Panel Chair member of the Tribunal Advisory Committee

Information pack for candidates

If you require electronic, Braille, large print or tape versions of this information pack and the application forms, please contact Giba Rahman on 020 7840 9171 or by emailing: appointments@hcpc-uk.org. HCPC is committed to interview all persons with a disability who meet the essential criteria and all reasonable adjustments will be made to assist in completing the application form, attending an interview, or any reasonable adjustments that would need to be made to the role or working environment if your application is successful.
Contents

Overview – Panel Chair member of the Tribunal Advisory Committee 4
About the Health and Care Professions Council (HCPC) 5
About the Tribunal Advisory Committee 7
Core competencies required 8
On appointment 10
How to apply 13
Use of your personal information 15
Appendix 1: Guidance on completing the application forms 16
Appendix 2: The seven principles of public life 18

Enclosures: Copy of advert, Application forms
A message from Elaine Buckley, Chair of HCPC

Dear Candidate

Thank you for your interest in this role and I hope you find this information pack helpful in setting out:

- the duties of the Health and Care Professions Council (HCPC); and
- the competencies and experience required of the Panel Chair member of the Tribunal Advisory Committee

The Tribunal Advisory Committee is being created as a non-statutory committee of the Council. We are seeking to appoint three members of the Tribunal Advisory Committee from our existing pool of Panel Chairs who have significant experience of chairing HCPC fitness to practise proceedings, who are able to provide guidance to the Tribunal on matters of practice and procedure, as well as demonstrate understanding of the importance of effective selection and training in adjudication.

If you believe that you can demonstrate the necessary skills to be a Panel Chair member of the Tribunal Advisory Committee, please complete an application form and return it to us by 9am on 7th November 2016.

Elaine Buckley
Chair, HCPC
Overview – Panel Chair member of the Tribunal Advisory Committee

Key dates
Closing date: 9am on 7th November 2016.
Interviews to be held: 12th-15th December 2016
Appointment start date: April 2017

Essential Competencies
All candidates will need to demonstrate that they have met the competencies set out in the pack.

Remuneration
£327 per day plus travel and subsistence.

Time commitment
Approximately 4-6 days per year.

Key contacts
For more information regarding the appointment process, please contact the Secretariat team on:

Tel: 020 7840 9171
E-mail: appointments@hcpc-uk.org

To discuss the role in more detail, please contact Zoe Maguire, Head of Adjudication or Deborah Oluwole, Adjudication Manager at:

E-mail: zoe.maguire@hcpc-uk.org or deborah.oluwole@hcpc-uk.org
About the Health and Care Professions Council (HCPC)

The Health and Care Professions Council (HCPC) was established under the Health and Social Work Professions Order 2001. It is a UK wide, multi professional regulator. It currently regulates approximately 320,000 professionals from 16 professions. The over-arching objective of the HCPC is the protection of the public. The Council has a strong ethos of public and patient engagement, transparency, inclusion and rigour in all its endeavours. It has public protection at the heart of its functions.

It delivers its functions by:

- maintaining and publishing a public register of properly qualified members of the professions;
- approving and upholding high standards of education and training, and continuing good practice, investigating fitness to practise concerns and taking appropriate action; and
- working in partnership with the public, and a range of other groups including professional bodies; and promoting awareness and understanding of the aims of the Council.

Role and composition of the Council

The Council is the governing body of the HCPC. The role of the Council is to:

- set and maintain standards for the professions it regulates;
- ensure that the organisation discharges its functions under the Health and Social Work 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 HCPC budget;
- ensure and monitor financial probity;
- delegate any functions, as it sees fit, to its committees or the Executive; and
- review how the HCPC Executive are carrying out the Council’s policy, and measure this against the policies and strategic intent.

The Council consists of 12 members, six of whom are lay and six of whom are registrants in the professions regulated by the Health and Care Professions Council. All members are appointed.
About the Health and Care Professions Tribunal Service

Introduction

In July 2016, the Council approved the establishment of the Health and Care Professions Tribunal (the Tribunal), which will become the collective name for all three of HCPC’s Practice Committees who consider fitness to practise allegations against registrants.

