



BRITISH ACUPUNCTURE COUNCIL

COMMITTEE STRUCTURE

2007

July 2007

Contents

1. Overview	3
2. The Executive Committee	
- terms of reference	4
- code of conduct for members	5
3. The Sub-Committees	6
- generic terms of reference	7
- code of conduct for members	8
4. The Sub-Committees	
A. Admissions	9
B. Conference	10
C. Editorial	11
D. Education	12
E. Ethics Policy Committee	13
F. Finance	14
G. Health	15
H. Office	16
I. PR and Marketing Committee	17
J. Professional Conduct Committee	18
K. Preliminary Investigating Committee	19
L. Research	20
M. Safe Practice	21
N. Student Services Committee	22
Appendix 1 – The Nolan Principles	23
Appendix 2 – Formal Declarations for Committee members	24

1. Overview

The BAcC has developed over the twelve years of its existence a comprehensive and vibrant committee structure to ensure that all of its key functions are performed efficiently and without undue delay. Four years ago the BAcC undertook a major organisational review which examined in detail the role of the Executive Committee, the Sub-Committees and the key officer functions within the BAcC. A number of important recommendations arose from this, amongst which was a call for a thorough internal scrutiny of the terms of reference of all of the BAcC's committees.

The reasons for this scrutiny were twofold. First, it was thought important to ensure that all of the areas identified in the audit of the BAcC's work were properly assigned to committees which could maintain and develop the BAcC's work. Second, it was considered equally important that the committees themselves were given the freedom to examine their roles, powers and membership in order to inform the Executive Committee's process of forward planning.

The resulting structure, which is outlined in this short document, now makes it completely clear to all of those involved in the committee structure, as well as the membership as a whole, within what limits the committees function, the sanctions which they possess, whether by nature of their work or in the form of delegated authority from the Executive Committee, and the range of activities for which the BAcC is responsible.

The process of defining terms of reference for committees is a continuous one. There is a rolling review system in place which is channelled through regular meetings of the Chairs of Committees. It is anticipated that this process will continue until the BAcC enters the transitional phase of statutory regulation, at which point some of the committees will become increasingly redundant while others may need radical re-definition.

2. The Executive Committee

Overall purpose

The Executive Committee is responsible for conducting the business of the BAAC. As well as ensuring the constitutional responsibilities of the BAAC to maintain a register, to set and oversee standards of safe, ethical and competent practice and to encourage training and research in acupuncture, the Executive Committee develops and publishes policies in pursuit of the BAAC's aims, is responsible for safeguarding the finances of the BAAC, and represents the BAAC in its negotiations with governmental and statutory bodies.

Frequency of meetings

The Executive Committee meets five times a year at the BAAC's London office. The meetings, which last from 11.30am to 4.30pm, normally fall in February, April, June, September and November.

Committee membership

Membership of the Executive Committee is determined by election at the Annual General Meeting. The Executive Committee has a maximum size of 22 members: President, Chairman, Vice Chairman, Treasurer and eighteen other elected members. Of these, the Treasurer is directly elected by the membership every three years, and the President is normally the retiring Chair, nominated by the Executive Committee and endorsed by the membership at the AGM. Of the remaining members, the longest serving one third are required to offer themselves for re-election every year.

The Executive Committee also co-opts lay members for a period of three years above and in addition to its complement of elected members.

Code of Conduct for BAcC Executive Committee Members

General Guidelines

In performing their functions as a part of the BAcC's Executive Committee, all committee members are expected to:

- uphold the seven principles of public life, known as the 'Nolan principles'
- endeavour to promote the highest possible standards for the acupuncture profession in education, research and practice
- balance the functions of governance and representation of the BAcC's members
- make themselves reasonably available for service on sub-committees and working groups.
- endeavour to attend each AGM and make themselves available to the attending membership for informal and formal discussion.
- observe confidentiality when they receive information identified as confidential to the EC
- take and consider professional advice on anything in which they do not have collective expertise themselves.
- conduct themselves in a way which does not damage or undermine the reputation of the EC, the organisation or its staff.
- make decisions together and take joint responsibility for them.
- convey accurately the range of perspectives within any debate undertaken by the Executive Committee within the limits of agreed confidentiality and without identifying, unless by agreement, individual proponents of views.

Guidelines for Meetings

In attending and contributing meetings Executive Committee members are expected to:

- be motivated, informed and prepared for the meeting by reading the agenda and papers.
- respect and value each other's perspective and contribution and work together.
- contribute in an informed and rational way.

