

Professional Conduct Committee lay member

Role description

About the Professional Conduct Committee

The Professional Conduct Committee oversees concerns and complaints against registrants by the UKCP Complaints and Conduct Process (CCP).

The role of the Professional Conduct Committee is to have oversight of the decisions made by UKCP professional standards managers in accordance with the CCP and ensure that due process is followed.

The PCC composes of a lay chair, and a mix of professional and lay members.

We are seeking lay members to join our Professional Conduct Committee (PCC). By 'lay' we mean not UKCP members or employees, and not from a psychological profession.

Main duties and responsibilities

You will review case material for each complaint that falls within the scope of UKCP's CCP in advance of meetings. You will attend PCC meeting to discuss and provide your reasoned analysis of each complaint. You will also be invited to review and comment on UKCP policies and guidance as appropriate.

Applicants will be expected to attend the scheduled meetings remotely. One or a maximum of two meetings may take place in person in London.

PCC Meetings 2025

- 24 April 2025
- 5 June 2025
- 17 July 2025
- 28 August 2025
- 9 October 2025
- 20 November 2025

Time commitment and compensation

This role is an unpaid volunteer position. Any reasonable expenses would be in line with the UKCP Expenses Policy.

Person Specification

Essential:

- have a real passion and desire to enhance the provision of mental health services in the UK
- the ability to analyse large amounts of complex information
- strong attention to detail
- the ability to interpret legal advice and to determine the most appropriate application of UKCP procedures
- able to participate in meetings and group decision-making
- good interpersonal and communications skills
- IT proficient
- understanding of maintaining confidentiality and Data Protection Regulations
- understand and apply the principles of equality and diversity legislation.

Desirable:

- experience of tribunal or committee work.

UKCP Behaviours

The post-holder will adhere to the following behaviours, which are based on the fundamental values on how everyone at UKCP works together:

- Recognise each other's skills, experience and passion.
- Commit to engaging others positively and constructively.
- Accountable for the integrity of UKCP and the profession we represent.
- Take responsibility for our working culture.
- Lead by example.

Kindly submit your CV and covering letter to hr@ukcp.org.uk by **16:00 on 14 March 2025**.

Interviews will be held remotely on **26 March 2025**.