

# Candidate Brief

Royal College of Veterinary Surgeons

Veterinary Nurse Council

Two Lay Member Vacancies for 2020



T0502

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**Managing Director**

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## Contents Page

1. Letter from Racheal Marshall, Chair of Veterinary Nurses Council
2. About the RCVS and the Veterinary Nurses committees
3. Person Specification
4. Conflicts of interest
5. Eligibility
6. Remuneration: Loss of Earnings and Expenses
7. Timeline, Application Process and How to Apply
8. Diversity Monitoring

Annex A: The seven principles of public life





## Welcome from Racheal Marshall

### Chair of the

## Veterinary Nurses Council

Dear Candidate,

I am delighted that you have expressed an interest in applying to be a lay member on the Veterinary Nurses Council of the RCVS. This is a very exciting opportunity to help support us in our long-term commitment to veterinary care.

The work of this Council is of incredible importance to the College. The roles of members of the Council include: Setting standards for the training and education of persons wishing to be entered in the register of veterinary nurses, setting requirements in relation to registration and conduct of veterinary nurses and recommending to RCVS Council amendments to registration, discipline and conduct rules. This Council normally meets six times per year.

Veterinary Nurses Council is also responsible for agreeing the Strategic Plan and recommending a budget and level of fees to the Finance and Resource Committee. They elect the Chair and Vice Chair, along with determining the composition of committees. Critically they must act in accordance with the public service principles set out in the Nolan Committee's First Report on Standards in Public Life, which include selflessness (acting solely in the public interest), integrity, objectivity, accountability, openness, honesty and leadership.

We are looking for people with relevant experience at a senior level, eg: board level or equivalent. You must have understanding and knowledge of corporate governance, strategy and policy development, risk management and financial controls. Candidates will need to provide evidence in their application form of relevant knowledge and experience.

If this is an opportunity that appeals to you and you believe you have the required skills and knowledge plus commitment to the Nolan Committee's principles, we would very much like to hear from you. For a confidential conversation with Thewlis Graham Associates who are managing the process, please contact Sarah Thewlis, Managing Director on 0207 850 4781 or email [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com). Sarah will be happy to discuss this opportunity with you and answer any questions you may have.

Racheal Marshall

Chair of the Veterinary Nurses Council

## 2) About the RCVS and the Veterinary Nurse Council and Committees

The RCVS was established in 1844 by Royal Charter to be the governing body of the veterinary profession. Its statutory duties are currently laid out in the Veterinary Surgeons Act 1966. The College safeguards the interests of the public and animals by ensuring that only those registered can carry out acts of veterinary surgery.

We aim to enhance society through improved animal health and welfare. We do this by setting, upholding and advancing the educational, ethical and clinical standards of veterinary surgeons and veterinary nurses.

### The RCVS is an organisation of two parts:

#### A regulator,

with responsibilities set out in the Veterinary Surgeons Act 1966:

- To maintain a Register of Veterinary Surgeons entitled to practice in the UK
- To regulate veterinary education and the standards required for inclusion on the Register
- To regulate professional conduct by producing advice, investigating concerns and potentially removing names from the Register

A **Royal College**, with powers under the Royal Charter of 1844 and the Supplemental Charter of 2015:

- To award postgraduate qualifications, including Fellowships and Certificates
- To maintain a list of veterinary surgeons who are RCVS Specialists
- To inspect and accredit practice standards in accordance with the voluntary Practice Standards Scheme
- To support RCVS Knowledge and the development of veterinary science
- To provide a source of information and opinion on relevant veterinary matters.

In addition, we also:

- Register veterinary practice premises where veterinary medicines are stored or supplied, on behalf of the Veterinary Medicines Directorate
- Maintain a list of approved riding establishment inspectors



## RCVS Knowledge

There is also a RCVS Charitable Trust, RCVS Knowledge, which operates as a separate charity established to promote and advance the study and practice of the art and science of veterinary surgery and medicine, by providing the RCVS Library and Information Service and a range of grants largely to support educational and research activities. <https://knowledge.rcvs.org.uk/home/>

## Strategic Plan 2020-2025

The College has now developed its Strategic Plan for 2020-2025, which includes four ambitious themes: clarity, compassion, courage and conviction. These provide a structure via which the College will continue to change and develop, leading towards a vision that the RCVS will be a compassionate and proactive regulator, supporting confident veterinary professionals of which the UK can be proud.

The Strategic Plan was developed throughout the course of 2019 with input from stakeholders and the RCVS and VN Councils, key committees and College staff.