3. The Sub-Committees

There are three distinct types of Sub-Committee within the BAcC's structure. These are:

A. Autonomous Committees

These committees are the most autonomous, but at the same time the least flexible, insofar as the rules by which they operate are set by the EC for them. Their main responsibility is only to carry out their stated functions according to these pre-established rules. These committees are:

- Preliminary Investigating Committee
- Professional Conduct Committee
- Health Committee
- Education Committee (setting educational standards)

The performance of these committees is judged by internal and external audit.

B. Committees Aligned to Staff Functions

These committees are loosely aligned to specialist staff posts, and can either (depending on the management structure chosen) play a direct role in managing the specialist role or provide governance by sector in their relationship with the specialist staff. The remits of these committees are much more flexible and can be updated or entirely remodelled by the committees themselves at the request of the EC. The committees in this category with the nominated staff (both actual and proposed/potential) are:

- | | |
|---------------------------|-------------------------------|
| • Finance Committee | Assistant Treasurer |
| • Research Committee | Research Administrator |
| • Ethics Policy Committee | Professional Conduct Officer |
| • Editorial Committee | Publications Administrator |
| • Safe Practice Committee | Safety Practice Administrator |
| • Admissions Committee | Admissions Coordinator |
| • Office Committee | Personnel Administrator |
| • PR/Marketing Committee | PR Administrator |

The performance of these committees is judged by internal audit and by some objective target measures (budgetary, positive outcomes, etc)

C. Task-based Committees

These committees are the most specific both in terms of their remits and their performance outcomes which rest entirely on completion of the assigned tasks. Those which the BAcC currently has are:

- Conference Committee

Generic terms of reference

The following generic terms of reference appear in all of the individual terms of reference for the BAcC's Sub-Committees.

General

- Report changes/vacancies in membership as they arise to the EC
- Prepare and submit a report of its work for each EC meeting
- Assist in the preparation of the Annual Report and Three Year Plan as required
- Prepare and submit a financial report detailing meeting attendance and all committee costs over the current year and incorporating a proposed budget for the committee detailing the following year's projected expenses
- Undertake any other work relevant to the committee at the request of the EC

Reporting Relationships

The Committee reports directly to the Executive Committee

Terms of office

- Members of the Committee will normally hold office for three years.
- Members of the Committee may stand for a second term of office, but are required to stand down after the second term.
- Co-opted members of the Committee will hold office, in the case of lay members, for three years and in the case of BAcC members, for one year.
- Other BAcC staff members may be in attendance by invitation
- The BAcC EC may at any time require the resignation of members of a committee in the event that they fail to attend three consecutive meetings or in any other way fall short of the standards required of them in the performance of their duties.

Sanctions of the EC

- The Chair of the EC, with the explicit approval of the EC, has the power to replace a committee chair and/or disband a sub-committee if, after relevant guidelines and timetables for improvement have been set, a committee continues to fail to work within its terms of reference, significantly fails to meet its annual targets, either work related or budgetary, or does not comply with the BAcC's Code of Conduct for Committees.

Code of Conduct for Sub-Committee members

General Guidelines

In performing their functions as a part of a BAAC Sub-Committee, all committee members are expected to:

- uphold the seven principles of public life, known as the 'Nolan principles'
- endeavour to promote the highest possible standards for the acupuncture profession in their area of specialist function
- balance the functions of governance and representation of the BAAC's members
- endeavour to attend each AGM and make themselves available to the attending membership for informal and formal discussion
- observe confidentiality when they receive information identified as confidential
- take and consider professional advice on anything in which they do not have collective expertise themselves
- conduct themselves in a way which does not damage or undermine the reputation of the Sub-Committee, the organisation or its staff
- make decisions together and take joint responsibility for them
- convey accurately the range of perspectives within any debate undertaken by the Sub-Committee within the limits of agreed confidentiality and without identifying, unless by agreement, individual proponents of views

Guidelines for Meetings

In attending and contributing meetings Sub-Committee members are expected to:

- attend regularly and punctually
- be motivated, informed and prepared for the meeting by reading the agenda and papers
- respect and value each other's perspective and contribution and work together.
- contribute in an informed and rational way

4. Individual Sub-Committees

A. ADMISSIONS COMMITTEE

Overall purpose

The primary purpose of the Admissions Committee is to establish, implement and review procedures for Admissions for individual applicants and to liaise with the Education Committee in order to ensure equivalence of current standards with accredited teaching institutions

Specific Tasks

- Discuss individual applicants and to deal with appeal issues
- Arrange interview dates
- Discuss membership issues
- Assist in reviewing membership categories
- Provide/add Admissions Committee perspectives to the EC on matters relating to the EC
- Liaise with relevant sub-committees of the BAcC and BAAB on matters relating to admissions
- Arrange and organise training for the interview pool
- Be able to co-opt expertise for the duration of a project
- Adjudicate re-application for lapsed members

Powers

- recommend/decline individual applicants for membership
- require individual applicants to undertake whatever additional educational requirements may be necessary, as appropriate
- recruit suitable, and remove unsuitable, practitioners to the interview pool

Meeting Schedule

The Admissions Committee will meet 5 times per annum at the BAcC London office with scope for one extra meeting per annum.

