**CSP Council Annual Review 2018/19**

Purpose

The CSP Council is elected by, and accountable to, the CSP membership. Under new governance arrangements implemented in April 2018, Council members have looked at different ways to explain Council’s work and feed members’ insight into Council decisions.

The Annual General Meeting provides an opportunity for CSP members to hold its Council to account. Ahead of the AGM, the previous year’s Annual Accounts and Impact Report are posted on the CSP website for members to review. This is the first Council Annual Review and it aims to complement existing reports. It outlines Council activities for the period April 2018, when the current Council started, to October 2019, just before the AGM. The Chair will cover these issues in her presentation to the 2019 AGM and answer any questions from members. Members who are not at the AGM are free to ask questions, and contact details for Council members are on the CSP website.

1. **The Council and Committees**
	1. The Chartered Society of Physiotherapy’s (‘the Society’) Council has overall control and legal responsibility for the Society’s management and administration. The Council’s purpose is to provide leadership of the physiotherapy profession and governance of the CSP. It sets and safeguards the Society’s overarching vision, values, strategy and reputation.
	2. Members agreed new governance arrangements at the 2017 AGM, and a smaller Council of 12 members were elected and took up office in April 2018.
	3. Council members lead and represent the interests of CSP members wherever they live, work or study. Each Council member is accountable for and takes responsibility for decisions made by the Council.

1.3 At its first meeting the Council elected Alex MacKenzie as Chair and Claire Arditto as Vice-Chair.

* 1. Council then agreed a process for the recruitment and appointment of members to the three new committees –
* the Employment Committee,
* the Finance, Risk and Audit Committee; and
* the Professional Committee.

1.5 The Committees support the work of the Council and each has its own terms of reference spelling out their purpose, remit, accountability and membership. Documents detailing how the Council and Committees operate, are on the CSP website - [Council | The Chartered Society of Physiotherapy](https://www.csp.org.uk/about-csp/how-we-work/governance/council)

**2 Council Membership**

2.1 The current membership and terms of office of the Council is set out below:

|  |  |
| --- | --- |
| **COUNCIL MEMBER** | **TERM OF OFFICE ENDS** |
| Alex Mackenzie | AGM 2022 |
| Claire Arditto | AGM 2020 |
| James Benson | AGM 2022 |
| Fidelma Moran | AGM 2020 |
| Sarah Morton | AGM 2022 |
| Rachael Moses | AGM 2020 |
| Stuart Paterson | AGM 2020 |
| Karen Robb | AGM 2022 |
| Barbara Sharp | AGM 2020 |
| Shona Thompson | AGM 2020 |
| Marie Claire Wadley | AGM 2022 |
| Katie Wilkie | AGM 2022 |

**3. Role and Responsibility of the Council**

3.1 Council members are collectively responsible:

* for setting strategy and policy and to ensure that they are delivered;
* providing a collective voice for the profession and acting in the best interests of the profession as a whole;
* for listening to and connecting with members to understand frontline issues;
* for understanding how the CSP works;
* for following and upholding the provisions of the Royal Charter;
* for ensuring that CSP finance and resources are well used and accounted for to ensure the Society’s long-term sustainability;
* for working with Council’s committees, projects, boards, networks and other groups;
* for appointing the Chief Executive and holding them to account;
* for representing Council’s views and policies to different audiences;
* for approving the appointment of the employee nominated Pension Trustees;
* for approving appointments to Council committees;
* for ensuring that the work of its committees is strategic, co-ordinated and productive;
* for maintaining high standards of governance and the Society’s reputation;
* to the CSP membership for Council decisions and actions, being held to account at the Annual General Meeting and to be accountable to members at the Annual Representative Conference; and
* for any other activities as agreed by Council.

**4. Governance**

4.1 The Council’s responsibility to provide governance of the CSP is pursued at every meeting as the Council:

* Reviews the corporate risk register and the CSP’s financial status through an overview of the management accounts;
* Oversees CSP performance against strategy; and
* Holds the CEO to account, with questions following on from her report to Council;

4.2 The CSP Chief Executive Officer (CEO) is responsible for ensuring execution of the CSP strategy and accountable to the CSP Council for the performance of the CSP staff.  The Governance team is responsible for supporting the Council to fulfil its role.

**5.** **Council Work Programme**

5.1 Since April 2018 the Council has had 7 scheduled meetings and one meeting at the Annual Representative Conference (ARC).

