

# **The JCCP Appointment Committee rules**

## **PART 1 Citation, commencement and interpretation**

### **Citation and commencement**

1. These Rules may be cited as the JCCP Appointment Committee Rules. and shall come into force on [ ].

### **Interpretation**

2. In these Rules—

"the Council" means the Joint Council for Cosmetic Practitioners, also known as "the JCCP";

"Panel Member Pool" means a list of appropriate persons who are available to sit as members of the Committees defined below, or to be selected as a Case Examiner;

"appropriate person" means a natural person, of good character, who is a fit and proper person to act as a member of a Committee of the Council;

"Panel" means the Interim Orders Panel, the Investigation Panel, the Fitness to Practice Panel, or the Appeals Panel;

"lay person" means a person who is not and never has been a registrant of the JCCP and does not hold qualifications which would entitle them to apply for registration with the JCCP.

"Case Examiners" means two persons, one registrant and one lay, appointed from the Panel Member Pool for the purpose of considering a complaint referred to the Council.

"Complaint" means information received by the Council which the Registrar considers raises a complaint that the Registrant's fitness to practice is impaired.

"Register" meant the JCCP register.

"Registrant" means a member of the JCCP register.

## **PART 2 The Appointments Committee**

### **Constitution of the Appointments Committee**

- 3.—(1) There shall continue to be a committee of the Council known as the Appointments Committee,
- (2) The Council shall appoint the members of the Appointments Committee, and shall appoint the Chairman of the Appointments Committee from among those members.
- (3) The Appointments Committee shall consist of the Chairman and a maximum of three other persons.
- (4) The Chairman and members of the Appointments Committee shall be persons who are not members or employees of the Council.
- (5) There shall be a Secretary to the Appointments Committee who shall not be a member of the Appointments Committee.

### **Meetings**

4. Unless the Chairman of the Appointments Committee considers it necessary or desirable to make other arrangements, meetings of the Appointments Committee shall be convened by the Secretary to the Appointments Committee by notice in writing addressed to the members of the Appointments Committee at least seven days before the date of the meeting.

#### **Quorum**

5. The quorum for a meeting of the Appointments Committee shall be three including the Chairman of the Appointments Committee.

#### **Procedure**

- 6.-(1) Subject to any provision of these Rules, the Appointments Committee may regulate their own procedure.
- (2) In the event of a tied vote at a meeting of the Appointments Committee, the Chairman of the Appointments Committee shall have an additional casting vote.

#### **Tenure**

- 7.-(1) The term of office of a member of the Appointments Committee shall be five years from the date of his/her appointment.
- (2) A member of the Appointments Committee may resign at any time by giving written notice to the Secretary to the Appointments Committee.

### **PART 3** **The Committees**

#### **Eligibility for appointment**

- 8.-(1) The Appointments Committee shall, from among those persons applying for appointment as members of the Panel Member Pool, select appropriate persons who are eligible for such appointment, and shall maintain and publish their names in a list.
- (2) In the exercise of their functions under paragraph 8-(1), in relation to a person who may wish to apply, or who has applied, for appointment as a member of the Panel Member Pool, the Appointments Committee may place advertisements, receive applications and conduct interviews.
- (3) Subject to paragraph 8-(4), the Appointments Committee shall remove from the list maintained under paragraph (1) the name of any person–
  - (a) who resigns from the list by giving notice in writing of his/her resignation to the Chairman of the Appointments Committee; or
  - (b) who in the opinion of the Appointments Committee has ceased to be an appropriate person.
- (4) The Appointments Committee shall not remove the name of a person from the list on the grounds specified in paragraph 8-(3)(b) unless that person has been given an opportunity of appearing before the Appointments Committee and of being heard on the question of whether or not that person has ceased to be an appropriate person.

#### **Appointment of members**

- 9.-(1) The Secretary to the Appointments Committee shall upon request by the Registrar appoint two members of the Panel Member Pool to be Case Examiners to consider a Complaint.

(2) Subject to rule 12, the Secretary to the Appointments Committee shall, before each meeting of a Committee, nominate three persons whose names are entered in the Panel Member Pool maintained under rule 8 to serve as members of a Panel at that meeting.

(3) In making nominations under paragraph 8-(1) the Secretary to the Appointments Committee shall– have regard to–

- (i) the rules of natural justice,
- (ii) the efficient administration of justice and of the business of a Committee, and
- (iii) the availability and reasonable convenience of those persons whose names are entered in the list maintained under rule 8.

(4) When making appointments to a Panel, the Secretary to the Appointments Committee cannot appoint from the Panel Member Pool a member who has been a Case Examiner or sat on a Panel that has previously considered or adjudicated upon the same Complaint.

#### **Appointment of Chairman**

10. Subject to rule 12, the Secretary to the Appointments Committee shall, before each meeting of a Panel , nominate one of the persons who are to form the membership of a Panel at that meeting to be Chairman at that meeting.

#### **Quorum**

11. Subject to rule 12, the quorum for a meeting of a Panel shall be three, of whom–

- (a) at least two shall be a lay person;
- (b) at least one shall be a Registrant

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