Committee membership

The Admissions Committee consists of five BAcC members, at least one of whom must be a member of the BAAB Accreditation Committee

The BAcC's Admissions Co-ordinator will be in attendance at all meetings and will arrange for minutes to be taken and all papers to be distributed

Quorum

The quorum for the Admissions Committee is 50% or more.

B. CONFERENCE COMMITTEE

Overall purpose

The primary purpose of the Conference Committee is to respond to the interests and needs of BAAC members in providing at least one annual Conference which offers a relevant, informative and popular agenda.

Specific tasks

- To plan, promote and coordinate an annual conference
- To facilitate the annual AGM
- To support the possibility of other conferences in response to members' requests (including regional events)

Meetings schedule

The Conference Committee meets at the BAAC's London office. Its schedule is variable according to progress/deadlines regarding conference planning, with no more than 8 meetings a year.

Committee membership

The Committee consists of at least 4 members, of whom one should also be a member of the EC, and may invite non-members as participating observers when required.

A BAAC staff member will attend to take minutes at all meetings and ensure distribution of papers in advance.

Quorum

The quorum for the Conference Committee is 50%

C. EDITORIAL COMMITTEE

Overall Purpose

The primary purpose of the Editorial Committee is to be an editorial team responsible for the development and production of the Newsletter of the British Acupuncture Council (BAcC).

Specific Tasks

- Provide members with a forum for discussion, comment and feedback
- Enable members to access and engage in the work of BAcC Committees
- Provide a conduit for the BAcC's committees to consult, liaise with and inform members
- Provide members with information and assistance that supports and develops their practice
- Work with the Newsletter Co-ordinator throughout production of the BAcC Newsletter
- Oversee inclusion of advertisements in the BAcC Newsletter according to the agreed Advertising Policy
- Conduct the editorial process itself according to the following guidelines:
 - the Committee will respect the right of members to have their views heard
 - the Committee will respect the intellectual freedom of members with respect to their submissions
 - the newsletter is open to covering a wide range of health matters relating, but not exclusive to, acupuncture
 - submissions may be edited or declined by the Committee where they are of inappropriate quality or length, in breach of libel laws, damage the reputation of the BAcC or its members, denigrate other individuals or organisations or the content is inaccurate or misleading

Meeting Schedule

The Editorial Committee meets approximately every 8 weeks

Committee Membership

The Editorial Committee consists of between 5 and 7 members, at least 3 of whom should be practitioner members.

The Newsletter Co-ordinator or other staff member currently acting as administrator to the Editorial Committee will be in attendance at all meetings and will arrange for minutes to be taken and for papers to be distributed

Quorum

4 members shall represent a quorum, 1 of whom must be an acupuncturist.

D. EDUCATION COMMITTEE

Overall Purpose

The Education Committee aims to foster and uphold high standards in acupuncture education for the benefit of patients, BAAC members and staff and students of institutions in a relationship with the British Acupuncture Accreditation Board (BAAB).

Specific Tasks

- Monitoring developments in acupuncture education in the UK and other countries.
- Reviewing and revising the BAAC Guidelines for Acupuncture Education in consultation with relevant stakeholders
- Developing and maintaining a CPD programme for the BAAC by appointing facilitators to help process the CPD programme for BAAC members and taking responsibility for the training and further development of facilitators
- Liaising with the Council of Heads of Acupuncture Courses (CHAC)
- Providing expert educational perspectives to the Executive Committee of the BAAC on matters relating to regulatory frameworks
- Liaising with other healthcare professions in order to share educational information and collaborate with each other where appropriate
- Exploring accreditation of post qualification courses with the BAAB
- Advising on the appointment and reviewing the role of the Education Officer

Meeting Schedule

The Education Committee will meet 6 times a year.

