

## RECRUITMENT PACK

# PUBLIC PROTECTION COMMITTEE MEMBER

**British Association for  
Counselling and Psychotherapy**

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**JUNE 2022**



*Natalie Bailey, BACP Chair*

## Welcome

Thank you for your interest in this role

### BACP (British Association for Counselling and Psychotherapy)

With a growing 60,000 strong membership, the work of BACP has arguably never been more important as we collectively emerge from the Covid-19 pandemic.

Operating with substantial scope and conviction in the pursuit of “counselling changes lives”, we are proud of the momentum with which we have continued to operate during the past two years, helping our members to transition to completely new ways of working in support of the nation’s mental health. We have continued to campaign tirelessly on our members’ behalf throughout the pandemic, actioning societal shifts in attitude towards the important profession we serve, and we have continued our


important work in standards and public protection to maximise accountability and confidence in counselling and psychotherapy.

In addition to our core business, we have also progressed with the continued development of our own organisation, professionalising aspects of our business to ensure that we are fit for purpose for the opportunities and challenges that lie ahead.

We are seeking to recruit for our current Committees: Finance, Risk, Audit, Policy and Performance (FRAPP); Governance, Remuneration and Nominations (GRaN); Public Protection Committee (PPC) and our Research Committee. We will be looking to recruit individuals with a strong interest and competency in these areas, who will have a strong appreciation and empathy for the importance of mental wellness, mental health provision, and will be capable of driving BACP governance as we go about developing and implementing BACP’s new strategy.

You will bring an extensive range of experience to the Committee to which you wish to apply, and a clear sense of dedication to improving the working environment of our membership.

If this sounds like a challenge for you, we look forward to hearing from you.



Natalie Bailey  
Chair of the Board of Governors

## **BACP Public Protection (PPC) Committee Member**

### **Work with BACP**

As a member of the Public Protection Committee in promoting and developing safe, ethical and competent practice in counselling and psychotherapy.

We're looking for experienced individuals to help with the development of the BACP Register; the development of the professional conduct function of our Association; develop quality assurance on professional conduct and register activities; taking and commissioning reports on internal audits against policy; and the development of register standards and their alignment into membership standards.

As a member of the Committee you will contribute to the development of the annual Public Protection Report for our members. The report highlights key statistics and insights into the organisations register, including conduct functions and trends from the prior year. It would be desirable if you have experience in report writing.

We're looking for individuals with a background in professional conduct, public protection, data protection or related disciplines, with a range of experience supporting a committee or a charitable organisation. We welcome individuals who have experience in complaint handling and customer service, please note you do not need to have direct experience of the counselling and psychotherapy professions.

## Role profile

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### PPC Member Role Description

The Public Protection Committee (Committee) holds delegated responsibility for developing the public protection strategy of our Association; the development of the BACP Register; the development of the professional conduct function of the Association; quality assurance on professional conduct and register activities; taking and commissioning reports on internal audits against policy and the development of register standards and their alignment into membership standards.

#### Membership

There will be a maximum of eight committee members, recruited by the Chair, who will either be a BACP member or a non-member. The Committee members will be expected to comply with the prevailing Terms of Reference and will have a single equal vote.

#### Responsible to:

The Chair of the Committee and to the Board of Governors.

#### Term of office:

Appointments are for a period of up to three years, which may be extended for a further three years.

#### Commitment:

The Committee shall meet up to four times per year, always prior to a Board meeting; and otherwise as requested. In addition, the Committee members are expected to commit a minimum of 20 days per year to include (but not limited to) reading reports, contributing to discussions and approving of reports outside of the meeting cycle and other standard Committee work.

#### Remuneration:

There is no remuneration attached to this role, however, reimbursement of reasonable expenses incurred in carrying out the role of Committee member will be reimbursed in line with our Business Expenses Policy. Any other remuneration is subject to Charity Commission guidelines and the approval of the Board of Governors.

#### Carrying out the Role:

The Committee member is expected to:

- Attend Committee meetings fully prepared to participate; to ensure key decisions are reached, having read up on information sent out.
- Participate in the Committee's performance review, and to work with BACP staff to develop the skills set of the Committee.
- Attend BACP events to promote and support the work of the Committee, including the Annual General Meeting and answer any questions members may have on the Committee's activities.

- Maintain absolute confidentiality of sensitive/confidential information received whilst a committee member.
- Always act in the best interests of BACP to support its charitable aims and achieve its strategic objectives.
- Observe the code of conduct, policies and procedures as they relate to volunteers.
- Participate in ongoing training and development.
- Uphold the Nolan Principles of Public Life and the seven principles which constitute the Charity Governance Code:
  - Organisational Purpose
  - Leadership
  - Integrity
  - Decision making, risk and control
  - Board Effectiveness
  - Diversity
  - Openness and Accountability.

## Person specification

The Public Protection Committee member will have skills complementary to the following:

- A good understanding of what is meant by 'public protection' and how this relates to a regulated membership organisation.
- A current BACP member\* or a non-member - preferably with experience of membership organisations.
- An awareness of professional conduct processes and how they apply to members.
- A willingness to devote time and effort.
- Good, independent judgement.
- An ability to think creatively.
- An understanding of the responsibilities of their position.

Knowledge and experience of the voluntary sector advantageous but not essential.

*\*members currently the subject of investigation or sanction through the professional conduct process are ineligible and cannot apply.*

## How to Apply

Please send a copy of your CV and a supporting statement of no more than 1,000 words on why you would make an ideal Board Delegated Committee Member to [governance@bacp.co.uk](mailto:governance@bacp.co.uk)