

THE

ALLIANCE

Beechbeck, St Johns Road, Bishop Monkton, Harrogate,
North Yorkshire HG3 3QU
Tel: 01423 863206
email admin@thealliancepsp.com
www.thealliancepsp.com



25th July 2023

PROTOCOL FOR MEETINGS OF THE ETHICS COMMITTEE **UPDATED JULY 2023**

In accordance with its stated intention to involve lay people and members of the public in its affairs and its governance, and to extend the transparency and demonstrate the fairness of its operations, the Alliance has constituted an Ethics Committee.

The Ethics Committee, consisting of THREE lay persons, will be convened to hear complaints against the Alliance itself, or its personnel. The Ethics Committee will also consider Conflicts of Interest, or potential Conflicts of Interest where they arise or are notified.

Concerns will be recorded by the Registrar on the date that they are raised.

The Ethics Committee will be convened at the earliest availability of the Committee Members to examine such concerns.

MEMBERS OF THE ETHICS COMMITTEE

The Ethics Committee is formed of THREE lay persons that have no association with the Alliance, and apart from the re-imburement of their paid expenses incurred in pursuit of their duties, they have no financial association or other interest in the Alliance.

The Members of the Committee are:

Jannine Elizabeth Churchill-Wilding (Chair) – Company Director who will ensure that the patient Perspective is represented

Mr Stephen Wilding – Logistics Funeral Manager and Representative

Mr Ronald Edward Munt – Retired Company Director and Representative

The Ethics Committee will meet at the Alliance Office, Beechbeck, St Johns Road, Bishop Monkton, Harrogate, North Yorkshire HG3 3QU.

The Alliance Registrar will circulate the date and time of the meeting and will conduct the meeting to present the concern to the members of the committee and explain the reason for the meeting to be convened.

The Registrar will then not enter into the ensuing debate except to give the background to the concern where relevant, or to offer guidance upon procedural matters.

The Registrar will take Minutes to record the proceeds of the meeting, and the determination and recommendations of the Committee, and will distribute copies of those Minutes to all Committee Members so that they can agree that the Minutes show a true and accurate record of their deliberations.

The Registrar will ensure that the Minutes of Ethics Committee Meetings are available for the annual renewal application for the Professional Standards Authority for Health and Social Care. Such minutes are for the information and acceptance of the shareholders and executive board members and who have pledged to accept the recommendations of the Ethics Committee, and who will attempt to learn from any issues raised and make such alterations as are reasonable to try to prevent the raised issues from recurring.

It is envisaged that the Ethics Committee would consider issues such as Conflict of Interest, or perceived conflict of interest that may arise from refusal of entry to Membership and the Accredited Register.

The recommendation of the Ethics Committee and the background to the concern will then be published on the Register website so that the public is informed of the concern and the outcome, and the process by which it has been resolved.

To address conflicts of interest or perceived conflicts of interest the Alliance has established a clear and set criteria which will be applied consistently by the Registrar;

- In cases when the Registrar is unsure she will refer to the two Directors for assistance;
- If the applicant is not satisfied with the outcome they will be able to complain to the lay Ethics Committee.

As an additional assurance that the registration criteria are being applied fairly and consistently, the Alliance has determined that an independent audit of its membership protocols and registration processes are completed annually by the Professional Standards Authority for Health and Social Care.

Recording

All Minutes and records of Ethics Committee meetings will be kept for five years.

Gilly Taylor-Munt
Managing Director and Registrar