PROFESSIONAL PRACTICE AND POLICY COMMITTEE

TERMS OF REFERENCE

1. The Professional Practice and Policy Committee (PPPC) (the Committee) is established by the Board of Trustees (the Board) (minute 39/14) and accountable to the Board for the consideration of matters of professional practice and policy.

2. For the avoidance of doubt, the Committee does not have a governance role but is in all cases an adviser to the Board.

AIMS OF THE COMMITTEE

3. The Committee will consider and make recommendations upon matters relating to professional development and practice, standards, policy and public affairs, and ensure that the perspective of members and service users in the four nations of the United Kingdom is taken into account, in development and pursuit of the strategic aims and objectives of the RCSLT and in supporting the Board of Trustees.

4. The Committee will debate current and future cross-cutting issues in sufficient depth to inform policy decisions by the Board. In the process of consideration, discussion and debate, the Committee may consult with other RCSLT committees and groups and with the wider membership as it sees fit.

5. The Committee is authorised to discuss and debate:

   (External environment)
   a. The external environment affecting (positively and / or negatively) the profession and its services, such as but not exclusively social, economic, demographic, technical and scientific developments.
   b. Policy and legislation arising from government and other stakeholders (across the UK).
   c. The opportunities and threats relating to a. and b. and RCSLT’s relationships with other organisations and groups.

   (Internal environment)
   d. Feedback from members via the RCSLT Hub structures and other contacts.
   e. Key trends and implications for the profession and service users and make recommendations on the:
      • appropriate design of a coordinated UK-wide response, (with regard to the RCSLT’s strategic plan and the internal and external environment).
• development of new or review of existing RCSLT professional standards (with regard to the standards set by the regulator, the HCPC where appropriate)

f. Strategic priorities in response to major opportunities or threats as appropriate.

g. Recommendations regarding the promotion and sharing of good practice and innovation across the UK

h. Criteria for the prioritisation of new guidance development (for members and / or other stakeholders) in liaison with the Guidance Publications Group

MEMBERSHIP

6. The Committee will consist of a Chair and Deputy Chair. The Chair shall be a member of the Board. Committee members will consist of a minimum of 75% of RCSLT certified members.

7. The selection of members will ensure that the Committee includes:

   a. At least one member from each RCSLT Hub Forum: England, Northern Ireland, Scotland and Wales (Geographical spread)
   b. Another RCSLT Trustee as agreed by the Board
   c. One CREST representative
   d. Six to eight SLTs representatives from across the range of sectors (e.g.: independent, NHS, third sector), care groups (Clinical and sector spread), and expertise in service management and research
   e. Two academic members representing HEIs (which may include the CREST representative)

LENGTH OF TERM

8. Members will join the Committee via a selection procedure by Bylaw approved by the Board for a period of three years in the first instance. The Committee members are expected to play an active role and must be fully committed to the work of RCSLT, with an estimated time commitment of three days per year plus travel and preparation time as well as occasional other work.

9. Members may be re-selected to serve for a further term of three years.

10. The Committee can co-opt additional participants as appropriate, who need not necessarily be members of RCSLT, for specified time periods and specified expertise.

OPERATION OF THE COMMITTEE

11. The Committee will meet three times a year, which may be varied from time to time. A quorum shall be one third of the appointed members of the Committee from paragraph 7 above.

12. Meetings will normally take place in London at the RCSLT HQ, but may occasionally be held in other parts of the country with the Committee’s agreement. The Committee will also undertake consultation electronically as required, on matters which require a decision by the Committee. Decisions made electronically will be ratified and minuted at the following Committee meeting.

13. RCSLT staff members will attend meetings as appropriate to facilitate discussion and inform decision making by the committee.

14. Members will adhere to the Code of Conduct.
OPEN WORKING

15. The Committee will make documents available to RCSLT members and staff unless there is a compelling reason not to, in accordance with the law and RCSLT policy.

MONITORING AND REPORTING

16. The Committee will provide a short report summary to every Board of Trustees meeting and also provide advice and recommendations for policy decisions.

September 2019