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**PCRS-UK Policy on Representation and Nomination**

**1. Background**

PCRS-UK is regularly invited to put forward individuals to represent it on Committees, working parties, projects and other groups. The invitation for PCRS-UK ‘representation’ is often with a view to PCRS-UK endorsing a particular initiative. This policy should therefore be read in conjunction with the PCRS-UK policy on endorsement.

The PCRS-UK can also be asked to nominate individuals to sit on Committees, working parties, projects and other groups in an individual capacity. In addition, individual PCRS-UK members, in particular Committee members are often approached directly to sit on such groups.

Each of these situations can provide significant opportunities to the PCRS-UK in terms of increasing its profile and extending its influence. Similarly they can offer significant opportunities to individuals in terms of their profile, reputation and career development.

This document clarifies the policy and expectations of the PCRS-UK in each of these situations. The policy is administered by the PCRS-UK Operations Team and the first point of contact on all matters should be Kim Esslemont ([kim@pcrs-uk.org](mailto:kim@pcrs-uk.org)).

**2. Approaches Made to PCRS-UK**

**2.1 PCRS-UK Representation**

2.1.1 Prioritisation

The Chief Executive/deputy1 in conjunction with the Chair of PCRS-UK Executive (or relevant PCRS-UK Executive lead1) will discuss the invitation for PCRS-UK representation and decide its level of priority in accordance with the PCRS-UK business plan. Where the priority is high, every effort will be made to identify a representative. For lower priorities PCRS-UK will only accept the invitation if it can readily find a representative.

1 Responsibilities for requests for representation

* Guidelines, NHS/policy documents: PCRS-UK Policy Consultant/PCRS-UK Executive Policy Lead
* Nurse Events, conferences, education programmes: Operations Director/PCRS-UK Nurse Lead
* Other Events, conferences, education programmes: CE/PCRS-UK Education Lead
* Activities specific to a single PCRS-UK region: CE/ PCRS-UK Regional lead for that region
* Other PCRS-UK CE/PCRS-UK Executive Chair

2.1.2 Selection

Individuals invited by the PCRS-UK to represent on any group or body are acting formally on behalf of PCRS-UK. They are selected by the PCRS-UK and can be replaced / substituted by the PCRS-UK at any time.

Selection is based on knowledge and expertise needed for the role balanced with the need to develop a wider group of people experienced in representing PCRS-UK. Selection maybe through the following routes:

* Individual with known interest/expertise (e.g. via policy network, or PCRS-UK committee
* PCRS-UK succession planning database
* Request for volunteers/nominations via PCRS-UK Executive/committees (including PCRS-UK champions for regional activities)
* Advertisement to the PCRS-UK membership

2.1.3 Expectations of PCRS-UK representatives

Individuals selected to represent PCRS-UK are expected to:

* Represent the views of the organisation, seeking input where relevant and practical in advance from other colleagues and bringing issues back to the PCRS-UK Executive for input and advice
  + Where relevant, on issues of high priority/that PCRS-UK is already involved with, PCRS-UK will provide a background briefing for the representative
* Liaise with the PCRS-UK Operations Team and CE (or deputy) such that PCRS-UK Executive has a record of activities it is involved with and so that broader organisational opportunities can be capitalised on where relevant on the advice of the PCRS-UK Executive
  + Where possible the host body/organisation will be asked by PCRS-UK to forward information direct to the PCRS-UK Executive Operations Team/CE (or deputy) to facilitate above process
  + In some situations a short feedback report will be requested from the representative attending the meeting, for example high priority policy influencing priorities; such a requirement will be included within the brief for the representative.
* In the absence of regular reports/updates, provide an annual summary of activity/progress to PCRS-UK Executive
* Ensure formal approval is sought for any materials, press releases and similar where it is proposed to use the PCRS-UK name in accordance with the PCRS-UK policy on endorsement.

The appointment of individuals selected to represent PCRS-UK will be confirmed via a standard email from the Operations Team, which confirm their responsibilities and will include links to the PCRS-UK policies on representation and endorsement plus a copy of the PCRS-UK code of conduct. The representative will be asked to confirm receipt of the email.

2.1.4 Monitoring & reporting

A report on PCRS-UK activities in terms of representation will be provided as a standing item for each PCRS-UK Executive meeting by the PCRS-UK Operations team. Details of national groups and bodies where the PCRS-UK Executive is formally represented will be included on the PCRS-UK website. Names of representatives however will not be divulged on the website.

2.1.5 Payment of expenses & indemnity

PCRS-UK wherever possible will make arrangements for locum fees (or an agreed honorarium towards loss of earnings) and travel expenses to be claimed directly from the host organisation. Where the host organisation is not willing to pay such fees and expenses, PCRS-UK will consider paying them at the discretion of PCRS-UK Executive / CE in accordance to the relative priority of the project. Any individual formally representing the PCRS-UK (i.e. instructed to do by the Charity) is covered by the Charity’s professional indemnity insurance.

**2.2 Nomination of Individuals**

PCRS-UK will seek permission from any individual before putting their name forward to another body or group.

PCRS-UK is not able to pay locum fees (or an agreed honorarium towards loss of earnings) and travel expenses in situations where an individual is acting in an individual capacity.

The PCRS-UK would however welcome feedback and updates, within the bounds of confidentiality, from the initiative, such that any relevant opportunities for the PCRS-UK can be capitalised on.

**2.3 Approaches Made to Individuals**

Approaches made to individuals to sit on groups / bodies are the business of that individual not the PCRS-UK. It is however immensely valuable for the PCRS-UK in terms of intelligence and potential opportunities, (where individuals feel it is appropriate) for the PCRS-UK to be informed of groups / bodies that they are involved with and / or that relevant opportunities are passed onto the PCRS-UK via the Chief Executive. It can also be immensely valuable to the PCRS-UK if such individuals can support and promote the agreed views and interests of the PCRS-UK in such situations.

**Individuals, particularly where he / she is a PCRS-UK Committee member should be aware that whilst they may see themselves as acting in a personal capacity, their role can be interpreted by the group / organisation as acting on behalf of the PCRS-UK. Individuals should therefore take responsibility for clarifying that they are not representing any organisation and encourage groups / organisations to talk directly to the PCRS-UK where relevant. Organisations should be advised that if they want a PCRS-UK representative, they should write directly to PCRS-UK to request that the organisation puts someone forward to represent them.**

**Last reviewed by Executive: March 2014 / November 2015 / May 2017**

**Last Approved by Trustees: April 2014 / November 2015**

**Date of next review: October 2017 / June 2019**