

Health Professions Council – 3 July 2008

Restructured Council

Executive summary and recommendations

Introduction

The working assumption is that the Constitution Order which will create the restructured Council will be laid in the Scottish Parliament before the summer recess and in the Westminster Parliament in the autumn of 2008. The Executive will be meeting the Department of Health on 1 July and will seek confirmation of the timetable at that meeting.

The President, Chief Executive and Secretary to Council held a meeting with representatives from the Appointments Commission on 16 June. At that meeting a draft timetable for the recruitment of the Chair of Council and the members was discussed. Following the meeting the Appointments Commission commented on a draft set of competencies and experience for the Chair and members of Council. These are attached.

Decision

The Council is asked to consider and agree the following;

- (i) competencies for Chair
- (ii) competencies for members of Council

Background information

The draft timetable for the recruitment of the Chair and members is attached. This may change.

Resource implications

Executive time in working with the Appointments Commission.

Financial implications

Included in 2008/9 budget

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-18	a	SEC	AGD	Executivesummaryrestructuredcouncil	Final DD: None	Public RD: None

Appendices

Appendix 1	Proposed competencies for Chair of Council
Appendix 2	Proposed competencies for Council members
Appendix 3	Draft timetable for recruitment of Chair
Appendix 4	Draft timetable for recruitment of members
Appendix 5	Paper HPC195/07 updated version of a paper noted at December Council meeting - Health Professions Council brief to the Appointments Commission
Appendix 6	The role of the Council – (paper HPC137/04 – Dec 2004)

Date of paper

23 June 2008

Appendix 1

Health Professions Council Chair

The role of the Council Chair

In addition to his or her role as a Council member, the HPC Chair will also:

- provide strong non-executive leadership, and encourage open and proactive accountability to the public and the professions;
- act as an ambassador for the Council, inspiring confidence in the organisation and representing the interests of statutory regulation to outside bodies;
- develop and maintain constructive collaboration, networking and consultation with key stakeholders, and others when required;
- uphold public interest in all that the HPC undertakes;
- chair meetings of Council (see information above on the role of a committee chairman);
- monitor and develop Council members' performance, providing support as necessary; and
- manage the Council's Chief Executive so as to secure effective oversight of the development and achievement of the Council's strategic, policy and operational objectives and compliance with its statutory responsibilities.
 - set the Chief Executive's objectives
 - monitor the Chief Executive's performance against these objectives
- to nominate a suitable person or persons to carry out the duties of the President if the President is absent or unavailable

In addition to the competencies and experience required of a Council member, the following competencies and experience are required of the Chair of the Health Professions Council

Leadership

- Leads the Council to deliver its objective of protecting the public
- Leads the Council in its strategic thinking
- Able to chair formal and informal meetings effectively
- Supports and monitors members' performance and develops their capacity and capability

Ability to inspire confidence and support amongst HPC stakeholders

- Acts as an ambassador for the HPC, engaging with key stakeholders across the UK countries and in the international arena

Experience required

- Experience of chairing a public organisation of a similar size and complexity
- Experience of working with and managing a Chief Executive of a comparable organisation

June 2008

Appendix 2

Health Professions Council member

About the posts

The HPC will establish a new Council through this recruitment exercise. It is important that, collectively, the members have a wide range of experience and the capacity and skills to understand the priorities of the HPC's key interest groups. The HPC is therefore looking to establish a Council that reflects a diverse range of interests, as well as one which has the governance experience required. The HPC would expect most, if not all members to be in current work, and all to have a grasp of the principles of good regulation. Although experience in other regulatory work might be desirable, in general terms the HPC would not seek applications from individuals already serving on another regulatory body Council.

The role of a Council member

The role of a Council member is to:

- contribute their knowledge and expertise to Council meetings, to aid effective decision-making;
- support the Council's objectives;
- ensure that they have a good working knowledge of HPC's role, processes and other information that may help their role;
- carry out their work for the Council in accordance with the Council members' code of conduct; and
- act as an ambassador for the HPC, representing the Council to stakeholders.

