

Member panel pack

Information and resources for the member panel.



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Introduction

The member panel (panel) is the primary conduit for member-to-Council structured dialogue.

It is part of a wider engagement programme that enables members' wishes and needs to be heard, understood and where appropriate reflected in the board's planning and decision making.

The individuals on the member panel are drawn from the Council's member forums. Each forum is focused on a specific sector function or discipline.

This combined knowledge allows discussion of common issues and interests as well as consideration of issues affecting them, in distinct groups.

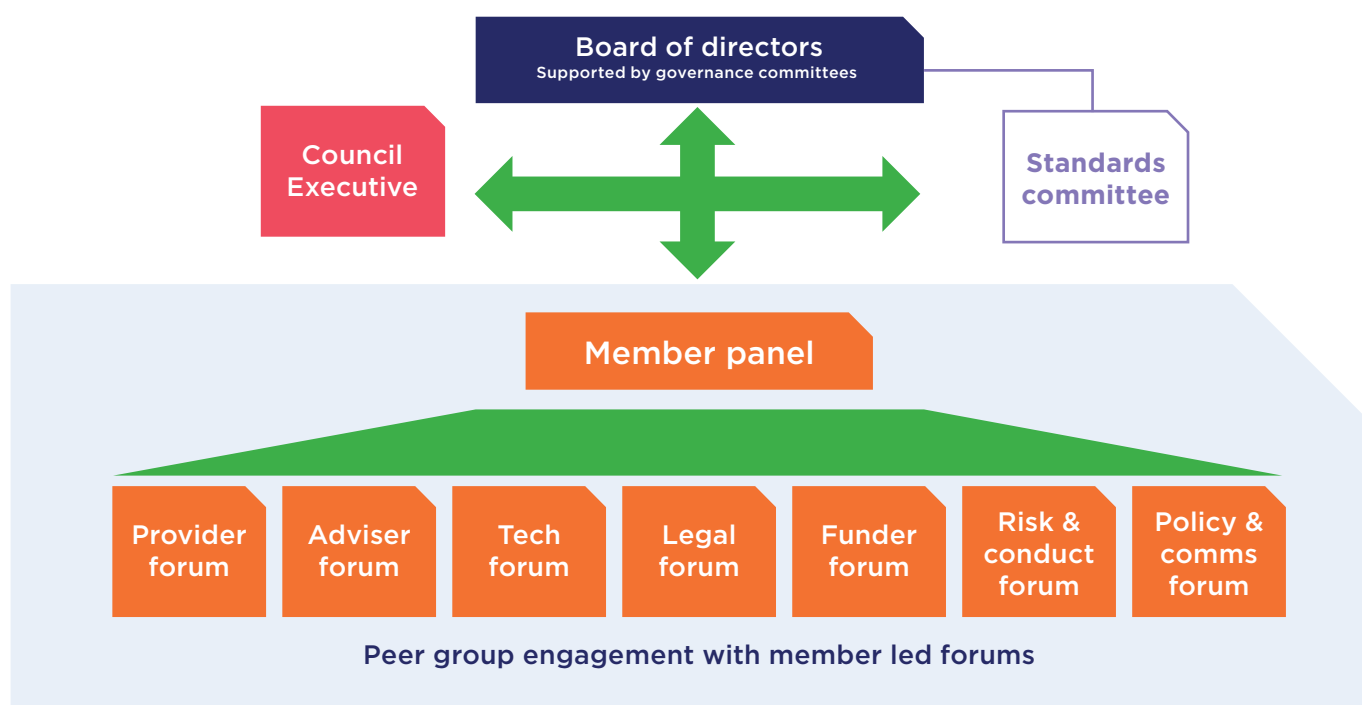
A separate document will set out the terms of reference for member forums. This document is concerned with the member panel.

The member panel's position within the organisation is set out in the graphic on the next page.

Purpose and background to the member panel

- Act as a knowledge bank and a vehicle for detailed member consultation, market research, policy positioning, standards development and business ideation.
- Feedback insights, views and concerns from forum members so the Council can continue to build a clear understanding of members' wishes, issues and aspirations.
- Provide updates from individual forums to ensure information is shared and synergies are identified and leveraged.

Structure and communication lines



Panel rules of engagement

Guiding principles of panel:

The board and executive are committed to using the panel as a knowledge bank and a vehicle for member consultation, market research, policy positioning, standards development and business ideation.

The approach adopted by the panel, its actions and its appointments should reflect the Council's approach to create and maintain a culture that supports the Council's values. It should include a commitment to diversity, equality, inclusion, purpose, proposition and priorities.

