

PROFESSIONAL CONDUCT PANEL TERMS OF REFERENCE

COSRT POLICY

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OVERVIEW

The Professional Conduct Panel (PCP) is an important element of COSRT's Conduct Procedure. It is a group independent of COSRT staff that is convened to consider the information and evidence gathered about an allegation against a member.

The PCP can:

- Be convened to consider a request or recommendation for interim sanctions after a complaint has been received.
- Be convened to carry out a Resolution Meeting, considering evidence and determining whether the complaint proceeds and if so whether it can be resolved through available sanctions.
- Be convened to carry out an additional Determination Hearing to conclude a complaint with all available sanctions.
- Be convened to consider an appeal, insofar as the PCP was not involved with the original complaint.
- Be convened to consider whether sanctions have been completed.

COMPOSITION

The PCP will comprise at least:

- One layperson
- Two clinical members drawn from COSRT

PCP RESPONSIBILITIES

As a collective body the PCP will act as an independent panel, taking responsibility to apply the Conduct Procedure properly to arrive at considered decisions, including:

- Ensuring they understand relevant concepts and processes that underpin effective complaint procedures.
- Follow all elements laid out in the Conduct Procedure to properly consider evidence and arrive at an independent majority decision at each procedural step.
- Receive the complaint dossier from the Case Manager and scrutinise the contents prior to any meeting.
- Agree by a majority whether public interest or any other elements of clause 11.1 of COSRT's Conduct Procedure warrant interim sanctions when appropriate.
- Agree by a majority for a complaint for which Consensual Resolution Agreement is proposed, whether it is appropriate and which sanction is acceptable before collectively creating and agreeing the content of such an agreement.
- Question evidence and witnesses during hearings to support arrival at independent decisions.
- Provide clear rationale for all decisions made.

CHAIR RESPONSIBILITIES

The Chair of a PCP will be responsible for:

- Collating any queries from PCP members and forward to the Case Manager.
- Chairing all PCP meetings.

- Communicating the PCP decision along with written rationale and any required documentation.
- Signing final Consensual Agreement Resolution contracts on behalf of the PCP.
- Agreeing a suitable date in collaboration with the Case Manager for any PCP meetings.



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