Membership

a) Chair

A person nominated by the Committee and with experience in acupuncture education. Members of the BAAB and CHAC are not eligible.

b) Members

Four acupuncturists, one of whom could be Chair and one of whom is on the Executive Committee of the BAAC. They must be currently in practice with experience in acupuncture education, and reflect a broad spectrum of acupuncture expertise, and not be current Heads of Acupuncture Courses of teaching institutions.

c) 3 education representatives

The chair or one nominee from the Accreditation Committee of the BAAB, one healthcare educationalist from higher education and one CHAC representative from a fully accredited teaching institution.

d) 1 lay person

One non-healthcare nominee representing the public interest.

The Education Officer, and at least one staff member per meeting to take notes, liaise and chase up action.

Quorum

A quorum shall be 50% or more.

Terms of office

Accreditation Committee and CHAC members are co-opted annually.

E. ETHICS POLICY COMMITTEE

Overall Purpose

The primary aims of the Ethics Policy Committee are to ensure the protection of patients' interests, to promote the highest ethical standards in the practice of acupuncture and to maintain ethical safeguards for BAcC practitioners.

Specific tasks

- Provide advice on matters relating to ethical issues and conduct procedures within the British Acupuncture Council (BAcC)
- Review ethical policies and make recommendations for changes, in conjunction with the Professional Conduct Officer, to the Executive Committee (EC)
- Ensure consistency of the BAcC's ethical procedures and policies with other similar healthcare organisations
- Monitor and anticipate possible changes within the healthcare professions and develop policy to meet the requirements of new legislation

Powers

The Ethics Policy Committee is primarily advisory with no direct powers but in exceptional circumstances may have delegated authority from the Executive Committee as required to make decisions on ethical policy within the BAcC.

Meeting schedule

The Ethics Policy Advisory Committee will meet at least three times per year at the BAcC London office.

Committee Membership

The Ethics Policy Committee will consist of:

- At least one member of the BAcC Executive Committee
- At least one representative of patient organisations
- At least one representative of consumer organisations

The Chair of the Ethics Policy Committee will be nominated from amongst its members who are not also members of the BAcC.

In attendance will be the Ethics Secretary whose primary role is to take minutes and to prepare papers for each meeting. The Professional Conduct Officer will also be present at every meeting.

Quorum

There is no quorum for the Ethics Policy Committee since it only makes recommendations to be ratified by the Executive Committee. In the event that a recommendation arises from a meeting at which only three members or less of the Committee are present, however, this should be made explicit in any formal recommendations placed before the Executive Committee.

F. FINANCE COMMITTEE

Overall purpose

The primary purposes of the Finance Committee are to assess the financial and budgetary implications of BAcC policies, to prepare annual budgets for the BAcC, to maintain a regular review of the financial position of the BAcC and to ensure compliance with the BAcC's Guide to Financial Procedures.

Specific tasks

- Assess and review the financial and budgetary implications of EC policy commitments
- Prepare, monitor and review annual budgets for the BAcC
- Propose, monitor and review the annual subscriptions for BAcC membership
- Administer the Reduced Fees Policy
- Liaise with sub-committees of the BAcC and external organisations/projects funded by the BAcC in order to:
 - collect information about budgets requested from the BAcC
 - monitor the expenses of BAcC sub-committees
 - monitor the way in which BAcC funds are applied
- Administer and ensure compliance with the procedures laid down in the BAcC Guide to Financial Procedures

Powers

- The Finance Committee reports directly to the Executive Committee but may have delegated authority from the Executive Committee as may be required in order to achieve efficient financial process
- The Finance Committee can require other sub-committees of the BAcC to provide it with necessary financial information

Meeting schedule

The Finance Committee will meet at least quarterly at the BAcC London Office.

Committee membership

The Finance Committee will consist of:

- At least one member of the BAcC Executive Committee
- The current Treasurer of the BAcC
- Two other members of the BAcC, not necessarily on the Executive Committee

The Leader of the Finance Committee will be nominated from amongst its own members.

In attendance will be one BAcC staff member whose primary role is to take minutes and to prepare papers for each meeting.

Quorum

There is no quorum for the Finance Committee since all of its decisions have to be ratified by the Executive Committee. In the event that a recommendation arises from a meeting at which only two members of the Committee are present, however, this should be made explicit in any formal recommendations placed before the Executive Committee.

G. HEALTH COMMITTEE

Overall purpose

The primary purpose of the Health Committee is to determine, through hearings and supplementary investigations, whether reports or allegations made about the health and fitness to practise of members of the BAcC are well-founded and to take whatever action within its powers is appropriate if the report or allegation is proven.

