

Council, 26 March 2014

Policy and Standards Department Work Plan 2014-2015

Executive summary and recommendations

**Introduction**

The Policy and Standards Department Work Plan for the period 1 April 2014 to 31 March 2015 is attached.

**Decision**

The Council is invited to discuss and agree the attached document.

**Background information**

None

**Resource implications**

The resourcing of the Department is set out in the attached workplan.

**Financial implications**

The financial implications of the planned work are accounted for in the Policy and Standards budget for 2014-2015.

**Appendices**

See paper.

**Date of paper**

17 March 2014

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## **Policy and Standards Department**

### **2014-2015 Work plan**

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## 1. Introduction

- 1.1 This document sets out a plan for the work of the Policy and Standards Department in the 2014-2015 financial year.

### Policy and Standards planning

- 1.2 The nature of the issues that the Department deals with are such that work undertaken will consist of both planned projects and work which arises as a result of external factors, such as changes in government policy and other developments that can be unpredictable. Flexibility is important in regularly reviewing priorities and allocating resources accordingly.
- 1.3 The following projects have been identified as relative priorities for the Department in the coming year.
- Review of the standards of proficiency.
  - Review of the standards of conduct, performance and ethics.
  - Guidance for disabled people wanting to become health and care professionals.
  - Guidance for employers on fitness to practise referrals.
  - Continuing fitness to practise.
  - European policy.

### Resourcing

- 1.4 The Department currently consists of six employees.

Michael Guthrie	Director of Policy and Standards
Jane Tuxford	PA to Director of Policy and Standards and PA to Director of Communications
Nicole Casey	Policy Manager (commencing end of April 2014)
Selma Elgaziari	Policy Officer
Edward Tynan	Policy Officer
Vacant position	Policy Officer (included in 2014-2015 budget)

## About this document

1.5 This document is divided into seven sections.

- Section two provides a summary of some of the projects successfully delivered in 2013-2014.
- Sections three to five describe the projects for 2014-2015 in more detail, grouped into three areas: developing and maintaining the existing business; external policy developments; and on-going activities.
- Section six outlines potential projects for the period 2015-2016 to 2016-2017.
- Section seven looks at the risks owned by the Department.

1.6 Many of the activities outlined in sections three to five of this document are subject to discussion / approval by the Council or a Committee as appropriate.

1.7 There are two appendices to this document.

- Appendix 1 provides a summary table of projects for the 2014-2015 financial year, referenced against the HCPC's strategic objectives.
- Appendix 2 is an indicative timetable for periodic review of the standards.

## **2. Projects delivered in 2013-2014**

2.1 This section outlines some of the projects successfully delivered in the last financial year.

### **Developing and maintaining the existing business**

- The work to develop and agree a new standard of education and training on service user and carer involvement was concluded. The new standard is being implemented from the 2014-2015 financial year.
- The review of the standards of proficiency continued. Nine sets of standards have to date been re-published, with the remainder in various stages of the review process.
- The review of the standards of conduct, performance and ethics continued. Activities this year have included commissioned research seeking the views of different groups of service users and carers; a survey of fitness to practise panel chairs and employees; and workshops with employers and registrants.
- Research was commissioned (and concluded) as part of reviewing and revising the publication 'A disabled person's guidance to becoming a health professional'.
- A consultation was held on proposals to increase the HCPC's registration fees and the results analysed.
- CPD sample profiles were published on the HCPC website for a variety of different professions.

### **External policy changes**

- The work to develop criteria for Approved Mental Health Professional (AMHP) training concluded, with criteria effective from the 2013-2014 academic year.
- An analysis of the outcomes of the Mid Staffordshire NHS Foundation Trust Public Inquiry was considered by the Council. An action plan was put together as a result.
- We concluded work with the Care Quality Commission (CQC) to produce 'supporting information' on two areas identified in the Winterbourne Hospital Serious Case Review related to staff working in learning disability and autism settings. These were published by the CQC.

- We drafted and consulted on guidance for registrants on the forthcoming statutory requirement to have in place a professional indemnity arrangement as part of registration. The final guidance is ready for publication once the legislation is in place. The Department continued to participate in the cross-department project team for this piece of work.
- The Council discussed a paper on the work carried out to date looking at continuing fitness to practise and revalidation and a report from the Professional Standards Authority (PSA) on this topic.
- The Department continued to participate in discussion at various meetings and to respond to requests for information and views from various government organisations as part of the review of the European Directive on Professional Qualifications.

