

# Association for Dance Movement Psychotherapy UK

## ETHICS COMMITTEE

### 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.

#### 1. MEMBERSHIP

- 1.1. **Chair.** The Chair of the Ethics Committee will be appointed by the ADMP Executive Council. The term of office is to be for three years. Duties will include chairing committee meetings, setting agendas, 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.
- 1.2. Other members of the Ethics Committee shall be appointed by the ADMP executive Council. These shall be three registered practitioners without prejudice or prior involvement with any issues being considered.
- 1.3. The Ethics Committee should appoint an external member to the committee.
- 1.4. **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.

**1.5.** Meetings will require the attendance of all members to be quorate.

## **2. Meetings**

**2.1.** The Ethics Committee shall meet as required and agreed by the Chair and Council.

**2.2.** Agreed costs incurred by members in carrying out their duties will be financed by Council.

**2.3.** Members are expected to attend meeting in person but may attend via Skype with the prior agreement of the Chair.

**2.4.** The Chair may call a meeting via Skype for a specific item of business.

**2.5.** Members with items for the agenda should notify the Chair at least two weeks ahead of the next meeting.

**2.6.** The Chair will prioritise agenda items.

**2.7.** Members are requested to read and familiarise themselves with any papers circulated before a meeting.

**2.8.** Minutes are to be recorded and held by the ADMP UK Ltd Administrator.

## **3. Mandate of The Ethics Committee**

**3.1** The Ethics Committee shall monitor, update and oversee the ethical policies and procedures of ADMP UK, including the Code of Ethics and Professional Practice and Complaints Procedure and advise Council as necessary.

**3.2** In the event of the Ethics Committee being asked by Council to form an Inquiry Panel to investigate a complaint from either a member of ADMP or a member of the public then the operation and procedures of the Ethics Committee is governed by The ADMP UK Code of Ethics and Professional Practice and Complaints Procedure.

**3.3** Complaints concerning verdicts of the Professional Development Committee are covered by Criteria for Membership Appeal Procedures and do not form part of the remit of the Ethics Committee.

## **4. Declaration Form - Acceptance of all ADMP UK Ltd and UKCP/HIPC policies and procedures**

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

- 4.1 The current ADMP UK Ltd Articles of Association (planned to be updated October 2019)
- 4.2. The ADMP UK Ltd Overview Summary of Roles and Responsibilities dated Sept 2019;
- 4.3. The Terms of Reference for the committee on which they serve updated Sept 2019.
- 4.4. 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.
- 4.5. 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.
- 4.6. 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.
- 4.7. That they will ensure that they have a working knowledge of Conflicts of Interest, Dual Roles and respect for Intellectual property.
- 4.8. All relevant UKCP and HIPC documents as ADMP UK Ltd is an organisational member of UKCP under HIPC.