Specific tasks

- Receive from the Preliminary Investigating Committee all reports and records of investigations into allegations regarding the health and fitness to practise of BAcC members
- Ensure swift and efficient communication to all parties involved, especially the complainants and practitioner against whom allegations have been made
- Gather further information and expert advice as may be necessary according to the rules laid down in the BAcC's Codes of Health Procedures
- Liaise with the BAcC Professional Conduct Officer and Ethics Secretary in the performance of these duties
- Instruct Legal, Technical and Medical Assessors where appropriate in carrying out investigations according to the rules in the Codes
- Arrange hearings on a regular basis to ensure speedy and transparent disciplinary processes
- Make and communicate clear decisions after hearings have been held
- Ensure that its actions and decisions fall within the limits of current European Human Rights legislation

Powers

The Health Committee has powers to:

- Place conditions on a member's continuing practice
- Suspend a member from practice for up to three years
- Suspend a member temporarily if the seriousness of a case warrants such action prior to a hearing being called or prior to the expiry of the time limit for appeals against its decisions

Meeting schedule

The Health Committee will meet as required at the BAcC London office

Committee membership

The Health Committee will consist of at least three members, one of whom must be a member of the Executive Committee of the Council, one of whom is a registered medical practitioner and one of whom must be a non-acupuncturist ('lay member'). The Committee may co-opt a further two members.

The Chair of the Committee will be elected by the Committee but may not be the Chair of the Executive Committee if he/she sits on the Conduct Committee

The BAcC's Professional Conduct Officer and Ethics Secretary will be in attendance at all meetings and will arrange for minutes to be taken and all papers to be distributed

Quorum

The quorum for the Health Committee is three, one of whom must be a registered medical practitioner.

H. OFFICE COMMITTEE

Overall Purpose

The overall purpose of the Office Committee is to assess, monitor and review BAcC's Human Resources needs, staffing costs, staffing needs, terms and conditions of employment; to consult and liaise regularly with BAcC staff and facilitate a supportive and transparent working environment which encourages motivation and initiative.

Specific tasks

- To develop policies and procedures for setting and reviewing staff salaries, both individually and collectively, after consultation with the Finance Committee, to recommend changes to the Executive Committee
- to regularly review staff terms and conditions and make recommendations to the EC
- to assess staff training needs and to make appropriate arrangements in conjunction with Chief Executive Officer
- to assess the staffing needs of the BAcC in conjunction with the Chief Executive Officer and make recommendations to the EC
- to participate in the appointment process for new staff and reallocations of responsibilities for existing staff
- to participate in the review and appraisal procedures outlined in the BAcC Staff Handbook
- to ensure regular attendance of a representative at staff meetings and report back as necessary ensuring appropriate confidentiality

Powers

The Office Committee:

- can liaise and participate, where appropriate, with BAcC management in appointment and Staff Handbook procedures
- has delegated authority, where appropriate, to act in the staff grievance procedure outlined in the Staff Handbook.

Meeting Schedule

The Office Committee will meet approximately once every two months.

Committee Membership

- The Office Committee will consist of five members
- The Committee will elect a Chair from amongst its own members
- The BAcC's Office Committee Administrator will be in attendance at all meetings

Quorum

The quorum for the Committee is three members.

I. PR & Marketing Committee

Overall Purpose

The purpose of the PR & Marketing Committee is to promote the British Acupuncture Council and its members through focused PR activity and the development of the appropriate marketing resources.

Specific Tasks

- Make policy recommendations to the Executive Committee of the BAAC on any matters relating to PR and Marketing
- Create a communications plan which reflects membership needs and the status of the profession
- Respond to acupuncture-related issues in the media
- Manage and co-ordinate the work of external PR agencies working with the BAAC
- Plan and carry out appropriate PR campaigns
- Educate the public about the benefits of acupuncture through media and development of marketing materials
- Develop and provide members with tools to market the profession and individual practices
- Provide BAAC members with information, advice and support in the areas of PR and marketing
- Keep BAAC members informed on media activity covering the acupuncture profession, especially through a regular section of BAAC News

Powers

- To decide who should speak for the BAAC
- To decide the stories to be covered

Meeting Schedule

The PR & Marketing Committee meets approximately every 6 weeks at a date agreed at the previous meeting. Additional or more frequent meetings may be called according to media activity.

Committee Membership

The PR & Marketing Committee will consist of at least 8 members (at least two of whom should be practitioner members).

The Committee may co-opt further members for specific projects.

The PR & Marketing Administrator will be in attendance at all meetings and will arrange for minutes to be taken and for papers to be distributed.