### **Other**

- The work to develop standards for prescribing concluded, with standards effective from the 2013-2014 academic year.
- The Department co-ordinated the HCPC's Professional Standards Authority (PSA) performance review submission for 2013-2014 and wrote some of the content.
- The auditing of final hearing fitness to practise decisions continued.
- A report detailing the implementation of our obligations under our Welsh Language Scheme was written and approved by the Welsh Language Commissioner.
- The Department participated as members of various working groups and attended numerous other groups and meetings with stakeholders, including delivering presentations.
- Nine HCPC consultations commenced or concluded in 2013-2014.

### **3. Developing and maintaining the existing business**

3.1 This section outlines the Department's activities in 2013-2014 which are focused on developing and maintaining the existing business. For example, this includes the following.

- Developing and reviewing standards, guidance and other documents.
- Reviewing processes, approaches and policy positions.
- Undertaking or commissioning research to identify areas for further development or improvement.

#### **Review of the standards of proficiency**

3.2 The review is being taken forward on a rolling basis, with standards for the professions (excluding social workers in England) being reviewed in batches.

3.3 The review involves the following.

- Producing a collated draft of the existing profession-specific and detailed generic standards against the new structure of 15 generic standards.
- Seeking the views and comments of the professional bodies on changes that they consider may be necessary to the standards.
- Considering that information to produce a proposed draft for consultation (including seeking profession-specific advice as appropriate).
- Publicly consulting on a draft set of standards for each profession.
- Analysing responses to the consultation and revising the draft standards accordingly (including seeking profession-specific advice as appropriate).
- Republishing the new standards and implementing them in the operational processes.

3.4 We anticipate that all but one of the sets of standards will be re-published by the end of 2014-2015, with the remaining set of standards published early in the next financial year. The timetable is kept under regular review to ensure that there is sufficient time to scrutinise each set of standards prior to and after public consultation.

## **Review of the standards of conduct, performance and ethics**

- 3.5 In 2014-2015, a Professional Liaison Group (PLG) will be formed as the next phase of the review of the standards of conduct, performance and ethics. The PLG will draw on the research and engagement activities carried out to date to put together a draft of the standards for public consultation.
- 3.6 The PLG is expected to meet up to five times to the end of 2014.
- 3.7 The following activities are anticipated in 2014-2015.
- Establishing the membership of the PLG (with the Secretariat Department).
  - Researching and writing papers for the PLG.
  - Putting together a draft of the standards of conduct, performance and ethics for consultation and writing the consultation document.
  - A public consultation is expected to commence early in the 2015-2016 financial year.
- 3.8 This is a substantive piece of work and a priority project for 2014-2015.

## **Review of the standards of education and training**

- 3.9 The standards of education and training and supporting guidance were last reviewed and re-published in 2009.
- 3.10 Our initial assessment is that reviewing these standards is a relatively lower priority and the timing of the review will need to take account of the other standards review work undertaken by the Department this year. However, we are committed to undertaking reviews in a timely manner. Such a review could also usefully take account of some of the recommendations of the Mid Staffordshire NHS Foundation Trust Public Inquiry.
- 3.11 We anticipate that the review might have a similar structure to that of the review of the standards of conduct, performance and ethics. The first phase of this review has involved engaging with stakeholders through meetings and internal and external research to gather views and evidence.
- 3.12 The first step will be a paper to the Education and Training Committee at its meeting in September 2014 discussing the potential scope, content and timetable for the review. We anticipate that this discussion may inform the content of research to be commissioned in early 2015-2016.



### **Threshold level of qualification for entry to the Register for paramedics**

- 3.13 The first standard of the standards of education and training ('SET 1') sets out the threshold level of qualification for entry to the Register for each profession. The level is that necessary to deliver the standards of proficiency.
- 3.14 The threshold level for entry to the Register for paramedics is currently 'Equivalent to Certificate of Higher Education'. A large majority of paramedic pre-registration education and training programmes are now delivered in excess of the current threshold, many at undergraduate honours degree level. Health Education England is currently undertaking work looking at paramedic education and training, including the level of qualification and funding arrangements. The Director of Policy and Standards is represented on the Steering Group.
- 3.15 In 2014, revised standards of proficiency will be published for paramedics. Following this, a paper will be brought to the Education and Training Committee to invite discussion about whether consideration should be given to increasing the level set out for entry for paramedics. Any proposal to change the level specified in SET1 would require a public consultation.