The soon to be established Health and Care Professions Tribunal Service will remain part of the Health and Care Professions Council (HCPC). It will not be a separate organisation, but will have a distinct identity to help make clear that the adjudication of fitness to practise allegations is undertaken by independent Panels at arm’s length from the HCPC.

The Health and Care Professions Tribunal Service will become the fitness to practise adjudication service of the Health and Care Professions Council.

Tribunal Services

The Health and Care Professions Tribunal will be supported by HCPC’s Tribunal Services which currently operates as the adjudication team. This function will remain part of the HCPC’s Fitness to Practise Directorate and continue to comprise two teams: a scheduling team and a hearings team.

Tribunal Services will support the Tribunal by ensuring that hearings are listed, conducted and concluded in a fair, efficient and timely manner. The main functions of the team will include all existing adjudication activity as set out below:

- planning and managing the budget and resources required for the efficient operation of the Tribunal, including monitoring and reporting on operational performance against forecasts;
- scheduling hearings and arranging for panellists to conduct, and legal assessors to be present at, those hearings;
- ensuring the optimum use of available hearing resources;
- managing and co-ordinating Investigating Panels;
- managing hearings, including providing administrative support to Panels during hearings;
- assisting Panels to maintain a consistent high quality of decision making;
- facilitating pre-hearing arrangements; liaising with hearing participants and other stakeholders;
- providing witness support;
- managing the transcription service providers.
The soon to be established HCPC Tribunal Advisory Committee will be a non-statutory Committee of the Council. The following sets out the Committee’s terms of reference.

The Tribunal Advisory Committee shall:

1. advise the Council on the qualities, abilities and competences required of:
   1.1 Panel Members of the Tribunal (Tribunal Panellists)
   1.2 Panel Chairs of the Tribunal (Panel Chairs); and
   1.3 Legal Assessors;

2. advise the Council on arrangements for the merit-based selection, by fair and open competition, of:
   2.1 Tribunal Panellists;
   2.2 Panel Chairs; and
   2.3 Legal Assessors;

3. advise the Council on arrangements for the training and assessment of:
   3.1 Tribunal Panellists;
   3.2 Panel Chairs; and
   3.3 Legal Assessors;

4. subject to any policy established by the Council, provide guidance to the Tribunal on matters of practice and procedure, in order to assist the Tribunal to conduct proceedings fairly, proportionately, efficiently and effectively.

The Tribunal Advisory Committee will comprise six members, three appointed from our existing pool of Panel Chairs and three independent members (who are not Panel Chairs, Panel Members or Council Members).

In this context 'independent' means independent of the Council and the Tribunal. Lay persons and HCPC registrants are equally eligible to apply to be independent members of the Committee. Registrant members appointed to the committee should not exceed 3 members.

Of the appointed Panel Chair members, one will be elected as Chair of the new committee.
Core competencies required

Candidates will be required to demonstrate how they meet the core competencies shown below. Some examples of how these may be met are shown in the table.

<table>
<thead>
<tr>
<th>Competence</th>
<th>Evidence</th>
</tr>
</thead>
</table>
| Recent, significant and relevant experience of acting as a Panel Chair in HCPC fitness to proceedings | • Able to demonstrate recent and significant experience of chairing HCPC fitness to practise proceedings  
• Understanding of the relationship between the purpose and values of an organisation and its operational procedures. |
| Ability to demonstrate integrity and independence                          | • Participates in discussions in a way that enhances and promotes fair treatment  
• Experience of contributing to the achievement of objectives from a non-biased and impartial point of view |
| Ability to provide advice / guidance on matters of practice and procedure  | • Able to provide advice / guidance on matters of practice and procedure relating to HCPC’s practice committees and those appearing before them  
• Able to provide advice on matters relating to the selection and training of individuals undertaking fitness to practise adjudication roles |
| 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. |
| 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. |
<table>
<thead>
<tr>
<th>Competence</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to work effectively as part of a team</td>
<td>• Experience of participating in group discussions.</td>
</tr>
<tr>
<td></td>
<td>• Involving and including others in a decision making process to achieve the best outcome for an organisation.</td>
</tr>
<tr>
<td></td>
<td>• Sharing expertise at the same time as being able to recognise expertise in others.</td>
</tr>
<tr>
<td></td>
<td>• Ability to reflect on own behaviour and impact on others.</td>
</tr>
<tr>
<td>Understanding of the role of the HCPC</td>
<td>• Knowledge and understanding of the prime purpose of regulation</td>
</tr>
</tbody>
</table>
On appointment

