



# JCCP Stakeholder Council Terms of Reference

**The following rules governing the Stakeholder Council are made by the Joint Council for Cosmetic Practitioners (JCCP).**

## **1. Introduction**

1.1 The Stakeholder Council was created by the JCCP Board of Trustees to provide the Board with advice, opinion, guidance and recommendations from a variety of informed perspectives about the operations of the JCCP in pursuit of its mission. The Council's members reflect diverse experiences, geographies and interests in relation to the work of the JCCP.

The Stakeholder Council is comprised of a unitary body with an Independently Appointed Chair who also sits on the JCCP Board of Trustees as a full voting member.

## **2. Functions and Duties**

2.1 Provide advice, recommendations and informed opinion to the JCCP Board of Trustees and the following JCCP Sub Committees:

Practitioner Register

Education and Training

Policy and Resources

This shall include, but not be limited to:

- On-going policy development conducted by the JCCP related to the standards and methodologies and associated policy and guidance that implement them

- Application of the standards and methodologies in the field

2.2 Provide strategic and tactical advice on other functions of the organisation, including where appropriate associated commercial, development, outreach and communications programmes.

2.3 Provide advice and views on existing and emerging issues which may affect the ability of the JCCP to implement its work programme and achieve its strategic goals, and to bring new issues to the JCCP for consideration that may affect the JCCP's ability to achieve its mission.

2.4 Provide advice on the JCCP Strategic Plan, and the strategic priorities of the organisation on a regular basis.

2.5 Address and give views on specific matters on which the Board of Trustees, Board Sub Committees and/or the Executive requests advice.

2.6 Assist the JCCP to better work and communicate with the various stakeholder constituencies and geographies represented on the Council.

### **3. Membership**

3.1 Membership of the Stakeholder Council is open to interested parties subject to approval by the JCCP Trustee Board.

3.2 The JCCP Board of Trustees shall formally endorse membership of the Stakeholder Council, consistent with its Articles of Incorporation, Mission Statement and Values.

3.3 The Stakeholder Council shall not have more than one hundred (100) members, and shall seek a balanced membership from amongst a range of sectors, interests and geographies involved with non-surgical aesthetics.

3.4 Recognising the importance of the rapidly growing and diverse nature of the non-surgical sector the Stakeholder Council the JCCP should strive to achieve representation across all interest groups, including members of the public, Professional Associations, Professionally Statutory Registered Bodies (PSRB's), practitioners, manufacturers, service providers, insurers, education and training professionals and companies, aesthetic media and any other body or person endorsed by the JCCP Board of Trustees.

3.5 The members of the Stakeholder Council shall not be entitled to appoint delegates to attend meetings, or otherwise carry out their functions as members of the Stakeholder Council in their stead. However, in the case of exceptional circumstances that prevent a member from attending, he or she may propose an alternate from the same organisation to attend as an observer, subject to approval from the Stakeholder Council Chair.

3.6 A member of the Stakeholder Council may not, while a member, be appointed to any position within the executive office under the Charity.

3.7 Members are expected to declare any conflicts of interest and recuse themselves from matters where they have a direct conflict.

3.8 A member of the Stakeholder Council may be removed by the Board of Trustees for any of the following reasons:

- a. S/he resigns his/her office by notice to the Chair of the Stakeholder Council;
- b. S/he is absent for two consecutive in-person meetings of the Stakeholder Council (without prior agreement with the Chair);
- c. S/he, through a change in employment or other, no longer falls within one of the qualifying categories within a Chamber (section 5)
- d. S/he takes up employment with the JCCP
- e. The JCCP Trust Board recommends removal for failure to perform as a member or due to a conflict of interest that is antagonistic to the interests of the JCCP, or to a violation of the JCCP's confidentiality rules.

#### **4. Nominations Procedure**

4.1 New members to the Stakeholder Council will be selected through a nominations procedure that shall be directed and managed by the Chair of the Stakeholder Council.

4.2 From time to time as needed to maintain and renew the Stakeholder Council, the Chair will solicit nominations from among current Stakeholder Council members, and may also receive nominations from other places, including the Board of Trustees, the Executive and other stakeholders.

## **5. Chair**

5.1 The Stakeholder Council shall appoint one Independent Chair subject to approval by the JCCP Board of Trustees. The Chair shall be appointed for a period of two (2) years, serving on a staggered basis.

5.2 The Chair of the Stakeholder Council shall be a member of the Board of Trustees and shall be subject to appointment as a Trustee in accordance with Charity Commission procedural requirements.

5.3 The Chair of the Stakeholder Council shall engage with Stakeholder Council members to determine issues that require consideration by the JCCP Board. The Stakeholder Council may also submit views directly to the Board of Trustees for consideration, subject to agreement by the JCCP Board Chair.