5.2 Council business focusses on significant strategic issues, avoiding executive operational detail. It is important that Council members have the skills and knowledge to fulfil their responsibilities and they receive a comprehensive induction programme. Below is a table providing an audit of the key items on Council agendas from April 2018 onwards:

|  |  |
| --- | --- |
| **Induction & development**  | * Governance Best Practice;
* Council roles and responsibilities;
* Agreeing shared expectations that Council and the Leadership Team should have of each other;
* Corporate Strategy 2017 – 2020;
* Finance & CSP Staff Pension
* NHS Pay;
* CSP as a Professional Body and its Charter;
* Overview of CSP operation;
* Council team development;
* Countries and Crown Dependencies;
* Risk Appetite & Management;
* Strategic Direction of Trade Union Function;
* WCPT & ER-WCPT;
* Public Sector Pensions;
* Communication, Engagement skills & Public speaking; Inclusion & leadership – learning from members;
* Social policy and solidarity work
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| **Governance of the CSP** | * ARC - response to 2018 motions,
* Overview of ARC Review and ARC 2019 timeline;
* Council Committees recruitment;
* Governance & member engagement;
* Future of Grants Group;
* New Membership Grades Benefits and Fees;
* CSP Complaints Process – Review;
* CSP Standing Orders & Regulations;
* Governance Equality & Inclusion issues;
* Council Annual Development Review;
* Governance Review and evaluation;
* New ARC constitution;
* Approval for the setting up of new CSP branches
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| **Financial issues**  | * Annual accounts;
* Auditor’s report & retendering process;
* Membership Audit Certificate
* Appointment of New Auditor
* Pension – Triennial Valuation Report;
* CSP pension;
* Management Accounts/Finance Report
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| **Strategy, Planning and Performance** | * 2019 Budget and Planning priorities;
* 2020 Strategy;
* CSP Vision for 2023 Operating Model
* Workforce policy;
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| **Leadership of the Profession** | * Advanced Practice and Credentialing;
* Health & Social Care Funding;
* Funding Arrangements for Health & Social Care;
* Royal Charter Centenary 2020;
* Council profile on Social Media ;
* 4 Pillars of Practice; Credentialing
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**6. Other Work**

6.1 Under the new governance arrangements the Council is responsible for appointing members to the committees and for agreeing the recruitment process

6.2 Members were invited to volunteer to sit on appointment panels for each of the three new committees which involved the following time commitment:

* Shortlisting candidates – assessing applications against established criteria by completing shortlisting grids
* Interviewing candidates – short interviews via phone and completion of an interview assessment grid
* Panel chairs meet to discuss the provisional panel decisions and review the overall make up of recommended candidates to ensure they are diverse and as reflective of the membership as a whole as possible. The panel chairs agree final recommendations to Council.

6.3 The recruitment process went live in March 2018 and all appointments were approved by the Council at the June meeting.

6.4 Two further recruitment exercises were undertaken during the year to fill vacancies on the Employment Committee and the Professional Committee, and earlier this year a panel was set up to recruit to the ARC agenda committee.

6.5 In total 60 interviews were undertaken by the appointment panels for 26 vacancies**.**

**7. Key Events Attended by the Council and Council Members**

7.1 Activities to raise awareness of the role and profile of Council members by their active participation in key events, including attendance at Country Board meetings, PTUK and ARC has been undertaken as follows:

* Physiotherapy UK Conference and Annual General Meeting – 19/20 October 2018 (All Members)
* WCPT Conference 2019 (Chair and Vice-Chair)
* Annual Representative Conference ARC – 3-4 June 2019 (All Members)
* Country Boards – There has been a total of 14 Country Board meetings so far this year for which Council Members are asked to volunteer to attend.

**8. CSP Council Shadowing scheme**

8.1The Council is committed to taking practical action to increase equality and diversity within the CSP and a Council ‘shadowing’ scheme has been devised to engage members from a wide range of backgrounds. It is hoped that this will encourage a diverse range of candidates to stand in the 2020 Council elections and for future committee recruitment, leading to improved diversity of CSP governance structures.

8.2 Two ‘shadowing’ slots are made available at every Council meeting and Council members are asked to volunteer to support and mentor each guest through the meeting process.

**9. Governance Review Evaluation**

9.1 Once the Council and Committees had been in operation for over a year, it was considered an appropriate time to reflect on how things were going. An informal review covering all aspects of the committees – from administration arrangements, recruitment of members to the purpose of the committees and their relationship with Council - was therefore undertaken by the Head of Governance and reported to the Council at its September meeting.

9.2 Members noted that findings concluded that the review’s objectives, providing a fit for purpose structure that represented value for money, had been met. Further work is currently planned to evaluate the 3 committees and to improve the inclusivity and diversity of Council after the 2020 elections.

**10 Overview of Council’s Performance and Individual Council Member Development Process**

10.1 Given the complexity and importance of its role, and in line with best practice, the Council considered it important to ensure that a process was put in place to monitor and assess the performance of both the Council as a whole and members individually.

10.2 In order to achieve this, the Council agreed to introduce a Performance and Individual Council Member Development Process. Members are now required to undertake individual development reviews, consisting of self-reflection, feedback from peers, and a discussion with the Chair of Council. These reviews are undertaken annually, and are referred to on a regular basis throughout the year to identify training or development needs.

10.3 The Council also set aside time to reflect on its own performance and functioning as a team, and the outcomes of the 2018/19 process have now been evaluated. A number of common themes and issues have been identified, some of which will be used to implement changes and improvements, help provide appropriate training, and guide and inform the future recruitment or re-appointment of Council Members.