Remuneration

The fee for attendance at committee meetings will be at the current rate of £327 per day (this is reviewed annually). Remuneration is taxable under Schedule E and subject to Class I National Insurance contributions. It is not pensionable.

The appointed members will also be eligible to claim allowances, at rates set centrally, for travel and subsistence costs necessarily incurred on committee business.

Warning: Impact of appointment on people in receipt of benefits. Your appointment may have an effect on your entitlement to benefits. If you are in receipt of benefits you should seek advice from the Benefits Agency.

Time commitment and location

The work of the Committee is important but its workload will be high level in nature. It is expected that a commitment of approximately four to six days per year will be required. The Committee will meet at the HCPC’s offices in London.

Appointment and Tenure of Office

This is a public appointment, and is not subject to the provisions of employment law.

It is proposed that the Panel Chair member of the Tribunal Advisory Committee will hold office for a maximum of two terms of up to four years each.

Re-appointments can be made at the end of the first period of office for a further maximum period of four years, subject to a satisfactory performance appraisal and the needs of the Health and Care Professions Council. However, a degree of change is often sought and there should be no expectation of automatic reappointment, or for length of appointment.

To ensure that public service values are maintained at the heart of the HCPC, members will be required, on appointment, and in addition to a commitment to the seven principles of public life, to subscribe to the HCPC’s Code of Conduct. A copy can be obtained from HCPC or via the website, using the following link:

http://www.hcpc-uk.org/aboutus/council/codeofcorporategovernance/

Training

The appropriate training and induction will be provided on appointment.
Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct, including impartiality, objectivity and integrity in the implementation of the role and responsibilities.

You should note particularly the requirement to declare any conflict of interest that arises in the course of Committee business and the need to declare any relevant business interests, positions of authority or other connections with other commercial, voluntary, academic or public bodies.

You must also confirm that you understand the standards of probity required by public appointees outlined in the “Seven Principles of Public Life”. These principles are set out by the Committee on Standards in Public Life, and are listed in Appendix 2.

Disqualification for appointment

The criteria for disqualification from appointment as a member of the Health and Care Professions Council are set out in the Health and Care Professions Council (Constitution) Order 2009. These will also apply to the Panel Chair member of the Tribunal Advisory Committee.

Those criteria include:

- people who have been convicted in the United Kingdom, and received a prison sentence or suspended sentence of 3 months or more in the last 5 years;
- anyone who has been declared bankrupt or has made a composition or arrangement with their creditors;
- anybody who has been dismissed, other than by reason of redundancy, from any paid employment with a public body;
- anyone who has had an earlier term of appointment as the chair or member of a public body terminated in certain circumstances;
- anyone who is suspended from, has been removed from or subject to conditions on registration of any professional body;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has previously been removed from trusteeship of a charity by the court or the Charity Commissioners.

Further advice about disqualification for appointment can be given by contacting the Secretariat Team on 020 7840 9171 or by e-mail: appointments@hcpc-uk.org.
Conflict of Interests

Close relationships with other committee or Council members or members of the interview panel may be considered a conflict of interest, and therefore it must be declared at the application stage of the appointment process.

Any other perceived conflicts of interest will be fully explored by the Panel at interview stage.

