

Authorising Committee / Department:	Board
Responsible Committee / Department:	Practice, Policy and Partnerships Committee
Document Code:	REG PPP Committee for Professional Practice

Background

In February 2009, General Council established a new Board, the Board of Practice and Partnerships and six constituent committees to replace the Boards of Practice Standards, Professional and Community Relations, Research and their 13 committees.

On 23 May 2013, General Council was replaced by the Board. This change was as a result of the implementation of a new governance model that was passed by the Fellowship in August 2012. Also at this time, the Board of Practice and Partnerships was renamed the Practice and Partnerships Committee (PPC). In May 2015 the Board approved that the Practice and Partnerships Committee be renamed to the Practice, Policy and Partnerships Committee (PPPC).

The Committee for Professional Practice is a constituent committee of the PPPC.

1. ROLE

Responsible directly to the PPPC, the Committee for Professional Practice (the Committee) will be an active working arm of the PPPC which executes priorities in the College's Strategic Plan and the Committee's work plan particularly as they relate to the practice and the profession of psychiatry.

2. RESPONSIBILITIES

The Committee for Professional Practice will be responsible for developing an annual work plan which will be reviewed at the end of each calendar year. The plan, which will align with the College's strategic plan, will be approved by the PPPC and noted by the Board.

The Committee's overarching functions are to focus on:

- a) ethical and professional matters associated with psychiatric practice and the profession.
- b) fellowship support requirements.

Specifically, the Committee shall:

- c) act as an advisory body to the Board on matters of ethics and practice pertaining to psychiatry.
- d) develop recommendations for policies and proposals for action by the College and to forward such recommendations to the Board through the PPPC; Coordinate the development and ongoing update of the College's policy documents as identified in 'Guidelines for the development of RANZCP statements and guidelines'; Be cognisant of trends in complaints and enquiries as they relate to the aforementioned documents, and support of Fellows.
- e) liaise with, and seek advice from, relevant external bodies and other expert Committees, Branches and Sections of the College on matters of ethics and practice relevant to psychiatry.
- f) review and ensure implementation of the Code of Ethics and Code of Conduct of the College not less frequently than every five years as required by the College Regulations or at any other time as required by the Board.

- g) identify and oversee risks associated with the committee, in accordance with the College's Risk Management Policy, and for reporting risks to the PPPC and high level risks to the Board.

3. REPORTING RELATIONSHIPS

- a) The Committee shall report on its activities to each face to face meeting of the PPPC. The Committee shall be represented on the PPPC by the Chair, Committee for Professional Practice (CPP).
- b) The Committee shall liaise with other College groups including the Board, Committees, Faculties and Sections as required.

4. COMPOSITION / MEMBERSHIP

Membership of the CPP will comprise:

- a) Chair, CPP (Fellow)
- b) four Fellows or affiliates (Independent) with at least one representative from New Zealand
- c) two Community Members (one carer and one consumer representative)
- d) a trainee representative (Associate)
- e) a representative of the Overseas Trained Psychiatrists Representative Committee (OTP) (Affiliate or Fellow)
- f) Chair, PPPC – Ex-officio (Fellow)
- g) Deputy Chair, Practice and the Profession portfolio, PPPC– Ex-officio (Fellow).
- In addition, the Committee will maintain close communication and collaboration with other College Committees on matters relevant to those committees, including Faculties, Sections, Branch Committees and the New Zealand National Committee.
 - The appointment process should endeavour to achieve appropriate gender balance.
 - The Chair, on behalf of the Committee, may appoint one of its members as the Deputy Chair of the Committee if and when required.

5. Elections and Appointments

5.1. Chair

- a) The Chair of the Committee shall be elected or appointed by the Board, upon the recommendation of the PPPC. Nominations will be called from the Fellowship.
- b) The term of office shall be two years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.
- c) The Chair shall be entitled to stand for re-election to this position to serve a maximum of three consecutive terms i.e. six years.
- d) The Chair so elected shall be a member of any and all constituent committees or working groups under the Committee.

5.2. Fellows (Independent)

- a) The Fellows (Independent) will be elected by the PPPC and noted by the Board. Nominations will be called from the Fellowship.
- b) The term of office shall be two years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.
- c) They shall be entitled to stand for re-election to this position to serve a maximum of three consecutive terms i.e. six years.

5.3. Ex-officio Members

- a) Ex-officio Members are members of the Committee by virtue of the position that they hold.
- b) The term of office of Ex-officio members shall coincide with their term on their respective Committee. In no case shall any member serve a term longer than two years with a maximum of three consecutive terms i.e. six years.

