

Tribunal Advisory Committee, 17 September 2019

Partner team operational report

Executive summary

### **Introduction**

The purpose of this paper is to inform the Committee of the Partner team and its activity, provide statistics on panelist numbers and turnover (overall numbers including Panel Members, Panel Chairs and Legal Assessors), and provide information on upcoming recruitment and training activity.

### **Information system project update**

The Partner Portal upgrade has been initiated and will start in September 2019. The project will run for 4-6 months. The Partner team manager is working closely with the Head of Projects to establish a timeline and identify resources.

### **eLearning**

The Sanction policy eLearning was launched and 96% of all FTP partners have now completed the module. The remaining partners have been told that we will refrain from using them until they have completed the eLearning.

A new Information Security eLearning training will be launched in September and rolled out to all partners. It is important that all partners complete the training as part of ISO 27001 and to meet the Information Commissioner's Office requirement that only appropriately trained individuals have access to our data.

### **Performance Review Project**

The purchase of the Kallidus 360 degree system has been delayed due to the requirement of seeking approval from the IT Board and procurement. The IT Board has now confirmed the purchase and I am working closely with procurement to ensure we use the right process.

### **FTP Recruitment Partner**

The FTP recruitment partner provides an independent view to the recruitment process of FTP partners. With a solid background as Head of Human Resources and over 15 years of experience at the General Medical Council and MPTS, she brings the expertise and knowledge required for this role. If requested by the TAC, the recruitment partner is available to report back about the recruitment process.

### **Deferral Procedure**

We received legal advice from Jonathan Bracken about panel members or panel chairs who wish to defer their contract due to health reasons. The Deferral procedure (Appendix B) has been written to reflect the advice.

### **Partner Fees Review**

Please see separate paper.

### **Partner numbers and turnover**

Appendix A shows the numbers of HCPC partners per month and the correlation of voluntary resignations, eight-year rule and terminations in relation to the total number of partners. We received ten resignations in July and August due to retirement or work commitments.

### **Panelist recruitment and training activity**

The table below details the activity for the latest recruitment campaign for panel members.

Arrange to incorporate recruitment partner on how the recruitment process is going and make themselves available to attend a TAC meeting if required.

We currently recruit for registrant panel member (PA, HAD and RA) and are in the interview stage.

### **Recent and planned panelist recruitment activity**

<b>Role</b>	<b>Number Required</b>	<b>Applicants</b>	<b>Appointed</b>
Panel Member PA	5	27	tbc
Panel Member RA	3	16	tbc
Panel Member HAD	2	7	tbc
Panel Member ODP	3	18	3
Panel Member PYL	4	11 (3+8)	4 total (2+2)
Panel Member PH	3-4	13	6

### **Training**

Please see below for training activities.

<b>Role</b>	<b>Dates</b>
Panel Chair (Refresher)	26 September 2019
Panel Member (Refresher)	15 October 2019
Panel Member (Refresher)	8 November 2019

Panel Chair (Refresher)	20 November 2019
Panel Member (Induction)	25 & 26 November 2019
Panel Member (Refresher)	16 January 2020

### **Contract extension, self-assessments and 8-year rule**

A total of 24 contract extensions have been completed since April and 6 panel member/chairs contracts will come to an end in December 2019. We will also lose 34 panel member and one panel chair due to the transfer of social workers to Social Work England in December 2019.

### **Decision**

The Committee is asked to note the information provided.

### **Resource implications**

None

### **Financial implications**

None

### **Appendices**

Appendix A – Partner Numbers and turnover 2018 – 2019

Appendix B – Deferral Procedure

### **Date of paper**

10 September 2019



**Partner turnover**

	2018												2019												18/19	19/20
	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	FYE	YTD
Voluntary Resignations	3	8	0	13	1	3	4	7	5	6	1	3	3	4	1	8	2								54	18
8-year rule*	0	0	0	0	0	3	0	10	0	0	0	9	0	6	0	0									22	6
Terminations**	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	2								2	4
Total Leavers (Vol & Comp)	4	8	0	13	1	6	4	17	5	7	1	12	3	10	2	9	4								78	28
<b>Partners</b>	700	692	707	708	694	696	723	706	701	700	707	708	707	699	708	699	695								704	702
<b>Voluntary Turnover%**</b>	3%	5%	4%	6%	6%	6%	6%	7%	8%	8%	8%	8%	8%	7%	7%	7%	7%								8%	3%
<b>Overall Turnover%</b>	8%	8%	7%	7%	7%	7%	7%	10%	10%	11%	10%	11%	11%	11%	11%	11%	11%								11%	4%

