanding of the standards of probity required by public appointees outlined in [the seven principles of public life](#).

Conflicts of interest

Any actual or perceived conflicts of interest will be fully explored by the selection panel at interview. If you are successful in being appointed, you should note the requirement to declare any conflict of interest that arises during GCC business and the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of the GCC. Further information can be found in the [guidance on conflicts of interest](#). Applicants should be aware that this post is a public appointment, rather than a job, and is therefore not subject to the provisions of employment law.

Eligibility and disqualification for appointment

Appointments to most public bodies are governed by regulations, which include details of the circumstances in which an individual may be disqualified. The [disqualification from appointment as a member](#) document lists the main circumstances in which an individual is disqualified from being appointed as a Council Associate and applicants must have regard to this – which includes aspects relating to Fitness to Practise record - before applying.

Recruitment process

We will deal with your application as quickly as possible. Following four weeks of public advertisement, the closing date for receipt of completed applications is **31 October 2024 at 5.00pm**.

Applications will be assessed by the following selection panel:

- [Jonathan McShane](#), Chair of the Council and Chair of the panel
- [Annie Newsam](#), Registrant member of Council

Your application and CV will be assessed against the **competencies** set out in the [role specification page](#) of this pack. Incomplete or late applications will not be considered by the panel.

The responses you give will be scored from 0-5:

0	being that you have provided no evidence to demonstrate that you meet a key skill
1	being that there is very poor evidence
2	being poor evidence
3	being acceptable evidence
4	being strong evidence
5	being very strong evidence

By 15 November 2024 the panel will have decided which candidates will be invited to interview to be conducted remotely via Teams. Unfortunately, we will not be able to provide individual feedback to unsuccessful applicants. If invited for interview, we will ask whether you require any reasonable adjustments to be made to facilitate your engagement in the recruitment process.

Interviews will take place on 18 November 2024 remotely via MS Teams.

If invited to interview, the panel may ask you questions about your experience and expertise and may also ask specific questions to find out whether you meet the specified competences. You could also be asked to give a short presentation. You will have the opportunity to discuss the process of interview beforehand. Our objective is to be able to see you in the best light possible, and for it to be a pleasant experience.

The appointment of the successful candidate be made only following the completion of relevant checks. This will include:

- the receipt of two satisfactory references
- social media (including Facebook/LinkedIn/Instagram/Twitter) review
- Google searches
- insolvency and disqualified Director's check
- other checks relating to professional disciplinary record, convictions, and other appointments.

Upon selection, we will make follow-up contact with the appointee regarding terms and induction arrangements.

All candidates interviewed will be notified of the outcome once the final decision has been made.

We would like the successful candidate to commence as a Council Associate Member from **1 January 2025**.

We will keep candidates who are interviewed informed of any significant changes to this schedule. Furthermore, we will offer shortlisted candidates who are interviewed the opportunity to receive feedback following the appointment being made.

Further advice about the appointment and the process can be provided by Nick Jones, **Chief Executive and Registrar**, n.jones@gcc-uk.org.

Completing your application

The deadline for completed applications is **31 October 2024 at 5.00pm**

You can apply for this role using our [online application form](#).

Alternatively, please submit the following information, referring to “**Council Associate appointment 2024**” in the subject heading, to recruitment@gcc-uk.org:

- A completed **application form** which can be downloaded here <https://www.gcc-uk.org/about-us/how-we-work/opportunities>, which must include the contact details of two professional referees and, where applicable, include a current or recent employer. We will request references for shortlisted applicants **prior** to interview.

The form also contains questions on the requirements of the role specification which you are asked to respond to.

- GCC equality and diversity **monitoring form**.
- a **Curriculum Vitae** (a maximum of two sides A4 and minimum font size 12pt) with education and professional qualifications and full employment history.

Have a complaint?

The GCC is committed to receiving, responding swiftly to and learning from complaints about our service as part of our commitment to continuously improve the service we offer. If you are dissatisfied about any aspect of this recruitment campaign – the process; administration; timeliness; standards of service or the decision you can complain to us. You can find details of how to do this [on the GCC website](#).

Disqualification from appointment as a member

A person is disqualified from appointment as a member of the General Council if that person

(a) 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;

(b) has at any time been convicted of an offence in the United Kingdom, and

(i) the final outcome of the proceedings was a sentence of imprisonment or detention, and

(ii) the conviction is not a spent conviction;

(c) has at any time been removed

i) 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

(aa) for which the person was responsible or to which the person was privy, or

(bb) which the person by their conduct contributed to or facilitated, or from being concerned with the management or control of any body;

(d) 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;

(e) at any time has been adjudged bankrupt or sequestration of the person's estate has been awarded, and

(i) the person has not been discharged, or

(ii) the person is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order under Schedule 4A to the Insolvency Act 1986(c) or Schedule 2A of the Insolvency (Northern Ireland) Order 1989(d) (which relate to bankruptcy restrictions orders and undertakings);

(f) has at any time made a composition or arrangement with, or granted a trust deed for, the person's creditors and the person has not been discharged in respect of it;

(g) is subject to

(i) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986(e),

(ii) a disqualification order under Part II of the Companies (Northern Ireland) Order 1989(f) (company directors' disqualification),

(iii) a disqualification order or disqualification undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002(g), or

(iv) an order made under section 429(2) of the Insolvency Act 1986(h) (disabilities on revocation of a county court administration order);

(h) has been included by

(i) the Independent Barring Board in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006(i) or the Safeguarding Vulnerable Groups

(Northern Ireland) Order 2007(j)), or

(ii) the Scottish Ministers in the children's list or the adults' list (within the meaning of the Protection of Vulnerable Groups (Scotland) Act 2007(k));