### **Guidance for disabled people wanting to become health and care professionals**

- 3.16 In 2006 we published 'A disabled person's guide to becoming a health professional'. This guidance document provides guidance to disabled people thinking about training in one of the professions we regulate, and to admissions staff making decisions about applications from disabled applicants. The guidance is now out of date and we are in the process of reviewing and revising it.
- 3.17 In 2013 we commissioned research by Coventry University to inform the review. The research included interviews and small group discussions with disabled students, as well as with other groups such as admissions staff, educators, practice placement educators and staff working in disability services. The final report was signed-off in early March 2014.
- 3.18 The following activities are anticipated in 2014-2015.
- Re-drafting the guidance based on the findings and recommendations of the research and desk research carried out by the Department.
  - Consulting on the draft guidance and analysing the outcomes.

- Re-publishing the guidance in late 2014-2015 or early 2015-2016.

### **Annotation of qualifications in podiatric surgery**

- 3.19 In 2012-2013, the Council agreed to annotate on the Register qualifications linked to the practice of podiatric surgery.
- 3.20 In 2013-2014 the Executive worked with stakeholders to put together draft standards which would support the annotation. A number of meetings also took place with stakeholders.
- 3.21 The Education and Training Committee will be invited to consider a discussion paper at its meeting in June 2014 about progressing this work.
- 3.22 The following activities are anticipated in 2014-2015.
- Further papers on the next steps to move toward annotation.
  - Consulting on draft standards and analysing the outcomes.
  - Continued engagement with stakeholders.

### **Continuing Professional Development (CPD) sample profiles**

- 3.23 The Department will continue to work with the professional bodies to produce further sample profiles for the website. We have now published around 50 joint-badged sample profiles. At the time of writing, a further five were in development.

### **Guidance for employers on making fitness to practise referrals**

- 3.24 In the coming year the Department will work with the Fitness to Practise Department to begin to develop guidance for employers on when they should refer fitness to practise matters to the HCPC. This will complement existing guidance which outlines the fitness to practise process.
- 3.25 The following activities are anticipated in 2014-2015.
- Working with the Fitness to Practise Department to gather the feedback of employers.
  - Drafting the guidance.
  - Consulting on the draft guidance (if required).

## **4. External policy changes**

- 4.1 This section outlines project areas which are a result of, or closely related to, external policy developments including legislation or Government policy.
- 4.2 The key external policy changes are outlined below. Some of these areas are dictated by government policy decisions and the legislative timetable, so timescales are often not clear at this stage or are likely to change. It is important to remain flexible as the nature and extent of the work required, sometimes at short notice, can be unpredictable.
- 4.3 Unless otherwise stated, activities in 2014-2015 are likely to include meeting with stakeholders including other regulators and the Department of Health and producing papers, briefings and correspondence, as required.

### **Law Commission reforms**

- 4.4 In 2012, the three UK Law Commissions' consulted on proposals to reform the legislation of the nine regulators. The reforms aim to make the regulators' legislation more consistent, and to give the regulators more flexibility in how they perform their functions, including removing parliamentary oversight of some of the regulators' rules.
- 4.5 In 2014-2015, the Department of Health is expected to publish a draft Bill based on the Law Commissions' proposals. Subsequent timescales for laying, parliamentary scrutiny, passage and implementation of the Bill are unclear at this stage. The Director of Fitness to Practise has taken the lead on our work in this area to date.

### **Regulation of new professions or occupations**

#### **A. Adult social care workers in England**

- 4.6 In 2012-2013, the Council agreed a policy statement on the regulation of adult social care workers in England. This included proposals for the regulation of CQC registered managers and the establishment of a 'negative registration scheme'.

#### **B. Herbal practitioners**

- 4.7 In 2011, the Government announced that it intended to regulate practitioners of herbal medicine and traditional Chinese medicine through the HCPC.
- 4.8 The Chief Executive and Registrar is a member of the Department of Health's Herbal Practitioners and Medicines Working Group established in early 2014 to consider issues around herbalists' use of medicines. This group is expected to conclude its discussions in 2015.