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Competencies required

1. Ability to contribute to strategic direction

- Understanding of the relationship between the purpose and values of an organisation and its strategic direction
- Knowledge and experience of strategic planning and delivery, with the ability to scrutinise performance data
- Experience of contributing to the achievement of objectives within time and resource constraints

2. Ability to explore accountability of self and others

- Offer appropriate challenge to help achieve the best outcomes for the organisation
- Able to support the executive team whilst holding them to account for their performance
- Willingness to accept responsibility and to be held accountable for personal decisions and to accept shared responsibility for corporate decisions.
- Experience of measuring own and others' performance

3. Awareness of equality and diversity issues

- Able to explore and work with values of respect, inclusion, fairness and transparency and what these might mean in a regulatory setting
- Awareness that equality and diversity issues are of key importance throughout any organisation

4. Ability to listen and communicate effectively

- Well developed listening skills
- Good communication skills and the ability to put views across clearly and sensitively in a variety of settings
- Awareness of, and acceptance, of diverse views

5. Ability to work effectively as part of a team

- Experience of participating in group discussions
- Involving and including others in a decision making process to achieve the best outcome for an organisation
- Sharing expertise at the same time as being able to recognise expertise in others
- Ability to reflect on own behaviour and impact on others

6. Ability to inspire confidence and support amongst HPC stakeholders

- Knowledge and experience of working in partnership with one or more of HPC's key interest groups
- Knowledge/experience in any of the following areas; healthcare delivery, patient advocacy, consumer engagement, professional education, tribunals and enquiries, financial audit, quality assurance, management and research

7. Capacity and skill to understand the priorities of HPC stakeholders

- Knowledge and experience of working with one or more of the HPC's key interest groups in any of the four UK countries
- Knowledge and understanding of the wider social, political, and educational landscape in which regulation sits
- Knowledge and understanding of the diversity inherent in the work of the HPC and differing viewpoints amongst key interest groups

June 2008

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Appendix 3

PROPOSED TIMETABLE**BODY:** Health Professions Council**CAMPAIGN REF:** REG8507**POST(S):** Chair

STAGE	PROCESS	DATE(S)
Information Pack & Advert agreed	All documents must be finalised at least one week prior to the advert date	By Thursday 04/09/08
Post Advertised	Publications, websites, trawl	w/c Sunday 14/09/08
Closing Date	Receipt of completed applications	Friday 10/10/08
Application Checking	Checking applications for eligibility/disqualification and IAS (if applicable)	By Wednesday 15/10/08
Pre-Assessment	Conducted if more than 30 applications are received, usually by the Independent Assessor, who will then provide a long-list of the top scoring candidates	N/A
Short-listing	Conducted individually by the whole panel during an allocated period. Assess approx 30 applications a day	By Friday 24/10/08
Tele-Conference	All panel scores collated and discussed at the Tele-conference. Usually takes up to 1 hour. Interviews to be scheduled at least one week after Tele-Conference has taken place	Monday 27/10/08
Interviews		Between 4-7/11/08

Recommendations submitted to H&SCAC	Panel acts in an advisory capacity and the final decision of appointments is made by the Health and Social Care Appointments Committee	Thursday 19/11/08
Appointment	Start date of Appointment	

If any of the proposed dates/times etc are not suitable for the potential panel, this may alter the schedule.

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Appendix 4

PROPOSED TIMETABLE

BODY: Health Professions Council

CAMPAIGN REF: REG8507

POST(S): 19 Council Members

STAGE	PROCESS	DATE(S)
Information Pack & Advert agreed	All documents must be finalised at least one week prior to the advert date	By Thursday 4 September 2008
Post Advertised	Publications, websites, trawl	w/c Sunday 14/09/08
Closing Date	Receipt of completed applications	Friday 10/10/08
Application Checking	Checking applications for eligibility/disqualification and IAS (if applicable)	By Tuesday 28/10/08
Pre-Assessment	Conducted if more than 30 applications are received, usually by the Independent Assessor, who will then provide a long-list of the top scoring candidates	By Friday 21/11/08
Short-listing	Conducted individually by the whole panel during an allocated period. Assess approx 30 applications a day	By Thursday 11/12/08
Tele-Conference	All panel scores collated and discussed at the Tele-conference. Usually takes up to 1 hour. Interviews to be scheduled at least one week after Tele-Conference has taken place	Monday 15-17/12/08
Interviews		Between 12-30/01/09

Recommendations submitted to H&SCAC	Panel acts in an advisory capacity and the final decision of appointments is made by the Health and Social Care Appointments Committee	February 2009 (Date TBC)
Appointment	Start date of Appointment	01/01/09

If any of the proposed dates/times etc are not suitable for the potential panel, this may alter the schedule.