Representative panel members are to engage with and encourage feedback from their peer groups, to gain a clear understanding of members' wishes, issues and aspirations. It is the responsibility of the chair and vice chair of each forum to feed this into the member panel and ensure that this knowledge forms the basis of views and opinions shared.

The panel should work together to support the success of the Council on behalf of the members and the Council's broader network of partners, who share similar aspirational values.

The panel will work to ensure an effective collaboration that delivers efficient working and respects the roles and responsibilities of the entities and participants involved.

Composition of the panel:

- Each forum should in the first instance be represented by the chair and vice chair, but substitutions can be made in exceptional circumstances with the agreement of the member panel chair.
- Up to three board directors, who are accountable for the legal and fiducial management of the Council and its strategic objectives.
- The Council executive, who are responsible for the day-to-day delivery of membership services and translating strategic objectives into a tangible operational plan.
- Council representatives as required.

Recruitment and tenure:

A forum chair or vice chair will be eligible to attend the panel for the period of their tenure in that role, recognising that a vice chair will automatically succeed the chair of each forum annually. In exceptional circumstances if they are involved with an active working group that has been invited to report to the panel, they may be asked to attend at other times.

As representation is expected across all forums, if the chair or vice chair is unable to attend, they can request to nominate another forum member to attend, with the agreement of the panel chair. From time to time the council and forums may invite guests, with general agreement.

Support:

The panel will be supported by the Council team to assist arranging meetings, invitations, packs and producing minutes. There will also be Council support with gathering the forum status reports and any communications to the wider membership, where necessary.

Competition law training will be provided to the chair, as appropriate. Council team members will also provide additional support in this area.

The panel and its terms of reference will be evaluated and reviewed every two years by the Council's governing nominations committee, in collaboration with the chair and the Council executive.

Governance:

Meetings will be held a minimum of three times a year, the quorate for a meeting to take place requires a minimum of 11 individuals, seven of which must be representatives from the membership.

Should the chair be absent from a meeting, for whatever reason, the panel should appoint a deputy chair, for the duration of the meeting. This should be the first action of business.

Role and responsibilities

Chair

The panel chair brings important structure to the deliberation of the panel. The panel chair ensures the proceedings are conducted in an impartial, compliant, collaborative and objective way and that they fulfil a meaningful purpose. The role requires sensitivity, tact, understanding, order and organisational skills. The chair of the panel will rotate on a meeting-by-meeting basis to allow all forums the opportunity to set the agenda and guide the discussion at the member panel.

As a general guide the panel chair performs the following duties during meetings:

- Ensures the meeting is properly held, running to the agreed agenda and starts and finishes on time.
- Works with the Council to agree agenda items, meeting dates and invites.
- Steers the meeting away from irrelevant discussions or misunderstandings.
- Ensures awareness of and compliance with the Council's competition compliance policy, which is to be highlighted at the beginning of each meeting.
- Requires each attendee represents the views of their forums.
- Is responsible for any escalation report required.
- At the end of the meeting, works with the Council to produce and approve a set of minutes in a timely manner.
- Declares any conflicts of interest relevant to the discussion.

Panel members

Each panel member performs the following functions or duties during meetings:

- Attends and participates in all meetings. Where attendance is not possible the chair and vice chair can nominate a forum member to attend with the agreement of the panel chair.
- Should attendance become an ongoing issue then the panel member accepts the right of the panel chair to seek and appoint a replacement group participant.
- Supports the panel in the creation of agenda items and actions.
- Refrains from irrelevant discussions, distractions or misunderstandings and ensures the views of the forum members are accurately represented.
- Ensures compliance with competition law.
- Declares any conflicts of interest relevant to any discussion.
- Contributes to panel discussions or collation of topics for consideration.
- Takes responsibility for peer group engagement.
- Participates fully and if joining via a video conferencing platform the camera should be switched on.
- Be prepared to update the forum on the actions and asks of the relevant forum.



Standing agenda for member panel meetings

Item No.	Item	Timing
1.	Welcome, apologies and introductions	
2.	Governance <ul style="list-style-type: none"> • Competition Compliance Statement 	
3.	Member expectation and conduct reminder	5 mins
4.	Minutes of prior meeting	5 mins
5.	5 mins updates from the following <ul style="list-style-type: none"> – Provider forum – Legal forum – Tech forum – Funder forum – Adviser forum 	25 mins
6.	Focused discussion (topic to be agreed in advance)	30 mins
7.	Emerging risks - escalations to Risk & Conduct forum	10 mins
8.	Policy & Media update from Policy & Comms forum	10 mins
9.	Focused discussion (topic to be agreed in advance)	30 min
10.	Any other business	5 mins

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