Diversity and Equal Opportunities

The HCPC is committed to the principle of public appointments on merit with independent assessments, openness and transparency of process and to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation, transgender and working patterns.

We welcome applications from all sections of the community and from people with diverse experience and backgrounds for this role.
How to apply

To apply for this role you must complete the enclosed application forms 1 & 2 and form 3, the monitoring information form (which is optional). You may also include your C.V.

The deadline for completed application forms is 9am on 7th November 2016.

Please email your completed application to: appointments@hcpc-uk.org

Or send to:

Giba Rahman
Secretariat Team Administrator
Health and Care Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

Electronic versions of the forms can be downloaded from our website at:
http://www.hcpc-uk.org/aboutus/recruitment/council/

Braille, large print and tape versions of this information pack and the application forms are also available on request.

HCPC is committed to interviewing persons with a disability who meet the essential criteria and all reasonable adjustments will be made to assist in completing the application form, attending an interview, or any reasonable adjustments that would need to be made to the role or working environment if your application is successful.

Please refer to the guidance notes in Appendix 1 of this pack when completing your forms.

Acknowledging your application

Once we receive your application we will process your application as quickly as possible and will keep you informed at key stages.

After the closing date for applications:

- we will acknowledge receipt of your application (by email if provided) and check it for completeness and eligibility. For convenience, all forms can be downloaded from our website www.hcpc-uk.org, completed on your PC, and emailed to appointments@hcpc-uk.org
- we will rely on only the information you provide on your application form and CV to assess whether you have the experience required at the appropriate level. Please ensure that you provide written evidence to support how you meet all of the relevant criteria, which are identified in the ‘Core Competencies required’ section.
• the selection panel will include Elaine Buckley, Chair of HCPC, Sonya Lam, Registrant Council Member, and Jenny White (Independent non-HCPC member).

Interviews

• By 28th November 2016, the panel will decide which candidates will be invited for interview, taking account of the evidence provided in your application.
• We will contact you to let you know whether or not you will be interviewed. Interviews will take place over 3-4 days between 12th – 15th December 2016.
• If invited to interview, the panel will question you about your experience and expertise and ask specific questions to find out whether you meet the specified competencies. The panel’s questions will require answers which include examples of when you have demonstrated these particular behaviours in your professional or personal life.
• Due to the time and expense of reconvening the panel, requests for a change of interview date will not be considered unless a reasonable adjustment is being made to accommodate a candidate applying under the HCPC’s commitment to interview all persons with a disability who meet the essential criteria for the role.
• Candidates will be able to claim reasonable expenses, such as travel expenses, for attendance at interview.

The outcome of your application

• If, in the view of the panel, you have the skills and experience, and have best met the competencies required, you will be recommended to the Council for appointment, subject to the receipt of satisfactory references.
• The HCPC Council will be invited to ratify the selection panel’s recommendation at its meeting in February 2017. The appointment of the successful candidate is intended to commence from April 2017.
• The successful candidate will be required to attend training in April/May 2017.
• If you are unsuccessful, you will be notified by the HCPC.
• If your application is unsuccessful and you would like feedback, please email us at: appointments@hcpc-uk.org.
• If you have any complaints about the way your application has been handled at any stage, please see the section on ‘How to complain.’
Use of your personal information

Data Protection

The HCPC is required to retain information about the people who apply for appointment as Committee member.

All the information we collect will be retained in accordance with HCPC’s record retention and disposal policy.

Monitoring information

This information is not used in the selection process. It will be removed on receipt and is not seen by the panel assessing your application. We use this information to monitor the diversity of candidates we attract and those we appoint.

How to complain

The HCPC is committed to processes and procedures that are fair, transparent and free from discrimination. Complaints about any aspect of the appointments process will be monitored, recorded and promptly handled.

