

1. Competencies, qualities, abilities (panel members, chairs, LAs)

Summary 2017-18:

- Advice on best practice (members) - support recruitment of diverse and competent pool
- Revised competency framework (making it 'fit for purpose'); version agreed by Council and rolled out
- Developed new competency framework for legal assessors, harmonised with Partner framework, incorporated in guidance

Objective / Action (what do we need to do)	Supporting action	Who	When	Evidence
Undertake regular reviews of competence frameworks and update	These were introduced in 2018; next review 2020	Uta Pollmann and TAC	2-year review in 2020	
Devise monitoring system for changes (planned and their impact)	FTP Performance Review Project	Uta Pollmann	19/20	
Marry to training needs assessment and training substance				
Incorporate explicitly into performance review system for panellists	FTP Performance Review Project	Uta Pollmann	19/20	
Incorporate explicitly into recruitment policies and processes				

2. Recruitment and selection of Panel Chairs, Members and Legal Assessors

Summary 2017-18:

- advised on new appointment and selection policy for all partners and assessors
- advised on guidance note for applications (transparency)

Objective / Action (what do we need to do)	Supporting action	Who	When	Evidence
Increase measurable diversity of panel population and membership	Annually analyse applicant results	Uta Pollmann	On-going	
Support ethnic monitoring of registrants in view of importance to (a) fair/seen to be fair investigation and adjudication policies and processes and (b) seek to align with panel population and composition	Council			
Panel Chair recruitment from Panel Member population	Internal communication	Uta Pollmann	Next recruitment for panel chairs	
Review Panel Chair selection process	Assessment as well as interview	Uta Pollmann	Next recruitment for panel chairs	

3. Training

Summary 2017-18:

- advised on iterative use of feedback i.e incorporating into and eliciting from training* (*= ongoing)

Objective / Action (what do we need to do)	Supporting action	Who	When	Evidence
Ensure that all partners are on the learning hub	Monitor use of e learning modules, e.g. information security, EDI	Partner team and L&D	On-going	
Tender for EDI consultant; review equalities training and incorporate	Cooperation with procurements	Uta Pollmann and HCPC Procurement	19/20	
Consider developing specific unconscious bias training	Review licence requirements and cost	Partner team and L&D	19/20	
Core training: practical focus on being a panelist, making case decisions. weighing evidence, writing up	Panel member involvement in training development	L&D Team		
Learn from other regulators including their chairs and panellists	PSA Chairs Conference	Tribunal Services and TAC	March 2019	

4. Assessment

Summary 2017-18:

- contributed to review and development of assessment processes
- advised on pilot
- advised on FTP Partner agreement renewal
- advised on Partner appraisal systems/self assessment streamlined process, now rolled out *ongoing for legal assessors
- advised on feedback survey tool for feedback from chairs, road test
- advised on further development (360 degree feedback model)*

Objective / Action (what do we need to do)	Supporting action	Who	When	Evidence
FTP panel self assesment: review and simplification	Working group to devise system for replacement of self assesment: tender for suppliers	Uta Pollmann	19/20	
Timely and focused identificaiton of panellists	Develop a system for comprehensive coverage including identifying outliers	Uta Pollmann	19/20	

5. Guidance (e.g Practice Notes, PSA Reviews and Learning Points, legislative change...)

Summary 2017-18:

Practice Notes:

- Restoration to the Register
- Discontinuance of Proceedings
- Disposal by Consent
- Review of Sanction Orders
- Commenced work on overall review and update of consistent model for Practice Notes*

PSA 'Lessons Learned' review into NMC, advised on incorporation of relevant advice into

- panel competencies
- training and assessment
- capture in PNs/Selection/Training/Assessment e.g. competences non adversarial cultural, conduct towards witnesses*, guidance for hearing participants, voice of complainant/SU/Families, their engagement and understanding of regulator and FTP process

Objective / Action (what do we need to do)	Supporting action	Who	When	Evidence
Comprehensive Review of format and style of full suite of Practice Notes	Include identification of linkages, repetition, gaps, obsolescence etc. - Ongoing review - Consider format and purpose	Zoe Maguire and TAC	19/20	Format and purpose of PNs paper (Feb 2019)
Consider PSA learning points and trends, advise accordingly, incorporate where appropriate	Paper identifying learning points, trends and PSA feedback	Zoe Maguire, TAC and QA?	19/20	
PSA reviews: identify issues relevant to TAC and advise Council accordingly		Zoe Maguire	ongoing	

6. Separation and Independence

Summary 2017-18:

- Delegations: approval of Practice Notes
- Addressing PSA guidance/lessons learnt
- Publication of separate annual report/presentation at Council
- Routine reports to Council

Objective / Action (what do we need to do)	Supporting action	Who	When	Evidence
Respond and where appropriate provide input to national reviews and Council responses, e.g. other regulators, PSA	PSA review of how panels consider public confidence	TAC	Mar-19	
Consider findings from feedback from panel members and witnesses and advise on incorporation into training, assessment, recruitment	Feedback report to be prepared and considered. Recommendations and actions	Zoe Maguire	19/20	
Routine reports to Council via minutes and in relation to specific delegations, issues referred			Ongoing	
TAC Annual Report to Council	Draft report - May 2019	TAC and Zoe Maguire	May-19	