5.4. Community Members

- a) Community Members shall be appointed by the PPPC upon the recommendation of the Community Collaboration Committee (CCC) and noted by the Board.
- b) The term of office of Community Members shall coincide with their term on the CCC.
- c) In the event that a community member resigns, a casual vacancy shall arise for this position, and any appointment shall be in accordance with the Procedure for Appointment of Community members to College Committees.

5.5. Overseas Trained Psychiatrists Committee (OTP) Representatives

- a) Nominations are called from amongst the overseas trained psychiatrists of the College, recommended by the Overseas Trained Psychiatrists' Representative Committee (OTPC) and then appointed by the PPPC. To nominate, the overseas trained psychiatrist does not need to be a member of the OTPC.
- b) The process for nomination, endorsement and appointment is in accordance with the Procedure for appointment of trainees to College committees.
- c) The term of office shall be the same as the overseas trained psychiatrist on the OTPC and shall commence from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.
- d) The overseas trained psychiatrist representative will be eligible for re-appointment to this position to serve a maximum of six (6) years.
- e) In the event of the resignation of the representative, a call for nominations for a casual vacancy to fill the vacancy for the remainder of the term will be made. Appointment will be made in consultation with the OTPC and the PPPC. Nominations will be called for from current overseas trained trainees.
- f) Upon appointment to the Committee, the overseas trained psychiatrist representative shall provide a written report to the OTPC in relation to their representation on the Committee.

5.6. Trainee representative

- a) The trainee representative is appointed in accordance with the Procedure for appointing trainee representatives to College committees.
- b) The term of the trainee representative will commence in May each year at the conclusion of the Annual General Meeting and will be for 12 months.
- c) The trainee representative will be eligible for re-appointment to this position to serve a maximum of five (5) consecutive years.
- d) In the event that the trainee is admitted to Fellowship during their term on a committee, they may complete their annual term, but they are not eligible for appointment thereafter.
- e) In the event that the trainee resigns from the committee, a casual vacancy will arise and the vacancy will be filled for the remainder of the term as per the Procedure for appointing trainees to College committees.

5.7. Co-opted Members

- a) The Committee may co-opt additional members (e.g. College Members, Community Members, Indigenous persons, external stakeholders etc.) from time to time with particular specified knowledge and/or expertise.
- b) The number of Co-opted Members shall be a maximum of two.
- c) Co-opted members of the Committee shall not have voting rights.
- d) The need for Co-opted Members shall usually be reviewed by the Committee each year at the time of elections to the committee, but may be reviewed more frequently as considered necessary.
- e) The term of office for Co-opted Members shall be no more than two consecutive years.
- f) Co-opted members are expected to maintain confidentiality of the meetings proceedings.

5.8. Observers

- a) The Committee may invite persons from time to time to attend some or parts of a Committee meeting as an observer.
- b) Observers would be expected to maintain confidentiality of the meeting's proceedings.
- c) The number of observers will be at the discretion of the Committee.
- d) Observers shall not have voting rights.
- e) The need for observers shall be reviewed by the Committee each year at the time of elections to the committee, but may be reviewed more frequently as considered necessary.
- f) Observers may be appointed to the Committee for no more than two consecutive years.

5.9. Casual Vacancies

- a) In the event of the resignation of any member of the Committee, the PPPC shall appoint a casual vacancy (noted by the Board where appropriate) to fill the vacancy for the remainder of the term.
- b) A person appointed as a casual vacancy shall be eligible for election or appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.
- c) In the event that the resignation is a representative position e.g. a representative of the TRC, the appointment will be made in consultation with that Committee.

6. POWERS AND DELEGATION

The Committee shall observe any regulations or directions that may from time to time be imposed upon it by the Board.

Pursuant to Article 9.2 of the Constitution:

- a) 'The Board may delegate any of its powers (other than that of delegation) to any person or committee'.
- b) 'The Board may revoke any delegation of its powers by ordinary resolution'.
- c) 'Any committee exercising the delegated power of the Board shall comply with all Regulations and any conditions or limitations that may be imposed by the Board'.

7. LIMITATION ON POWERS

Pursuant to Articles 14.1, 14.3, 14.4 and 14.5 of the Constitution:

- a) The Board may establish committees comprising such persons as the Board determines or otherwise determined in accordance with the Regulations.

- b) 'The Board shall determine the powers and duties of each committee (its Regulations or Terms of Reference) and each committee shall in the exercise of its powers comply with the Regulations or the Committee Terms of Reference'.

8. COMMITTEE SUPPORT

The Committee shall be supported by the staff of the College, specifically staff of the Practice, Policy and Partnerships (PPP) department and the New Zealand National Office.

9. REVIEW

- a) Pursuant to Article 14.8 of the Constitution, "The Board shall review the need for each committee and the members thereof at least every two years'.
- b) These Regulations shall be reviewed two (2) years from commencement.