### **C. Non-Medical public health specialists**

- 4.9 In February 2012, the Government announced that public health specialists from non-medical backgrounds would become regulated by the HCPC.
- 4.10 The Director of Policy and Standards represents the HCPC on the Public Health Workforce Advisory Group Taskforce on regulation, convened by the Faculty of Public Health.
- 4.11 We understand that the Public Health team at the Department of Health is seeking to regulate this group via the forthcoming Bill arising from the Law Commissions' review of the nine regulators' legislation.
- 4.12 The timing of the legislation and the potential opening of the Register is uncertain at this time.

### **Mid Staffordshire NHS Foundation Trust Public Inquiry**

- 4.13 In February 2013, the Public Inquiry into the role of the commissioning, supervisory and regulatory organisations in relation to standards of care at Mid Staffordshire NHS Foundation Trust reported its findings.
- 4.14 The Council agreed an action plan in response to the Review's recommendations at its meeting in May 2013.
- 4.15 In 2014-2015, the Executive will report on its progress against the recommendations in the action plan.

### **Professional indemnity**

- 4.16 The Government is introducing legislation to make having a professional indemnity arrangement a condition of registration. (This will not apply to social workers in England.) At the time of writing the legislation to introduce this requirement was expected to be in force in autumn 2014.
- 4.17 We anticipate that a change to the relevant statutory rules would be required in order to begin to ask applicants and registrants to make declarations confirming that they have or will have indemnity in place. A consultation would be required on any rules changes, as well as Department of Health support and ministerial approval. At this stage it is unclear whether this will be possible in the coming year.

4.18 The following activities are anticipated in 2014-2015.

- Working with the Communications Department to further communicate the requirement once legislation is in place. This includes updating frequently asked questions on the HCPC website. Guidance for registrants will be published once the legislation is in place.
- Subject to the above, seeking Committee and Council approval to consult on changes to the relevant rules.
- Meeting and liaising with stakeholders, including the Department of Health.

### **Continuing fitness to practise**

4.19 This is a continuing piece of work. The following projects have completed to date.

- Review of existing revalidation processes that have been implemented by international regulators.
- Review of existing revalidation processes that have been implemented or are being developed by other UK regulators.
- Professionalism in healthcare professions (qualitative study undertaken by Durham University informing the on-going professionalism tool study).
- Service user feedback tools (literature review and Delphi consultation exercise undertaken by the Picker Institute Europe).
- Multi-variant analysis of fitness to practise data.

4.20 The following project will conclude in late 2014-2015.

- A quantitative study undertaken by Durham University to measure professionalism and track students after graduation.

4.21 In 2014-2015, two further pieces of research will be commissioned.

- CPD – costs, benefits and risks. This study will involve collecting additional data from CPD profiles and undertaking multi-variant analysis.
- Views and experiences of the CPD standards and process. The Executive plans to commission research in late 2013-2014, to engage with registrants who have been audited, other registrants and key stakeholders in order to gather information about

individuals' and organisations' experiences and perspectives of the CPD standards and audit process.

- 4.22 The outcomes of this work will inform discussion of whether there should be any changes to the HCPC's approach to continuing fitness to practise, including the CPD audit process and standards.

### **European policy**

- 4.23 In 2013-2014, the revised text of the Professional Qualifications Directive which affects movement of professionals within the European Economic Area (and therefore the HCPC's international registration process) completed the European parliamentary process. The Government is now required to transpose the Directive into UK law.

- 4.24 In 2014-2015 activities will include the following.

- Continued membership of the Alliance of UK Health Regulators in Europe (AURE), a group which brings together all the regulators to discuss European policy issues.
- Continuing to respond to requests for information from the Department of Health as they work through the legislation necessary to implement the Directive.
- Working with the Chief Executive and colleagues across the organisation to identify changes to policies and processes required as a result.
- Attendance at meetings and events in the UK and in Europe as appropriate.
- Producing papers and briefings for the Education and Training Committee as may be required.

## **5. On-going activities**

5.1 This section records regular or routine activities which are on-going from year-to-year.

### **Core activities**

5.2 In 2014-2015 the Department will continue to perform the following core activities.

- Responding to emails into the policy and consultation inboxes and to hard copy correspondence.
- Producing briefings, reports and papers as required.
- Responding to consultations from other organisations (where relevant and where resources allow).
- Producing articles or material for the HCPC In Focus newsletter, for Education Update, for the HCPC blog, and for the HCPC intranet and website.
- Working closely with the Communications Department, including undertaking planned speaking commitments, participating at HCPC events and assisting with press enquiries.
- Stakeholder liaison on regulatory / policy matters including undertaking both reactive and proactive meetings with stakeholders (including working group participation).

