

# Regulations

## Practice, Policy and Partnerships Committee



<b>Authorising Body:</b>	Board
<b>Responsible Committee(s):</b>	Corporate Governance and Risk Committee
<b>Responsible Department(s):</b>	Governance Unit
<b>Document Code:</b>	REG Practice, Policy and Partnerships Committee Regulations

### 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 RANZCP Board (**‘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).

### 1. ROLE

- a) Reporting directly to the Board, the Practice, Policy and Partnerships Committee (PPPC) will be a key working component of the Board responsible for formulating priorities and work plans for discussion with the Board.
- b) The PPPC will be responsible for executing priorities in the College’s Strategic Plan particularly as they relate to the practice, professional roles and the profession of psychiatry, and the mechanisms by which these connect, relate and partner with the environment both internal and external to the College and the profession.
- c) The PPPC will contribute to and monitor the implementation of the Strategic Plan and review and contribute to the Plan’s ongoing development.
- d) The PPPC will provide responsive and timely advice to the Board in respect to these key areas.

### 2. RESPONSIBILITIES

#### The PPPC will be responsible for:

- a) developing an annual work plan which will be reviewed at the end of each calendar year. The plan will be noted by the Board
- b) identifying and overseeing risks associated with the PPPC, in accordance with the College’s Risk Management Policy, and for reporting high level risks to the Corporate Governance and Risk Committee (CGRC).

#### The PPPC Executive:

- a) are responsible for overseeing the operations of the two portfolios: Practice and the Profession portfolio and Partnerships and Community portfolio
- b) is composed of the Chair of the PPPC and the Deputy Chair of each portfolio
- c) shall meet regularly via teleconference to discuss and action key topics relevant to each portfolio of the PPPC

- d) may approve appointments to the constituent committees on behalf of the PPPC if and when required.

The PPPC will focus on two key areas of function (portfolios), namely:

**2.1. Functions pertaining to practice and the profession include:**

- a) professional practice and ethical standards.
- b) clinical standards and evidence-based practice including research activities.
- c) clinical Practice Guidelines (CPGs) and Professional Practice Guidelines.
- d) Position Statements and Clinical Memoranda.
- e) review of psychiatric treatments with responsibility to:
  - (i) proactively develop policy and oversee programs and activities in the related areas of psychiatric treatments and standards of ethical and clinical practice for College members.
  - (ii) stimulate and encourage research relevant to psychiatry, thereby, encouraging critical and reflective practice.
  - (iii) provide a forum within the College for consultation and co-ordination in the development and implementation of policies and programs in the related areas of psychiatric treatments, and standards of ethical and clinical practice.
  - (iv) promote opportunities for research training and experience.
  - (v) promote high standards of clinical and professional psychiatric practice in Australia and New Zealand.

**2.2. Functions pertaining to partnerships and community include:**

- a) relationships between the College and the mental health environment including but not limited to Indigenous issues in Australia and New Zealand.
- b) engagement and relationships with community groups including carers, consumers and families.
- c) engagement with other professional mental health groups, government, policy makers, funding bodies and key Non-Governmental Organisation (NGO) stakeholders in consultation with the Office of the President and CEO (OPCEO) External Relations function as required.
- d) developing and maintaining the links between the PPPC, the Tu Te Akaaka Roa (New Zealand National Committee) and the Branch Committees.
- e) enhancement of high standards of collaborative mental health care with responsibility to:
  - (i) ensure that the partnership between psychiatrists, consumers, carers, Aboriginal and Torres Strait Islanders and New Zealand Māori, other mental health professionals and the wider community is developed and maintained.
  - (ii) work together with consumers, families and carers, non-government organisations, and the community at large to promote the mental health of the community with a view to reducing the impact of mental illnesses and disorders on individuals, families and the community, to ensure optimal and complementary recognition and application of the expertise of people and organisations involved in mental health care delivery, and to assure the human rights of people with mental illnesses and disorders.
  - (iii) assist the Board and the College in making appropriate decisions in respect to the interaction between psychiatrists, mental health consumers, carers,

Aboriginal and Torres Strait Islanders and New Zealand Māori, mental health professionals and the wider community.

- (iv) provide strategic advice regarding best practice in collaborative mental health care.
- (v) advocate for best possible mental health care in Australia and New Zealand across the life span.