10. OPERATION OF THE COMMITTEE

10.1. Meetings

- a) The Committee may meet for the transaction of business and adjourn and otherwise regulate its meetings as it thinks fit, taking into account budget implications.
- b) Meetings of the Committee may be in person, by telephone or other telecommunications or electronic means at the discretion of the Chair.
- c) The Committee shall only meet face-to-face up to twice a year.
- d) The Chair may convene a meeting of the Committee by written notice to members of the Committee. An agenda shall be circulated in advance of the meeting.

10.2. Notice of Meetings

- a) At least 24 hours notice of a meeting of the Committee must be given to each Committee member specifying the place, time and date of the meeting and the general nature of items to be discussed.
- b) Notice may be given in writing, by email, by telephone or other electronic and appropriate means.

10.3. Attendance at Meetings

- a) If a Chair is unable to attend three consecutive Committee meetings, the Chair should raise this with the Chair of the relevant parent committee and/or the appropriate Board constituent Committee Chair.
- b) It is expected that a committee member will attend all meetings of the Committee. However, it is acknowledged by the College that an individual's work and family commitments/responsibilities may prevent a member from attending a meeting.
- c) If a committee member is unable to attend a meeting, the Chair and/or relevant staff member should, where possible, be advised two weeks in advance of the meeting.
- d) Non-attendance at three consecutive meetings will be reviewed by the Chair in consultation with the individual member concerned. If it is agreed that the Committee member needs to step down from the committee, a casual vacancy shall arise.

10.4. Chair

- a) The Chair shall preside at all meetings of the Committee.
- b) If the Chair knows prior to a meeting they will not be able to attend, they can delegate a Committee member (Fellow) to Chair that meeting.

- c) If the Chair is not present at any meeting of the Committee within fifteen minutes after the time appointed for holding the meeting the members present shall elect a Committee member present to be Chair of the meeting.

10.5. Quorum

- a) For items involving a change or establishment of policy/procedure/process or matters of great complexity, as determined by the Chair, the quorum for a meeting shall be 50% whether held face-to-face, via teleconference or out-of-session by email vote. Decisions will be recorded in the minutes and circulated within the College's usual processes.
- b) For items which are deemed to apply an already approved policy/procedure/process to a set of facts or extending an established decision, the Chair in consultation with any other committee members present (face-to-face, teleconference or email), shall make the decision, in consultation with the Executive Manager, or Chief Executive Officer. Decisions will be recorded in the minutes and circulated within the College's usual processes.
- c) The Committee may act notwithstanding any vacancy on the Committee.

10.6. Proxies

- a) Committee members are unable to appoint a proxy to attend a meeting on their behalf, unless the position held by the member on the Committee is a representative position (e.g. representing the TRC) or a Community Member. The appointed proxy for the representative position must be a member of the Committee they are representing.
- b) A community member proxy must be appointed in consultation with the Community Collaboration Committee (CCC). The CCC is the first point of contact for community member representation on College committees. The CCC will liaise, as needed, with Te Kaunihera and the Aboriginal and Torres Strait Islander Mental Health Committee to assist in appointing a proxy.
- c) The onus is on the Committee member to advise the Chair, in advance of the meeting, of their proxy's details.
- d) A proxy has the same voting rights as the person they are replacing.
- e) A proxy may only receive the meeting papers for the meeting they are attending.

10.7. Voting

- a) All Committee members, except co-opted members, observers and those without authority to vote, shall have full voting rights.
- b) Decisions arising at a meeting of the Committee shall be decided by a majority of votes of members present and voting.
- c) A decision by a majority of the members present and voting is for all purposes a decision of the Committee.
- d) The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.

10.8. Written Resolution

A written resolution signed or approved by electronic mail by a simple majority of votes by 50% of all members (other than any member on leave of absence or those without authority to votes) is taken to be a decision of the members passed at a meeting of the Committee duly convened and held.

10.9. Minutes of Meetings

- a) A written record of all proceedings of Committee meetings shall be kept by the College.
- b) Draft minutes of all meetings should be promptly circulated to all Committee members.
- c) The minutes of each committee meeting will be submitted to each face to face meeting of the PPPC Committee.

10.10. Defects in Appointment or Qualification of a Committee Member

All acts done in good faith by a meeting of the Committee or by any person acting as a member of the Committee will be valid and effective even if it is afterwards discovered that there was some defect in the appointment of that person or that the person was disqualified from acting for any reason.