Complaints regarding the appointments process, or an individual’s experience of the process, will be dealt with under the HCPC central customer service and complaints process. Complaints and other feedback should be made in writing to the Service and Complaints manager:

Ruth Cooper
Service and Complaints Manager
Health and Care Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

The HCPC complaints process has the following aims:

- To deal with all complaints in an effective, fair and confidential manner.
- To acknowledge receipt of feedback within three working days.
- To respond to complaints within 15 working days.
- To keep complainants regularly updated as to the progress of their enquiry if the issue has not been resolved within agreed times.

If you are dissatisfied with the response, you may ask the Chief Executive to conduct an internal review.
Appendix 1: Guidance on completing the application forms

When filling in your application form, please either complete electronically or write legibly and use black ink. You should complete all the sections.

Electronic, Braille, large print and tape versions of this information pack and the application forms are available from the HCPC.

If you have any difficulties, or to request any documents in alternative formats, please contact the Secretariat team on 020 7840 9171 or by e-mail: appointments@hcpc-uk.org in advance of the closing date of 9am on 7th November 2016.

HCPC is committed to interview all persons with a disability who meet the essential criteria and all reasonable adjustments will be made to assist in completing the application form, attending an interview, or any reasonable adjustments that would need to be made to the role or working environment if your application is successful.

Downloading the application forms from the internet

For convenience, a copy of the application forms can be downloaded from our website at http://www.hcpc-uk.org/aboutus/recruitment/council/ and be completed on your own PC. It can then be e-mailed back to us at appointments@hcpc-uk.org.

The application is made up of three forms:

Form 1  Confidential application form

This is divided into two parts. The first part asks for personal details, how you found out about the role (to ensure we target our recruitment and advertising activity effectively in the future) and details of any health problems or disabilities that are relevant to the application.

The second part is for you to tell us about the qualities that make you suitable for the role. You should use this section of the application to give specific evidence of your expertise and experience. Before completing it, please read the sections in the information pack that set out the role and responsibilities of the HCPC and the Tribunal Advisory Committee and the ‘Core Competencies Required’. If you are not able to fit all your information in the space provided, you may use continuation sheets (no more than 2 sheets of A4) which should be attached to your form. The electronic application form will expand as you type in your evidence.

You can also attach a copy of your CV detailing your qualifications and career history. This should be a brief, relevant CV (no more than 2 pages) which sets out your career history and lists your main areas of employment or other relevant activity and other public appointments. You should also include details of any relevant academic, professional or vocational qualifications.
Finally, you are asked to provide details of referees. Please give details of two referees, at least one of whom must be related to your recent professional and/or voluntary activity. Please include email addresses where possible. They will not be approached unless you are successful at interview. Furthermore, an appointment will not be offered until we have received satisfactory references.

Form 2  Conflicts of interests and other material information

Most public bodies maintain a register of members’ interests to avoid any danger of board members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties. The Panel Chair member of the Tribunal Advisory Committee is therefore expected to declare any personal or business interest that may influence, or may be perceived to influence, their judgment. This should include, as a minimum, personal direct and indirect financial interests, and should normally also include such interests of close family members. Indirect financial interests arise from connections with bodies that have a direct financial interest or from being a business partner of, or being employed by, a person with such an interest.

Form 3  Equal Opportunity & Diversity Monitoring form

The HCPC welcomes applications from all sections of the community for these, and other public appointments. We are particularly keen to ensure proper representation on boards by women, people of all ages, from ethnic minorities and disabled people. This information is not used in the selection process and is not seen by the panel assessing your application. However, we use the information you provide in this section to monitor the diversity of candidates we attract and those appointed. It will be removed on receipt.

Sending in your completed application

Please email your completed forms, together with your CV and any continuation sheets, to the following address to arrive before the closing date of 9am on 7th November 2016. – appointments@hcpc-uk.org.

Or send to:

Giba Rahman
Secretariat Team Administrator
Health and Care Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

Please note: applications received after the closing date cannot be considered. If you are posting your application form please allow sufficient time for delivery. All applications received will be acknowledged after the closing date.
Appendix 2: The seven principles of public life

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

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

**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.

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

**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.

**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.

**Honesty**
Holders of public office should be truthful.

**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.