## **6. Steering Group**

6.1 The Stakeholder Council Steering Group exists to strengthen the operational effectiveness of the Council and enhance performance of its functions.

6.2 The Steering Group shall be composed of up to 10 members, plus the Chair, who are representative of diverse constituencies in the Stakeholder Council. Steering Group members shall serve a term of one year, and may be reappointed.

6.3 The Steering Group's duties shall include:

- a. Consultation with the full Stakeholder Council as needed between full meetings of the Council to develop policy advice on behalf of the Stakeholder Council.
- b. Meet regularly to consider JCCP matters that may be relevant for consideration by the Stakeholder Council.
- c. Systematically communicate with and engage members of the Stakeholder Council to facilitate their active involvement in the JCCP's programme of work.
- d. Develop priorities and an annual work programme for the Stakeholder Council.
- f. Manage the nominations, selection and reappointment processes for Stakeholder Council members.

6.4 The Steering Group shall meet on at least three times per annum either face-to-face or by conference call. Minutes of all meetings shall be prepared and distributed to the full Stakeholder Council following approval by the Steering Group, to be done as soon as possible after meetings.

6.5 Any member of the Stakeholder Council may propose any matter relevant to the functions of the Stakeholder Council as set out herein for discussion at a Steering Group meeting. This must be done by notice to the Chair, and received at least 14 days prior to the date on which a meeting of the Steering Group is to be held.

## **7. Meetings**

7.1 Formal, in-person meetings of the full Stakeholder Council shall be held at least annually.

7.2 Notice of a formal meeting of the Stakeholder Council shall be at least twenty-eight (28) days prior to the date of the meeting. The notice shall specify the time and place of the meeting and the general nature of the business to be discussed. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

7.3 The Chair shall determine the agenda for meetings of the Stakeholder Council after inviting input at least two (2) weeks before the agenda is finalised. The Chair will also consult with the Board of Trustees, the JCCP Executive and Chairs of the JCCP Sub Committees for agenda topics from which they desire Stakeholder Council consideration.

7.4 Any member of the Stakeholder Council may propose any matter which is relevant to the function of the Stakeholder Council to be considered for discussion at the meeting. This must be by notice to the Chair and must be received at least twenty-one (21) days prior to the date on which the meeting of the Stakeholder Council is to be held. The Chair of the Stakeholder Council may in his/her absolute discretion determine whether a matter so notified to him/her is relevant.

7.5 No business shall be discussed at any formal meeting of the Stakeholder Council unless a quorum is present. (25% + 1 members).

7.6 The Chair of the Board of Trustees and the JCCP Chief Executive shall be entitled to attend and speak at meetings of the Stakeholder Council but shall not be entitled to vote. Only Stakeholder Council members will be entitled to vote.

7.7 Communication from Council members between meetings should be directed to the Chair, who will then determine how best to approach the issue. All communication to the JCCP Executive concerning Stakeholder Council issues should therefore be directed to the chair, who will determine who is best placed to respond to the matter.

## **8. Confidentiality**

8.1 Members of the Stakeholder Council may become privy to materials in the conduct of their duties that are confidential in nature or restricted for wider distribution. Under these circumstances confidentiality should be maintained and failure to do so could result in removal of membership from the Stakeholder Council. All materials shared with the Stakeholder Council are assumed to be confidential, unless otherwise stated.

## **9. Working Groups**

9.1 The Stakeholder Council may create working groups, permanent or temporary, to advance work outside of the regular meetings.

9.2 Working groups may consist of non-Council members in addition to Council members, as approved by the Council.

## **10. Observers**

10.1 Observers may attend Stakeholder Council meetings with prior approval of the Chair. Requests for observer status must be submitted at least two weeks prior to the meeting.

10.2 Observers shall be provided specified opportunities to address questions to the meetings, on at least one occasion during the conduct of the meeting.

10.3 Observers shall not participate in discussion otherwise unless expressly invited to do so by the Chair.

10.4 Permanent observer status may be granted to particular organisations or individuals who have a declared on-going interest in the work of the JCCP, such as

PSRB's, Certifying Bodies etc. Permanent observer status must be requested in writing and may be revoked by the Steering Group.

## **11. Minutes**

11.1 The Chair shall cause minutes to be kept of all proceedings/meetings of the Stakeholder Council, including the names of those members of the Stakeholder Council present at each such meeting, all others attending, and all recommendations and actions of the Stakeholder Council.

## **12. Secretariat**

12.1 The JCCP Executive shall provide a person who shall act as secretary to the Stakeholder Council and perform the administrative functions in relation thereto. The Executive shall also provide a dedicated liaison person to attend all Stakeholder Council meetings from the Senior Management Team of the Executive.

## **13. Notices**

13.1 Any notice to be given to or by a member of the Stakeholder Council pursuant to these rules shall be given in such manner and be governed by such provision as are set out in the JCCP Articles of Association.