Quorum

A quorum will be 50% or more, one of whom must be an acupuncturist.

J. Preliminary Investigating Committee

Overall purpose

The primary purpose of the Preliminary Investigating Committee is to investigate allegations made about the professional conduct, competence and fitness to practise of members of the British Acupuncture Council

Specific tasks

- Receive all allegations regarding the conduct, competence and fitness to practise of BAcC members
- Ensure swift and efficient communication to all parties involved, especially the complainants and practitioner against whom allegations have been made
- Gather information and conduct investigations according to the rules laid down in the BAcC's Codes of Disciplinary Procedures and Health Procedures
- Liaise with the BAcC Professional Conduct Officer and Ethics Secretary in the performance of these duties
- Instruct Legal, Technical and Medical Assessors where appropriate in carrying out investigations according to the rules in the Codes
- Compile and forward comprehensive papers of investigations where there is a case to answer to the Professional Conduct Committee

Powers

The Preliminary Investigating Committee has powers to:

- Decide whether or not an allegation about a practitioner's conduct, competence or fitness to practise warrants referral to the Professional Conduct Committee or Health Committee
- Make recommendations to the Ethics Policy Advisory Committee if they recognise a need for changes to any of the relevant codes

Meeting schedule

The Preliminary Investigating Committee will meet on the first Wednesday of every month at the BAcC London office.

Committee membership

The Preliminary Investigating Committee will consist of at least three members, at least one of whom is a member of the Executive Committee of the Council, and one of whom must be a non-acupuncturist ('lay member'). The Committee may co-opt a further two members.

The Chair of the Committee will be elected by the Committee.

The BAcC's Professional Conduct Officer and Ethics Secretary will be in attendance at all meetings and will arrange for minutes to be taken and all papers to be distributed

Quorum

The quorum for the Preliminary Investigating Committee is 50% or more.

K. Professional Conduct Committee

Overall purpose

The primary purpose of the Professional Conduct Committee is to determine, through hearings and supplementary investigations, whether allegations made about the professional conduct and competence of members of the British Acupuncture Council are well-founded and to take whatever action is appropriate within its formal powers if the allegation is proven.

Specific tasks

- Receive from the Professional Investigating Committee all reports and records of investigations into allegations regarding the professional conduct and competence of BAcC members
- Ensure swift and efficient communication to all parties involved, especially the complainant/practitioner against whom allegations have been made
- Gather further information and expert advice as may be necessary according to the rules laid down in the BAcC's Codes of Disciplinary Procedures
- Liaise with the BAcC Professional Conduct Officer and Ethics Secretary in the performance of these duties
- Instruct Legal, Technical and Medical Assessors where appropriate in carrying out investigations according to the rules in the Codes
- Arrange hearings when required to ensure speedy and transparent disciplinary processes
- Make and communicate decisions clearly
- Ensure that its actions and decisions fall within the limits of current legislation

Powers

- Admonish a member
- Fine a member
- Make an order imposing conditions with which a member must comply while practising as an acupuncturist (a 'Conditions of Practice Order')
- Order the Registrar to suspend a member's registration for the period specified in the order (a 'Suspension Order'); or
- Order the Registrar to terminate a member's registration for a minimum of three years (a 'termination order')
- Refer a case to the Health Committee

Committee membership

The Professional Conduct Committee will consist of at least 3 members, at least one of whom must be a member of the Executive Committee of the Council and one of whom must be a non-acupuncturist ('lay member'). The Committee may co-opt up to 2 further members.

The Committee elects a Chair from amongst its own members, but the Chair cannot be the Chair of the Executive Committee.

The BAcC's Professional Conduct Officer and Ethics Secretary will be in attendance at all meetings and will arrange for minutes to be taken and all papers to be distributed

Quorum

The quorum for the Professional Conduct Committee shall be 50% or more.

L. Research Committee

Overall purpose

The overall purpose of the Research Committee is to facilitate and foster work related to acupuncture research in the interests of the acupuncture profession and its members.

Specific tasks

- Prepare and regularly review the Research Strategy of the BAAC
- Set research priorities in accord with the needs of the acupuncture profession
- Initiate, develop and review research projects and activities in accord with this strategy
- Ensure that projects funded by the BAAC have received appropriate ethics approval
- Establish and monitor all sub-committees reporting to the Research Committee; agree remits of these sub-committees with an appropriate overlap of membership with the Research Committee
- Build closer links with external organisations and individuals in the field of acupuncture research
- Secure and distribute funds for research projects

Meeting schedule

The Research Committee meets three times a year, or more often as required.