10.11. Conflict of Interest and Confidentiality

- a) All people attending a meeting of the Committee must declare any conflicts of interest to the Chair. Conflicts of interest will be managed and declared in accordance with the College's Conflict of Interest Guideline.
- b) The Committee must maintain a Conflict of Interest Register.
- c) Each member of the Committee, including co-opted and observer members, must sign a Deed of Undertaking relating to Confidentiality and Conflict of Interest.
- d) The Deed is valid for the period of time the member is part of the Committee and after they have finished on the Committee, particularly in relation to confidentiality.
- e) All signed Deeds must be forwarded to the College's Governance Officer.

10.12. Other Committees of the Committee for Professional Practice

The Committee may establish Subcommittees or Working Groups. This must occur in consultation with the relevant Executive Manager. Approval to establish a Subcommittee or Working Group must be sought from the Finance Committee (for budget purposes), the Corporate Governance and Risk Committee (CGRC) and the Board.

10.13. Financial Responsibility

- a) The Committee must develop an annual budget based on the budget process developed by the College in conjunction with the College's Finance Department.
- b) The Committee is required to operate in accordance with College Policy and within the budgetary constraints as determined by the Board. Any spending above and beyond the allocated budget requires explicit authorization in accordance with the College's Delegation of Authority Policy.

11. MEDIA AND AUTHORISED STATEMENTS

- a) With respect to making media or other external comment or representation, the College's Media Policy (available on the RANZCP website) should be consulted.
- b) Pursuant to Articles 8.4.1 and 8.4.2 of the Constitution: 'The President or the Board may authorise any committee or individual to represent the College before any government or governmental body or committee or to make statements or express views on behalf of the College. The authority may be given generally or for a specific situation and may be given on such conditions as the President or Board thinks fit. Unless duly authorised to do so under this Article, no Member may make any statement or express any view which purports to be a statement or view of the College or as having been made or expressed on behalf of or with the concurrence of the College.'

12. INTERPRETATION

The Regulation shall be known as the 'Committee for Professional Practice'.

- **'Affiliate'** means a Member admitted pursuant to Article 3.5 of the Constitution.
- **'Annual General Meeting'** means the annual general meeting of the College held in accordance with the Constitution and the Act.
- **'Article(s)'** means an article or clause of the Constitution.

- **'Associate'** means a Member admitted pursuant to Article 3.4 of the Constitution.
- **'Board'** means the board of the College established under the Constitution, each member of which shall be a director of the College.
- **'Casual Vacancy'** means any vacancy on the Committee caused otherwise than by the retirement of a Committee member at the end of his or her term.
- **'Co-opted'** means a person that has been co-opted for their area of expertise or knowledge of a particular area.
- **'College'** means The Royal Australian and New Zealand College of Psychiatrists constituted as a company limited by guarantee under the Constitution.
- **'Community Member'** means a carer or consumer appointed to the Committee.
- **'Committee'** means the Committee for Professional Practice.
- **'Constitution'** means the Constitution of the College as amended from time to time.
- **'Election Year'** means the year the College Constitution came into effect and every second year thereafter.
- **'Ex-officio'** means a member the Committee who is part of it by virtue of holding another office.
- **"Elected"** means the formal election process undertaken to elect a member.
- **'Faculty'** means a faculty of the College established pursuant to Article 16 of the Constitution.
- **'Fellow'** means a Member who holds Fellowship of the College pursuant to Article 3.3 of the Constitution.
- **'Fellow (independent)'** means a Fellow from the general Fellowship, ie. a Fellow who is not representing the Board, another College Committee, Faculty, Section, Special Interest Group or an external organisation.
- **'President'** means the person for the time being elected to that office.
- **'Proxy'** means a person appointed to represent a committee member at a meeting on their behalf.

13. ASSOCIATED DOCUMENTS / PUBLICATIONS

- Position Descriptions: Chair, Member and Community Member.
- Practice, Policy and Partnerships Committee Induction Manual.
- Practice, Policy and Partnerships Committee Regulations
- RANZCP Constitution, Media and Communications Policy, Code of Conduct, Code of Ethics, Conflict of Interest Guideline, Conflict of Interest Register, Risk Management Policy, Risk Register, Document Approval Pathway Procedure and Website.
- Deed of Confidentiality and Conflict of Interest.
- Procedure for the appointment of trainees to College Committees
- Procedure for the appointment of Community Members to College Committees

APPROVAL / REVISION RECORD**Contact: Senior Department Manager, PPP**

Date	Version	Approver	Description
10/07/2009	1.0	GC2009/2 R4	New document
29/05/2011	1.1	GC2011/2 R27	Not recorded
18/2/2014	1.2	PPP	Amendments to meet new College governance arrangements
02/2016	2.0	B2015/1 R23	Amendments to clarify the responsibilities, composition of the committee and change of committee name i.e. PPPC and clarification of voting
7/12/2017	2.1	CGRC on behalf of the Board	Amendments to meet new College governance arrangements and to clarify the composition of the committee
12/2019			NEXT REVIEW