(i) has at any time been subject to any investigation or proceedings concerning the person's fitness to practise by any licensing body, the final outcome of which was—

(i) the person's suspension from a register held by the licensing body, and that suspension has not been terminated,

(ii) 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

(iii) a decision that had the effect of only allowing the person to practise that profession subject to conditions, and those conditions have not been lifted;

(j) has at any time been subject to any investigation or proceedings concerning the person's fitness to practise by the General Council, in the course of which or where the final outcome was that

(i) the person's registration in the register was suspended (including by an interim suspension order) and the order imposing that suspension has not been lifted,

(ii) the person was removed from the register (for a reason connected to the person's fitness to practise), or

(iii) the person's registration in the register was made subject to an order imposing conditions with which the person must comply (including by an interim condition of practice order) and that order has not been lifted;

(k) 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

(i) in the course of which the person's registration was suspended and that suspension has not been terminated, or

(ii) the final outcome of which was the removal of the person's entry in the register;

(l) is or has been subject to any investigation or proceedings concerning the person's fitness to practise by

(i) any licensing body, or

(ii) the General Council,

and the Privy Council is satisfied that the person's membership of the General Council would be liable to undermine public confidence in the regulation of registrants; or

(m) has at any time been convicted of an offence elsewhere than in the United Kingdom and the Privy Council is satisfied that the person's membership of the General Council would be liable to undermine public confidence in the regulation of registrants.

Guidance on conflicts of interest¹

The General Chiropractic Council would consider the following examples of significant conflict of interest for a candidate for appointment to public office. This list is not exhaustive.

- holding office on another health and care professional regulatory body;
- holding office on a professional organisation whose role is relevant to the regulator's role or a non-departmental public body such as NHS England or Health Education England;
- holding other appointments/positions of any sort which collectively mean the individual is unlikely to be able to commit the required time to the regulator;
- having a financial interest in a business providing services to the regulator;
- holding a current prominent position within a political party, in particular, but not exclusively with regard to health, as collective responsibility will apply.

These types of conflicts are likely to require candidates to relinquish other roles as a condition of appointment to the Council.

Due diligence and media checks for historic conflicts of interest, particularly political, and the possible perception of a remaining conflict of interest will be conducted. In considering these issues the selection panel will consider whether these have the potential for undermining confidence in the independence of the GCC and its ability to inspire confidence that it regulates in the public interest.

¹ *Good practice in making council appointments*, Professional Standards Authority for Health and Social Care, July 2022. p33

The seven principles of public life

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life were first identified by the Nolan Committee in its first report on standards in public life in May 1995 (the Nolan principles) and updated by the Committee on Standards in Public Life in its report of January 2013, *Standards Matter*. The seven principles of public life are:

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.

- Members of the public and members of the chiropractic professions are entitled to expect that you make decisions based on your conscientious assessment of what is in the public interest, without regard to your own interests or those of other organisations or individuals.
- Do not exploit your association with the GCC for your own gain or that of others and avoid any situation in which you might - even accidentally- give the impression that you are in a position to trade influence or access.
- If you have any involvement with a chiropractic business or organisation whose value, prospects or well-being might be affected by GCC decisions or policies, take responsibility for ensuring that your motivation and actions could not be challenged.

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.

- Do not accept payments, gifts, hospitality or favours where the nature of the person or organisation concerned, or the circumstances of the exchange, could give rise to a concern about your integrity.
- Do not put yourself - or allow others to put you - in a position in which your advancement or personal interests, or those of anyone close to you, could be seen as being linked to any decisions or actions you might take in the course of your GCC work.
- Assess your own behaviour by reference to these standards and make sure that you are seen to be following them.

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.

- When making recommendations and decisions, do not allow any non-GCC interests to influence the choices you make.
- Consider available options on their merits. Do not allow yourself to confuse the interests of the chiropractic profession, or any other particular sector of society, with the public interest.

- Take full account of all available evidence which is relevant to the decision you have to make in the course of your GCC work. This can include evidence of the opinions, wishes and concerns of people who may be affected by the decision. Make sure that you can distinguish clearly between the weight which is properly given to such evidence, and any undue, inappropriate or undeclared influence.

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.

- You have a responsibility to explain your actions when asked. Engage constructively and positively with appropriate opportunities to explain the ways in which you have managed your interests.
- If you are asked about an interest, or the way in which you have managed it, avoid taking a defensive or narrowly legalistic approach.

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 it.

- Make a full and open declaration of interests when asked to do so. If in doubt about whether or not you need to declare an interest, err on the side of openness and let others make an assessment of relevance. Perceptions vary, and you may not be best placed to make an objective assessment in your own case.
- Complying with the formalities is important but is not enough on its own. Take active steps to assure yourself that those who need to know about your interests on any particular occasion are aware of the situation.
- Demonstrate that you are open not only to disclosing any interests you may have but also that you are open to discussing their significance. Reflect on any feedback and advice you receive and act on any learning points that emerge from your experience and the views of others.

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.

- In all that you do on behalf of the Council, demonstrate the same high standards of professionalism and personal probity which the Council expects of registered chiropractors.
- Answer any questions asked of you about your interests truthfully and in a spirit of openness.

Leadership

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

- Let your approach to managing your interests provide an example of good practice within the Council, enhancing the Council's standing as a model of good practice for the chiropractors we regulate.
- Provide leadership by ensuring that your actions match the words which we have agreed to live up to. Speak and act in ways which promote and encourage a culture of open discussion about issues concerning interests. Help promote a culture of accountability, in keeping with the spirit of this guidance.
- Support others with leadership roles within the Council, so that they are empowered and supported to fulfil their responsibilities on behalf of the whole organisation, in the public interest.