Committee membership

The Research Committee has between six and nine members, at least four of whom are members of the British Acupuncture Council and at least two of whom have held or currently hold research-related posts in institutions of higher education. One member acts as Chair, and if not an EC member, another member of the Research Committee who is also an Executive Committee member shall act as Vice Chair

All members shall act as individuals and not as representatives of their institution or organisation.

Quorum

The quorum of the Research Committee is 50% or more.

M. SAFE PRACTICE COMMITTEE

Overall purpose

The primary purpose of the Safe Practice Committee (SPC) is to set, promote and monitor standards of safe acupuncture practice throughout the profession.

Specific tasks

- to maintain the currency and applicability of the Code of Safe Practice by taking responsibility for the revision and updating of the Code of Safe Practice and all documents relating to this Code by conducting a rolling review based on any significant new evidence in the literature becoming available and on feedback from practitioners and teaching institutions, taking expert advice as appropriate and by collating practitioner feedback and maintaining user friendliness of the Code and Guide
- to ensure the membership is informed about the Code and encouraging its use by disseminating information about the Code and Guide to the membership through the Newsletter, Regional Group Meetings as well as through individual contact with the Safe Practice Administrator in order to ensure that the Code and Guide are understood and are being used by the membership
- to ensure that safe practice expert advice is available to BAAC Committees, members and the general public, especially in relation to questions of professional conduct and safe practice competence
- to disseminate safe practice information to the BAAB, general public and other parties such as EHO's etc.
- to make policy recommendations to the Executive Committee on issues relating to safe practice for BAAC members and other acupuncture users
- to make proposals to the EC about the maintenance of individual practitioner compliance by identifying strategies to encourage individual practitioner clinical self-audit and peer review

Meeting schedule

The Safe Practice Committee will meet three times a year at the BAAC London Office.

Committee membership

The Safe Practice Committee will consist of at least 6 members, at least one of whom must be a member of the Executive Committee of the Council, and one must be a non-acupuncturist ('lay member'). The remainder will consist of:

- one acupuncturist from the BAAB Accreditation Committee to ensure consistency and adequate liaison between AC and SPC.
- one CHAC representative to ensure consistency and liaison with teaching institutions and SPC
- two Practitioner Representatives to ensure adequate representation of members

The Committee may co-opt further members. The Committee will elect a Chair from amongst its own members.

The BAAC's Safe Practice Administrator will be in attendance at all meetings.

Quorum

The quorum for the Safe Practice Committee shall be 50% or more and must consist of at least 2 practitioners.

N. STUDENT SERVICES COMMITTEE

Overall purpose

The primary purpose of the Student Services Committee is to establish, implement and review services for students from BAAB Accredited Teaching Institutions in order to encourage better understanding of the BAAC and its role, to encourage future membership and to offer active involvement for students in the development of the profession

Specific Tasks

- Establish, review and monitor student website facilities and forums
- Liaise with the BAAB and CHAC on issues affecting students
- Liaise with the BAAC Conference Committee on the annual Student Conference
- Liaise with the BAAC Executive Committee and Finance Committee on initiatives to maintain and develop the BAAC Student Affiliate base
- Liaise with other professional associations in the healthcare field offering student services to share and incorporate best practice
- Recruit and monitor a panel of advisers authorised to have access to student website forums and to offer practical advice and support

Powers

- Advertise for, recruit and review, if necessary, advisers from the panel offering expertise and responding to enquiries on the student online advice forums.
- Withdraw student affiliate status from any participants contributing to the forums in an unethical or offensive manner, or gaining access by fraudulent or false information

Meeting Schedule

The Student Services Committee will meet 4 times per annum at the BAAC London office.

Committee membership

The Student Services Committee consists of five members, three BAAC members, of whom one will be an Executive Committee member and one a BAAB Accredited Teaching Institution graduate with less than two year's BAAC membership, and two current BAAB Accredited Teaching Institution students. One representative each from the BAAB and Council for Heads of Acupuncture Courses will be invited to attend as participating observers.

The BAAC's Student Liaison Officer will be in attendance at all meetings and will arrange for minutes to be taken and all papers to be distributed

Quorum

The quorum for the Student Services Committee is 50% or more.

Appendix 1

Principles of Public Life: The 'Nolan Principles'

In performing their duties, members must uphold the following seven principles of public life:

Selflessness Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their public duties.

Objectivity In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects public interest.

Leadership Holders of public office should promote and support these principles by leadership and example.