### **3. REPORTING RELATIONSHIPS**

- a) The PPPC shall report on its activities and the activities of its six constituent committees to each meeting of the Board.
- b) The Chair of the PPPC is a Board Director.
- c) The Chair shall be an ex-officio member of each of the constituent committees of the PPPC.
- d) The PPPC shall liaise with College committees including the Board, Committees, Faculties, Sections and Networks as required.
- e) The PPPC will work closely with the Chief Executive Officer and Senior Management to ensure its responsibilities are met.

### **4. PRACTICE, POLICY AND PARTNERSHIPS COMMITTEE**

#### **4.1. Composition/Membership**

Membership of the Practice, Policy and Partnerships Committee must comprise:

- a) A Board Director – Chair.

The following members:

- b) Deputy Chair, PPPC (the Practice and the Profession portfolio) (Fellow)
  - c) Deputy Chair, PPPC (Partnerships and Community portfolio) (Fellow)
  - d) Chair, Committee for Professional Practice
  - e) Chair, Committee for Research
  - f) Chair, Committee for Evidence-Based Practice
  - g) Chair, Community Collaboration Committee
  - h) Chair, Aboriginal and Torres Strait Islander Mental Health Committee
  - i) Chair, Te Kaunihera
  - j) two Community Members i.e. one carer and one consumer representative
  - k) an Overseas Trained Psychiatrists Representative
  - l) a Trainee Representative.
- In addition, the PPPC 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 PPPC must comprise of at least one Fellow from Australia and one Fellow from New Zealand.

### **Additional position**

- An additional Board Director(s) may be appointed by the President in consultation with the Board. The term will be for 12 months and will be reviewed in May of each election year.

## **4.2. Elections, Appointments and Casual Vacancies**

### **4.2.1. Chair (Fellow)**

- a) The Chair shall be appointed by the Board from among the Board members.
- b) The term of office for the Chair shall be in accordance with the Board Director's term 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 elected.
- c) The Chair will be eligible for re-appointment to this position to serve a maximum three (3) consecutive terms i.e. 6 years.
- d) In the event that a casual vacancy arises due to the resignation of the Chair, the Board shall appoint an interim Chair (Board Director) for the remainder of the term.

### **4.2.2. Deputy Chair (two positions)**

- a) The Deputy Chairs shall be appointed by the Board from among the Fellows of the College.
- 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 Deputy Chairs 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 Deputy Chairs so elected shall be an ex-officio member of all committees under their portfolio.
- e) In the event of the resignation of a PPPC Deputy Chair, whose term is not due to finish for 12 months or more, a call for nominations from the College Fellowship shall take place. Nominations will be considered by the PPPC with a recommendation made to the Board for appointment.
- f) In the event of the resignation of a PPPC Deputy Chair, whose term is due to finish within 12 months, the Board will appoint a casual vacancy for the remainder of the term from the Fellowship.

### **4.2.3. Members**

- a) The Chairs of the PPPC's six constituent committees are appointed to the PPPC by virtue of their constituent committee position (ex-officio).
- b) The term of office of constituent committee Chairs on the PPPC shall coincide with their term on their constituent committee. In no case shall any member serve a term longer than two years with a maximum of three consecutive terms.
- c) In the event of the resignation of a member, whose term is not due to finish for 12 months or more, their position will be filled via the casual vacancy clause from the regulations of the committee that they chair.

- d) In the event of the resignation of a member of the PPPC whose term is due to finish within 12 months, their position will be filled via the casual vacancy clause from the Regulations of the committee that they chair.

#### **4.2.4. Community Members**

- a) Expressions of interest will be called for and assessed using the procedure 'Appointment of Community Members to College Committees' procedure.
- b) Community Members shall be appointed by the PPPC and noted by the Board.
- c) The term of office of Community Members shall be two years from the conclusion of the Annual General Meeting in the election year in which he/she was selected or such later date when a successor is appointed.
- d) Community Members will be eligible for re-appointment to this position to serve a maximum of three consecutive terms i.e. six years.
- e) In the event of a Community Member(s) resignation, the appointment will be made in accordance with the 'Appointment of Community Members to College Committees' procedure.

