



Accreditation Committee (AC) Terms of Reference

Version History		
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1	26 September 2019	
2	29 June 2023	Amended wording in communication section on page 1

Association for Dance Movement Psychotherapy UK

ACCREDITATION COMMITTEE (AC)

Terms of Reference

Members of ADMP UK Executive Council are separately and severally liable, in law, for all matters pertaining to the administration of ADMP UK for and on behalf of its membership. Therefore all decisions of sub- committees must be ratified by Council before implementation.

Council and Subcommittee members are expected to act reasonably and with care in all matters relating to ADMP UK, bearing in mind the best interests of the association, as set out in the ADMP UK “Overview of responsibilities” document and the Company Act, 2006. The Council and subcommittees are subject to the principles of duty of good faith, loyalty to the company and expected to declare any conflict of interest, including not putting themselves in a position where a conflict of interest arises or, where a conflict of interest has arisen, taking appropriate action.

Communication

The administration support receives the signed applications from the ADMP UK membership and send them to the AC. The AC processes all applications according to the applicant's category (see handbook) and liaises amongst them about the allocation of each application to the appropriate committee member. Information held on the membership register and database will be maintained by the administration support and available to the AC committee and Council. All AC recommendations must come back to Council who will give the final authorisation for a decision to be sent to the applicant and UKCP. Council can invite an AC member to select Council meetings. This shall be to provide an update, seek advice/guidance, address agenda items specific to the AC, and to generally check-in to maintain an open line of communication throughout the year.

1. MEMBERSHIP

- 1.1 Members of the committee will be nominated by the ADMP Executive Council (Council), in accordance with relevant UKCP HIPC guidelines. All appointments are made by Council provided there is a vacancy on the committee. Appointment is for the term of 3 years, renewable after three years.
- 1.2 The AC will have a minimum of five members. Each application will be assessed by two members and the selection of members for each application will be based upon noting any conflicting roles or relationships with the applicant and workload of the member.
- 1.3 In order to maintain continuity and stability only one third of the AC can stand down at any one time.

- 1.4 It is recommended that AC members who wish to resign should provide a minimum of two months notice and should confirm their intention to resign in writing to the Chair of the AC UKCP
- 1.5 AC core membership can be augmented by consultants, as required, by the committee for a particular meeting. Consultants will not have voting rights. All core members will have equal voting rights with recommendations requiring a simple majority. Chair will have casting vote. Working parties will be formed as deemed necessary by the procedures of the committee.
- 1.6 In consultation with UKCP HIPC, Council will appoint an appropriate External Moderator to monitor ADMP's UKCP accreditation process. The External Moderator will be UKCP registered practitioner within a related field and not a DMP (Dance Movement Psychotherapist). The External Moderator will not sit on the AC; however, he/she could be consulted about UKCP guidelines and principles.
- 1.7 AC members should support the on-going work of ADMP by regular attendance at AC meetings and give a commitment to participate in the work of the AC.

2. OFFICERS

- 2.1 **Chair:**
To be appointed by the Council. The term of office is to be for three years. Duties will include chairing annual committee meetings, setting agendas, drafting annual report, and taking Chair's action over correspondence relating to issues where policies are already in place. The Chair's actions are to be reported to the committee at the first available subsequent meeting or via email if next meeting more than three months in advance.
- 2.2 **Administration**
The committee will be responsible for their own administration. Duties will include the responsibility for minutes to be taken at each meeting and copy of minutes to be sent to Council, the circulation of minutes and agenda to committee members, The committee will manage correspondence in accordance with the committee's guidance. All correspondence is to be made available for the scrutiny of committee members.

3. MEETINGS

- 3.1 Meetings of the full committee are to take place at least three times a year.
- 3.2 Agreed costs incurred by AC members in carrying out their AC duties will be financed by Council.

- 3.3 The quorum for a meeting is three voting members.
- 3.4 Members are expected to attend the meeting in person but may attend via Skype with the prior agreement of the Chair. Interview panel preparative meetings will be done primarily via Skype and email in accordance with governance procedures for confidentiality and good governance.
- 3.5 Members are asked to give two weeks' notice if they cannot attend.
- 3.6 The Chair may call a meeting via Skype for a specific item of business
- 3.7 Members with items for the agenda should notify the Chair at least two weeks ahead of the next meeting and the Chair will prioritise agenda items.
- 3.8 Members are requested to read and familiarise themselves with any papers circulated before a meeting or Viva interview.
- 3.9 Minutes are to be recorded and held by the committee as well as stored in the central archive held by the administrator. Minutes will be available to the Council and contain no personal details of applicants. An annual report containing the number of applications and panels is to be written for the AGM each year.
- 3.10 Any recommendations, advice, or decisions regarding the work of AC from Council will go to the AC via the Council chair.
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4. MANDATE OF THE ACCREDITATION COMMITTEE UKCP

With ratification by Council the AC will:

- 4.1 Review and action individual applications for UKCP registration within the currently accepted timescale.
- 4.2 Ensure that ADMP members are advised of the route to UKCP registration through ADMP and that information regarding registration is up to date and correct on the ADMP website (see handbook).
- 4.3 Receive applications from the administrator, decide assessing panels, assess and confirm eligibility for a UKCP registration.
- 4.4 Decide the outcome of the individual's application: accreditation, conditions prior to accreditation, rejection.
- 4.5 Keep notes of process that can be employed within an appeal procedure.

- 4.6 Follow UKCP and ADMP codes of professional practice regarding equal opportunities, diversity acknowledgement and ethical principles.

5. DECLARATION FORM - ACCEPTANCE OF ALL ADMP UK LTD AND UKCP/HIPC POLICIES AND PROCEDURES

The Accreditation Committee members will be required to sign a declaration form to state that they have read and accept the following policies and procedures:

- 5.1 The current ADMP UK Ltd Articles of Association (updated May 2021)
- 5.2 The ADMP UK Ltd Overview Summary of Roles and Responsibilities dated Sept 2019;
- 5.3 The Terms of Reference for the committee on which they serve updated June 2023
- 5.4 Have submitted an up-to-date CV with a declaration of any known potential conflicts of interest of which they are aware, including dual roles.
- 5.5 Agree to engage to the best of their ability in a professional collaborative partnership with the committee on which they serve and all other ADMP representatives.
- 5.6 Will inform the chair of the committee on which they serve if they are no longer in a position to contribute to the committee and need to either take a break or step down from the role.
- 5.7 That they will ensure that they have a working knowledge of Conflicts of Interest, Dual Roles and respect for Intellectual property.
- 5.8 All relevant UKCP and HIPC documents as ADMP UK Ltd is an organisational member of UKCP under HIPC.