Appendix 2

FORMAL DECLARATION FOR INITIAL APPOINTMENT OF EXECUTIVE/SUB-COMMITTEE MEMBERS PRACTITIONER MEMBER VERSION

I,, declare that, as a member of the
Committee, I have:

- Read, understood and agree to be bound by the Code of Conduct for BAcC Executive and Sub-Committee members which includes a statement of the Nolan principles
- Completed a Code of Safe Practice Self-Audit Tool and hereby agree to alert the Chair of the Executive Committee of any potential shortfalls or defaults in the standards required along with any action which I shall undertake to do in order to be in compliance with the Code
- Completed a Code of Professional Conduct Self Audit Tool and hereby agree to alert the Chair of the Executive Committee to any potential breaches of or shortfalls in the standards required of which I am aware and which might bring the committee or the BAcC into disrepute
- Understood that the BAcC is exempt from the provisions of the Rehabilitation of Offenders Act 1974, have provided in strict confidence the Chair of the Executive Committee with details of any convictions, spent or otherwise, and agree to abide by the Chair's ruling if any conviction(s) is regarded as an impediment to membership of the BAcC Executive or Sub-Committees.

and will aspire to, and encourage in others, the highest ethical and professional standards in my role as a practitioner and BAcC Committee member.

Name

Signed

Date

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**FORMAL DECLARATION FOR INITIAL APPOINTMENT
OF EXECUTIVE/ SUB-COMMITTEE MEMBERS
LAY MEMBER VERSION**

I,, declare that, as a member of the
Committee, I have:

- Read, understood and agree to be bound by the Code of Conduct for BAcC Executive and Sub-Committee members which includes a statement of the Nolan principles
- Completed a Code of Professional Conduct Self Audit Tool **for all those sections relevant to my membership of the committee or relevant to my other professional work** and hereby agree to alert the Chair of the Executive Committee to any potential breaches of or shortfalls in the standards required of which I am aware and which might bring the committee or the BAcC into disrepute
- Understood that the BAcC is exempt from the provisions of the Rehabilitation of Offenders Act 1974, have provided in strict confidence the Chair of the Executive Committee with details of any convictions, spent or otherwise, and agree to abide by the Chair's ruling if any conviction(s) is regarded as an impediment to membership of the BAcC Executive or Sub-Committees

and will aspire to, and encourage in others, the highest ethical and professional standards in my role as a BAcC Committee member.

Name

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Signed

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Date

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**FORMAL DECLARATION AT ANNUAL RENEWAL
FOR EXECUTIVE/SUB-COMMITTEE MEMBERS
PRACTITIONER MEMBER VERSION**

I,, declare, as a member of the Committee,
that I:

- Continue to be bound by the Code of Conduct for BAcC Executive and Sub-Committee members which includes a statement of the Nolan principles
- Have maintained the standards of safe practice detailed in the BAcC Code of Safe Practice and have taken steps, where necessary, to address any changes required by amendments in the Code or shortfalls or breaches identified by regular self-audit of practice standards.
- Have maintained the professional standards outlined in the BAcC Code of Professional Conduct and have taken steps, where necessary, to address any changes required by amendments to the Code or any breaches or deficiencies of which I have become aware through regular self-audit
- Have *either* not committed or been convicted of any criminal offences during the past year which might bring the BAcC into disrepute *or* have provided in strict confidence the Chair of the Executive Committee with details of any such offences or convictions and agree to abide by the Chair's ruling if any conviction(s) is regarded as an impediment to continued membership of the BAcC Executive or Sub-Committees.

Name

Signed

Date

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**FORMAL DECLARATION AT ANNUAL RENEWAL
FOR EXECUTIVE/SUB-COMMITTEE MEMBERS
LAY MEMBER VERSION**

I,, declare, as a member of the Committee,
that I :

- Continue to be bound by the Code of Conduct for BAcC Executive and Sub-Committee members which includes a statement of the Nolan principles
- Have maintained the standards outlined in the BAcC Code of Professional Conduct ***for all those sections relevant to my membership of the committee or relevant to my other professional work*** and have ensured that I am aware of and have undertaken any changes necessitated by amendments to the Code or by breaches or shortfalls from the Codes of which I have become aware.
- Have *either* not committed or been convicted of any criminal offences during the past year which might bring the BAcC into disrepute *or* have provided in strict confidence the Chair of the Executive Committee with details of any such offences or convictions and agree to abide by the Chair's ruling if any conviction(s) is regarded as an impediment to continued membership of the BAcC Executive or Sub-Committees.

Name

Signed

Date

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