#### **4.2.5. Overseas Trained Psychiatrists Representative**

- a) Nominations are called from among 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 term of office shall be two (2) years 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.
- c) The overseas trained psychiatrist representative will be eligible for re-appointment to this position to serve a maximum of six (6) years.
- d) In the event of the resignation of the representative, a call for nominations from among the overseas trained psychiatrists of the College to fill the vacancy (casual vacancy) for the remainder of the term will be made. Appointment will be made in consultation with the OTPC and the PPPC.
- e) Upon appointment to the PPPC, the overseas trained psychiatrist representative shall provide a written report to the OTPC in relation to their representation on the PPPC.

#### **4.2.6. 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.

#### **4.2.7. Co-opted Members**

Refer to the *Committee Meeting Operations Regulations* for information regarding Co-opted Members.

#### **4.2.8. Observers**

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.

#### **4.2.9. Casual Vacancies**

- a) Refer to 4.2.1 d), 4.2.2 e) and f), 4.2.3 c) and d), 4.2.4 e), 4.2.5 d) and e), and 4.2.6 e).
- b) The casual vacancy appointment shall be for the remainder of the term.
- c) A person appointed as a casual vacancy shall be eligible for 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.

### **5. OPERATION OF THE COMMITTEE**

#### **5.1 Refer to the [Committee Meeting Operations Regulations](#) for the Committee's operational information including:**

- Agenda
- Associated RANZCP Documents/Sources of Information
- Attendance
- Chair
- Committee Powers and Delegation
- Conflict of Interest
- Consent
- Confidentiality
- Co-opted Members
- Defects in Appointment or Qualification
- Definitions and Interpretation
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Work Plan

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for the PPPC.

## 5.2 Additional Specific Operational Information

### 5.2.1 Other Committees of the PPPC

Replace 'Any delegation from the Board cannot be sub-delegated by the Committee' from the 'Committee Powers and Delegation' outlined in the *Committee Meeting Operations Regulations* with:

The Committee may not establish subcommittees or working groups without the prior approval of the CGRC and the Board.

### 5.2.2 Definitions and Interpretation

In addition to the Definitions and Interpretation outlined in the *Committee Meeting Operations Regulations*:

'**Appointment**' means a formal election process does not need to be undertaken. The appointment is made by the relevant group e.g. Committee, and noted or ratified by the Board.

'**Carer**' means a family/whānau member, friend or another whose life, because of their active caring and supporting role, has been affected by their close association with an individual who has, or who has had experience of mental illness.

'**Community Member**' encompasses Carers, Consumers and Community Organisation Representative. A Community Member has committee voting rights.

'**Community Organisation Representative**' means a representative of non-government community based or mental health-based organisation or volunteer organisations.

'**Constituent committee**' means a committee of the Practice, Policy and Partnerships Committee and includes the Committee for Professional Practice, Committee for Research, Committee for Evidence-Based Practice, Community Collaboration Committee, Aboriginal and Torres Strait Islander Mental Health Committee and the Te Kaunihera (Maori) Committee.

'**Consumer**' means an individual who has, or has had experience of mental illness.

'**PPPC**' means the Practice, Policy and Partnerships Committee.

'**PPPC Executive**' means the Chair of the Committee and the Deputy Chairs of the two portfolios.

'**Tu Te Akaaka Roa**' is the Māori name for the New Zealand National Committee.

## Revision Record

<b>Contact:</b>		Governance Unit	
Date	Version	Approver	Description
17/11/12	1.0	GC2012/4 R50	New document.
13/02/16	2.0	B2016/1 R20	Amendments to clarify the responsibilities, composition of the Committee and change of committee name i.e. PPPC and clarification of voting.
11/2017	2.1	Senior Manager, Corporate Governance and Risk	Regulations updated to reflect administrative changes and appropriate related resources.
04/04/19	2.2	CGRC	Requested that there 'must' be representation from Australia and New Zealand, the composition be amended to 'must' include, and approved the format for removing operational content and replacing with the Committee Operations section.
24/05/19	2.3	Legal Counsel	Amended to include 'Additional position', capturing requests of the CGRC, tidy up of OTP section to remove trainee reference, and content placed on the revised Regulations template.
<b>NEXT REVIEW: 2019</b>			