

Council 11 December 2008

Process for the cancellation of Council and Committee meetings

Executive summary and recommendations

Introduction

Following the cancellation of Committee meetings in November, Secretariat has laid out a formal process for the cancellation of meetings in the event that there is a lack of substantive business.

The attached process draws together rules on the clearance of decisions from the various standing orders and is designed to ensure that Council and Committees meet their statutory obligations.

Decision

The Council is asked to agree the process as drafted.

Background information

Health Professions Order 2001
Committee Standing Orders - available on website (www.hpc-uk.org)

Resource implications

None.

Financial implications

None.

Appendices

Process for the cancellation of Council and Committee meetings

Date of paper

19 November 2008.

Process for the cancellation of Council and Committee meetings

The process for cancelling meetings for Council its sub-committees and statutory committees is as follows.

Procedure

If it becomes apparent that a meeting should be cancelled because there is a lack of substantive business, after consultation with the Chair and the relevant Director, the Secretary to the Committee should:

1. obtain agreement for cancellation from the Committee Chair;
2. obtain agreement for cancellation from the Chief Executive; and
3. (a) obtain support for cancellation from three quarters of members in writing or by email; or
(b) in the case of the Practise Committees; obtain unanimous support for cancellation from members in writing or by email.
4. Inform Committee Members and all other relevant parties by email and update the website to show the cancellation.
5. Cancel any catering, booked rooms or equipment hire.

If the cancellation means that a committee would fail to meet their statutory obligations, or that holding the business due for transaction over until the next scheduled Committee would have a significant impact on the organisation, a special meeting should be called.

Paragraph 13 of Article 3 of the Health Professions Order 2001 holds that the Council shall make standing orders in respect of the Council, committees and sub committees to provide for the quorum, composition and procedure of meetings.

Please refer to the individual standing orders for confirmation of the statutory obligations of each committee.

**Secretariat
October 08**