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Appendix 5

Health Professions Council brief to the Appointments Commission

Selection of lay and registrant members post implementation of governance changes outlined in the Government White Paper – Trust, Assurance and Safety – The Regulation of Health Professionals in the 21st Century

Following on from the meeting on 27 September 2007, please see below a list of the likely requirements of the Health Professions Council in respect of the recruitment of the restructured Council.

The Health Professions Council will work with the Appointments Commission in the preparation of the following;

1. role brief and information pack – in line with the requirements of the legislation and also any other requirements for public appointments
2. preparation of advertisements
3. targeting of advertisements
4. selection of interview panel
5. shortlisting of applicants

The Health Professions Council will require the Appointments Commission to undertake the following on its behalf;

1. pre-sift of applications prior to the preparation of a long-list. The HPC will undertake quality checks of the pre-sift process.
2. practical arrangements for distribution of applications to the interview panel for long-listing and short-listing.
3. practical arrangements for holding interviews including arrangements for interview venue (rooms may be available at Park House).
4. follow-up after interviews, checking of references, informing candidates and any other associated tasks.

Information required from Appointments Commission

Costs

The HPC will require a breakdown of how much each appointment is likely to cost. If the HPC undertake a number of appointments at the same time the cost per appointment is likely to be less. A breakdown of advertisement, shortlisting and interview costs will be required

Advertising

Ensuring that we have an adequate number of applicants from minority and home country groups is important to HPC. We must target minority groups and also potential members in Scotland, Wales and Northern Ireland. With this in mind the HPC is being proactive in talking to stakeholders via Listening Events and publications thereby encouraging those outside HPC to think about applying.

As discussed we will use advertising to target minority and home country groups. We would like examples of publications currently used to target these groups and also any statistics you have regarding the readership of these publications?

It would also be useful if you could let us have details of any other targeting methods you have used.

Indicative timetable for recruitment

We should be grateful if you could let us have an indicative timetable of how long the recruitment process is likely to take from start to finish.

Shortlisting

You mentioned that applications forms could be pre-sifted by the Appointments Commission. What does this process entail? How can HPC as an organisation quality check this process?

As indicated the Chair and the other panel members will select the shortlist for interview after the long-list process has been completed by the Appointments Commission.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-11-26	a	SEC	AGD	Appendix1futuregovernanceofcouncil	Draft DD: None	Public RD: None

Selection methods

In order to assess all the criteria needed for membership of Council the HPC may consider using other selection methods, in addition to one to one interviews, as part of the recruitment process. Please could you let us have examples of methods you have used to test potential new members' communication, negotiation, group behaviour skills?

Appointments Panels

It is likely that the recruitment panel for the Chair and the members will comprise of three people. The panel for the Chair will be chaired by an Appointments Commission regional commissioner. The membership will also comprise an individual with knowledge of regulation and also an independent assessor.

The panel for the Council member will also be chaired by an Appointments Commissioner regional commissioner (if possible the same person), the newly appointed Chair of HPC and an independent assessor.

The appointments process will be in line with the guidance issued by the Office of the Commissioner of Public Appointments (OCPA) and that there will be an independent assessor from the OCPA on the interview panel.

December 2007

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-11-26	a	SEC	AGD	3 Appendix1futuregovernanceofcouncil	Draft DD: None	Public RD: None

Appendix 6

The role of the Council

The role of the Council is to:

- protect the health and well being of those using or needing the services of registrants;
- ensure that the organisation discharges its functions under the Health Professions Order;
- set, review, and update if necessary the strategic intent, and guiding principles;
- encourage open accountability to the public and the professions;
- appoint a Chief Executive and Registrar;
- undertake strategic planning, policy making and development;
- approve the HPC budget;
- ensure and monitor financial probity;
- delegate any functions, as it sees fit, to its committees or the Executive; and
- review how the HPC Executive are carrying out the Council's policy, and measure this against the policies and strategic intent.

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