\*Including failed renewal assessment

\*\* Termination incl. temp contract

Turnover information does not capture those Partners who move from one role to another or those who leave one role and remain in another

YTD = Year to date

Tribunal Advisory Committee, 17 September 2019

Partners fees Review

Executive summary and recommendations

### **Introduction**

Partner fees need to be regularly reviewed and benchmarked against the market.

### **Recommendation**

A new fees review needs to be conducted and it is recommended due to the current financial situation of the organisation to not use an external organisation, but to conduct it through the Uta Pollmann, HR and Partner manager. Questionnaires are to be circulated to relevant organisations and relevant questions have been formulated. A list of these organisations and proposed questions can be found as Annex A.

### **Next steps**

The HR and Partner manager will send out confirmed questionnaires, collate outcome and write report which will be presented to Council in December 2019.

### **Decision**

The Committee is asked to consider the above recommendations and the questionnaire.

### **Background information**

The last partner fees review took place in 2014/15 and was conducted by an external provider. The conclusions of the report made the HCPC to increase partner fees by £10 and subsequently by 2% each year for the period of three years. The last increase was granted in April 2018.

### **Resource implications**

HR and Partner manager

### **Financial implications**

None

## **Appendices**

Appendix A – Questionnaire and list of organisations

### **Date of paper**

9 September 2019

Name of organisation:

Partner/Associate Group	FTP Panel Chair	FTP Panel Member	Legal Assessor	Education Visitor	Registration Assessor	Appeal Panel Member	CPD Assessor	Any other contractor
<b>Daily or annual fee?</b>								
If daily, how much do you pay per day?								
If annual, how much do you pay per year?								
<b>Reading fee? (Y/N)</b>								
If yes, how much reading fee do you pay?								
<b>Cancellation fee? (Y/N)</b>								
If yes, how much cancellation fee do you pay?								
<b>Training fee? (Y/N)</b>								
If yes, how much do you pay for training?								
<b>Travel expenses paid? (Y/N)</b>								
If yes, which expenses do you pay (eg train, flights)?								
<b>Payment for travel time? (Y/N)</b>								
If yes, how much do you pay for travel time?								
<b>Chilcare cost? (Y/N)</b>								
If yes, how much do you pay for child care?								
<b>Any other additional payments? (Y/N)</b>								
If yes, which ones and how much?								

**Additional questions:**

When reviewing fees to independent contractors, who do you benchmark against?

## **Health Organisations**

GMC  
GDC  
GCC  
GOC  
GOsC  
NMC  
GPhC  
PSNI  
SWE

## **Other Organisations**

Rpharms  
Acca  
CIPD  
Bar Council  
CIM  
RIBA  
Aviation  
Home Office

---

## **Deferral of Fitness to Practise (FTP) Partner Contracts (health grounds only)**

### **Background**

Fitness to practise panel chairs and panel members may provide services for two terms of four years (a maximum of eight years) in any 20 year period.

### **Health related absence**

Under the HCPC's Partner Code of Conduct, partners are unable to provide services while on sickness leave from their employment. In the case of a partner being on long-term sick leave from their employer or if they are not employed and have health related issues so that they are unable to undertake FTP work, we will offer upon request to pause their contract for up to two years and a minimum of six months upon request. The HCPC reserves the right to request a medical certificate from the partner to verify the reason for pausing their contractual agreement.

### **Absence Management**

After the maximum period of two years the partner must return to their partner role or must resign, and may seek reappointment at a later stage if they wish to do so. The maximum period of eight years for providing services will still apply when considering the total amount of contractual time with the HCPC, but it will exclude the time their contract was deferred.

Upon return, partners will need to undertake refresher training before providing services if their last training date is more than two years ago.

Any deferral is at the discretion of the HCPC and is on ground of ill health only.