## Publications

We keep in touch with veterinary surgeons and veterinary nurses through a range of publications, including *RCVS News* and the annual report (*RCVS Review* and *RCVS Facts*).

From time to time we also publish surveys and reports. All of these can be downloaded for free from our website – including archive copies from the past five years.

You can view these here: <https://www.rcvs.org.uk/news-and-views/publications/>

## RCVS Council

Currently there are 34 members on RCVS Council: 18 elected members (all veterinary surgeons), one member appointed by each university with a veterinary school (Bristol, Cambridge, Edinburgh, Glasgow, Liverpool, London, Nottingham and Surrey), six appointed lay members and two appointed veterinary nurse members

Further information on Council meetings can be found here:

<https://www.rcvs.org.uk/who-we-are/rcvs-council/council-meetings/>

## RCVS Veterinary Nurses Council

The RCVS Veterinary Nurses Council was established in 2002 and replaced the Veterinary Nurses Committee. It has overall responsibility for all matters concerning veterinary nurse training, post qualification awards and the registration of qualified veterinary nurses. The Council comprise six elected and two appointed veterinary nurses, two appointed veterinary surgeons (from RCVS Council) and four appointed lay members.

# RCVS –VNDC Registered Veterinary Nurse Vacancies

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The full terms of reference can be found later on in this document.

VN Council meeting information can be found here: <https://www.rcvs.org.uk/who-we-are/vn-council/vncouncil-meetings/>

## **The governance of the College**

The RCVS exists primarily to represent the public interest, as distinct from the British Veterinary Association (BVA), which represents the profession. RCVS Council members are not there to represent the veterinary profession, although the elected veterinary members play a role in ensuring the views of the profession are reflected when policy is developed.

Veterinary nurses have their own Council, which includes elected veterinary nurses and appointed veterinary surgeons.

The functions of the Veterinary Nurses' Council as set out in the Supplemental Royal Charter 2015 and the RCVS delegation scheme 2015 are summarised as follows:

- To set standards for the training and education of persons wishing to be entered in the Register of Veterinary Nurses.
- To set requirements in relation to the registration and conduct of veterinary nurses and thereafter recommend to RCVS Council amendments to registration, discipline and conduct rules.
- To ensure compliance with the requirements of the relevant regulatory authorities relating to vocational qualifications in veterinary nursing.
- To establish and keep under review schemes for post qualification training and continuing professional development for veterinary nurses, and the outcomes to be achieved, with a view to recording an additional entry in the Register of Veterinary Nurses.
- To recommend to the Operational Board a budget and levels of fees to be charged.

In exercising its functions, the Veterinary Nurses' Council shall ensure that the welfare of animals and good veterinary practice are central to its work.

## 3) Person Specification

**It is proposed to make the following appointments with effect in 2020:**

The VN Council – 2 x Lay Members

**The normal term of office will be three years, with a maximum of three terms.**

### Personal Attributes:

Candidates will need to provide evidence in their application form of relevant knowledge and experience. In particular, we are seeking candidates with:

- Relevant experience at a senior (executive or non-executive) level eg. board level or equivalent
- Understanding and knowledge of corporate governance, strategy and policy development, risk management and financial controls.
- General understanding of and interest in professional regulation, the veterinary professions, consumer protection and, animal health and welfare.

### Criteria for Competence:

Competence	Evidence
<b>Public interest and accountability</b>	<p>Commitment to the Nolan Principles of Public Life</p> <p>Overriding commitment to promoting high professional standards</p> <p>Willing to maintain and uphold accountability</p> <p>A high level of probity, integrity, discretion and fairness and the ability to maintain confidentiality</p> <p>Able to uphold the principles of effective corporate governance</p>

<p><b>Intellectual flexibility, sound judgement and motivation</b></p>	<p>Thinks clearly, analytically and creatively</p> <p>Considers the bigger picture as well as detail</p> <p>Weights up other people’s ideas</p> <p>Has own ideas</p> <p>Objective - able to analyse complex information and situations before reaching a conclusion Willing to modify thinking in the light of new information or dialogue</p> <p>High levels of motivation and a willingness to constantly review and improve performance</p> <p>Tests and probes constructively and effectively to achieve the best outcomes for the RCVS’s regulatory and statutory functions</p>
<p><b>Effective influencing and communication</b></p>	<p>Can influence and persuade others using well-reasoned arguments</p> <p>Capacity to give and take advice</p>
	<p>Respects the views of others</p> <p>Debates cogently, using evidence to support views</p> <p>Open to change</p>
<p><b>Strategic direction</b></p>	<p>Capacity to develop the strategic aims and objectives of the RCVS, without being unduly influenced by individual interest groups</p> <p>Ability to reflect and review strategy direction in the light of evidence and feedback gathered during implementation.</p>
<p><b>Effective team working</b></p>	<p>Ability to build constructive working relationships with a broad range of individuals working in different roles including fellow College Council and Committee members, staff and executive team and external experts and advisors.</p>



