

# Nominations at the RCP – principles and process

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## Principles

- The RCP aims to be open, transparent and inclusive when appointing fellows and members to its various boards and committees.
- We seek to promote a plurality of member voices across our work. We welcome and actively seek to recruit people to our activities regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- The RCP recognises that diverse boards make better decisions, result in higher productivity and satisfaction and that individual members are role models for emerging leaders. The RCP aims to reflect the diversity of its members in all its committee, senior roles and staff in general. The diversity of the specialty will be considered in determining appointments.

## Process

- Board/committee vacancies are advertised via the RCP website seeking expressions of interest from the membership. Dependent on timings other networks and routes may also be used to advertise vacancies - including the president's e-bulletin, Commentary and liaison with specialist societies.
- Adverts for vacancies will include the Terms of Reference of the appropriate committee and a brief description of the vacant role along with 'guidance on time off for RCP duties'. Submissions and/or requests for extra information can be made via the contact supplied within the advert.
- The RCP Nominations Committee considers all expressions of interest for appropriateness with regard to a particular role and may choose not to make an appointment and re-advertise the role.
- The Nominations Committee is chaired by the registrar and its membership includes, among others, senior officers, Councillors and past Councillors.
- The Nominations Committee will consider a current CV from each candidate plus a short (one side of A4) statement of interest in the opportunity, highlighting how a candidate would be able to contribute.
- The Nominations Committee may choose to seek advice from outside its membership in order to make a decision - this could be from a specialist society or RCP committee.
- Where necessary, the Nominations Committee may rank the top three applications (1, 2, 3) and contact the applicants in that order in case they are unable to take on a role. This will occur before unsuccessful applicants are contacted to ensure a vacancy is filled.
- All adverts and communications will emphasise the values of the college including inclusiveness and equality of opportunity.
- The RCP will have due regard to the composition of boards and committees and promote development of boards that reflect the diversity of our workforce and the populations we serve.
- Due regard will be given to the composition of nomination committee to mitigate any unintended bias.

# Responsibilities of expert nominees

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RCP Council has agreed that where the College has a representative serving on a working group of any kind belonging to another organisation (such as another Royal College), their presence in itself will not act as endorsement of the work. Such individuals will be termed as 'expert nominees', and both they and the organisation they are helping will be advised that they should feedback regularly, normally to the source of their nomination. This is so that the College can be kept informed, and so that official endorsement can be considered by Council if the College's imprimatur is being sought.

Expert nominees should be informed of the following responsibilities, tailored accordingly to each nomination:

- To attend meetings and/or input as appropriate to ongoing work (such as a guideline) on behalf of the RCP.
- To provide regular feedback to the RCP. This would usually be in the form of a short written update (1 side of A4) to the registrar following major meetings or at major milestones for ongoing projects. Typically, this might include a brief summary of discussions together with highlighted areas of concern to the RCP and wider NHS. (At the time of making nomination the form of feedback should be clarified to the nominee. Feedback can also be via a particular committee, other senior officers or staff members in addition to the registrar).
- Where travel expenses are claimable from the RCP they must be made in line with the current RCP expenses and travel policy.
- To ensure that declarations of interest are raised and managed appropriately through the RCP Declaration of Interests policy. Nominees may also be expected to complete declarations for requesting bodies. Further information is available at:

<https://www.rcplondon.ac.uk/declaration-personal-interests-and-good-standing>

- To abide by the RCP Code of Conduct which provides a clear set of expectations as to how RCP members, fellows and other healthcare professionals conduct themselves when working for or representing the RCP. Further information is available at:

<https://www.rcplondon.ac.uk/code-conduct>

- To recognise The RCP's vision and mission: *the best possible health and healthcare for everyone* and its core values: *we are committed to taking care, learning, and being collaborative*. Further information is available at:

- <https://www.rcplondon.ac.uk/vision-and-mission>

- To work with the requesting body to ensure that the RCP is kept informed of general progress and any consultation opportunities whereby the RCP may choose to liaise more widely and submit formal responses.
- To work with the requesting body to ensure understanding of the RCP policy on endorsement and use of logo.

# Guidance to expert nominees

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## Nolan principles of public life

The 7 principles of public life apply to anyone who works as a public office-holder. This includes people who are elected or appointed to public office, nationally and locally, and all people appointed to work in:

- the civil service
- local government
- the police
- the courts and probation services
- non-departmental public bodies
- health, education, social and care services

The principles are the basis of the ethical standards expected of public office holders and also apply to all those in other sectors that deliver public services.

Trustees and holders of RCP positions should, in performing their duties, uphold the seven principles first identified by the Nolan Committee in its first report on standards in public life in May 1995 (the Nolan principles), and updated by the Committee on Standards in Public Life in its report of January 2013, *Standards Matter*:

1. **Selflessness:** holders of public office should act solely in terms of the public interest.
2. **Integrity:** holders of public office must not place themselves under any obligation to people or organisations that might try inappropriately influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity:** holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability:** holders of public office are accountable for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness:** holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. **Honesty:** holders of public office should be truthful.
7. **Leadership:** holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

**Last review: November 2018**

**Next review: November 2020**