## 4) Conflicts of interest

Committee members will be required to declare any general conflict of interest of any relevant business interests, positions of authority or other connections with organisations relevant to the business of the Royal College of Veterinary Surgeons and any conflict of interest that arises in the course of committee business.

## 5) Eligibility

There are a number of exclusions to eligibility to apply to be a Council member:

- Having an unspent conviction for a money laundering, bribery or terrorism-related offence, among others;
- Having ever been found to be in contempt of court;
- Having ever been removed as an officer or employee of a charity for misconduct or mismanagement;
- Being subject to notification requirements under sexual offences legislation (i.e., they are on the sex offenders register); or
- Being a “designated person” under anti-terrorist legislation.
- A lay person in this instance is someone who has not been on a veterinary register either as a vet or a veterinary nurse

## 6) Remuneration: Loss of Earnings and Expenses

### Payments

- Committee members will be office holders, not employed by the RCVS. They will be entitled to a financial loss allowance based on the number of days or half days spent on College business.
- The limits for reimbursement of financial loss and travelling expenses are set by the RCVS Council and are currently under review.

### Loss of Earnings

- Committee members who are in full or part-time employment, those who are self-employed, or those who are not in any employment are eligible to claim loss of earnings of, currently, £310 per day.
- Members entitled to claim financial loss allowance may receive a compensatory loss of earnings payment if a meeting is cancelled with less than five working days’ notice.

### Allowances

- Committee members are eligible to claim reimbursement of overnight subsistence of up to £200 per night and first class rail fare, economy air fare or motor mileage.
- There is no stationery/computer consumables allowance.

## **Taxation**

- For those in full or part-time employment, or those not in employment, the RCVS will deduct at tax at source as though the individual was on the RCVS payroll.  
Those who are self-employed, and have a consultancy, would be paid in full on an invoice from the consultancy, on the assumption that they pay any tax due themselves



## 7) Timeline, Application Process and How to Apply

Dates	Activity
4 June 5pm	Closing date for applications.
w/c 8 June	Candidates informed of outcome
9, 10, 11 June	Interviews by Thewlis Graham Associates - Online
w/c 22 June	Independent Selection Panel interviews - Online
w/c 29 June	Candidates informed of outcome

### Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Person Specification section and the people who best meet these will be invited for online interview with Thewlis Graham Associates.

Those candidates not invited to interview will be advised by email 2<sup>nd</sup> week June.

Longlisted candidates will be advised by email. After a consultation between the Independent Selection Panel and Thewlis Graham Associates, a shortlist will be drawn up and shortlisted candidates invited for online interview by the Independent Selection Panel. All candidates will be informed of the outcome following this date.

### How to Apply

To apply for this role, please email in word format to [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com) the following documents quoting reference **T0502**: -

1. A comprehensive CV; and
2. A letter containing the following in detail:
  - Declaration of interest: Do you have any personal or business interests, positions of authority or other connections with organisations that might be relevant to the work of the RCVS disciplinary process and which could lead to a real or perceived conflict of interest were you to be appointed?
  - Commitment to the seven principles of public life (see Annex A)
  - Confirmation of your fitness for eligibility (see section above for clarification of this)
  - A short piece (no more than 150 words) on your sphere of professional activity, including which area or areas you have worked in during your career,
  - A short piece (no more than 150 words) to provide strong evidence of your understanding and knowledge of corporate governance, strategy and policy development, risk management and financial controls.
  - The name, job title, organisation, email address and mobile number of two professional referees. (Please note: referees will not be approached without your prior permission.)

**Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Drummond on 020 7850 4781 if you have any queries.**

## 8) Diversity Monitoring

### Diversity Monitoring

**Please click on [this link](#) to complete the diversity monitoring survey, this link will also be found within the application management system. You only need to do this once.**

This is independent of the recruitment process but please do send a completed form with your application as Thewlis Graham Associates is committed to monitoring and analysing diversity information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

## **Annex A: The seven principles of public life**

### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

### **2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **6. Honesty**

Holders of public office should be truthful.

### **7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.