### **Professional Standards Authority performance review**

5.3 Each year, the Professional Standards Authority for Health and Social Care (PSA) reviews the performance of the HCPC and the other regulators within its remit against its standards of good regulation.

5.4 The Department is responsible for co-ordinating the HCPC's submission including writing some of the content. This process involves submitting a report to the PSA, attending meetings, providing additional information in response to follow-up questions, approving the final report and writing a paper for the Council on the outcomes.

## **Review of final hearing fitness to practise decisions**

- 5.5 The review of final hearing decisions is aimed at providing a systematic way through which the Executive can review the decision making quality of final hearing panels, including checking adherence to the applicable law and to HCPC policy.
- 5.6 The Fitness to Practise Department has been working to review its approach to auditing all stages of Fitness to Practise decisions, in order to make this activity as manageable and beneficial as possible.
- 5.7 In 2014-2015 the Department will continue to be involved in auditing final hearing decisions, in line with the flexible methodology being developed by the Fitness to Practise Department. This will involve data entry of relevant decisions and then writing a report based on the findings which will then form part of a paper from the Fitness to Practise Department to the Council.

## **Welsh language scheme**

- 5.8 The HCPC has published a Welsh Language Scheme to set out how it will treat the Welsh language on an equal basis in the conduct of business in Wales.
- 5.9 The Welsh Language Commissioner has been reforming the way in which it ensures implementation of the Welsh Language Act. In autumn 2014, we are expecting that they will conduct a review ('investigation') of the HCPC's and the other regulators' work in this area. Exactly what this will entail is unclear at this stage, but this process and any co-ordination of information required across the organisation will be managed by the Department.

## **Consultation process**

- 5.10 In previous years the Department has reviewed and improved the operation of the consultation process. Consultations are now managed through the use of an online tool
- 5.11 As part of consultations, we now ask for feedback from respondents on the consultation process itself, including the usability of the online tool.
- 5.12 In 2014-2015, the Department will review the feedback we received across a number of consultations and use this to identify whether any further changes to process or approach are required.



## 6. Projects for 2015-2016 to 2016-2017

6.1 The following project areas are likely to be priorities over the following two financial years.

- Any policy and consultation implications as a result of the legislation arising from the Law Commissions' review of the regulators' legislation.
- Completion of the review of the standards of conduct, performance and ethics.
- Review, revise and re-publish guidance on conduct and ethics for students (as a result of the revised SCPE).
- Completion of the review of the standards of education and training.
- Review of the standards of proficiency for social workers in England (to commence following the completion of approval visits to all transitionally approved social work programmes).
- Completion of research into the CPD standards, audit and process - identification and delivery of any actions for further work.
- Work on regulation of further professions or occupations.

## 7. Risks

7.1 The Risks owned by the Department as set out in the HCPC's risk register are outlined below.

R	Category	Ref	Description	Risk owner (primary person responsible for assessing and managing the ongoing risk)	Impact before mitigations Jan 2014	Likelihood before mitigations Jan 2014	Risk Score = Impact x Likelihood	Mitigation I	Mitigation II	Mitigation III	RISK score after Mitigation Jan 2014	RISK score after Mitigation Jun 2013
14	Policy & Standards	14.1	Incorrect process followed to establish stds/guidance/policy eg no relevant Council decision	Policy & Stds Director	4	2	8	Legal advice and sign off sought on processes	Appropriately experienced and trained members of Policy team.	Quality mgt system & processes	Low	Low
			Links to 12.1									
	Policy & Standards	14.2	Inappropriate stds/guidance published eg stds are set at inappropriate level, are too confusing or are conflicting	Council/committees	4	1	4	Use of professional liaison groups, and Council and committees including members with appropriate expertise	Appropriately experienced and trained members of Policy team.	Consultation with stakeholders & legal advice sought	Low	Low
	Policy & Standards	14.3	Changing/evolving legal advice rendering previous work inappropriate	Policy & Stds Director	4	2	8	Use of well-qualified legal professionals. Regular reviews.	Legal advice obtained in writing.	Appropriately experienced and trained members of Policy team and others eg HR.	Low	Low
	Policy & Standards	14.4	Inadequate preparation for a change in legislation (Health Professions Order, or other legislation affecting HCPC)	EMT	3	1	3	EMT responsible for remaining up to date relationships with government depts and agencies.	HCPC's 5 year planning process	Legal advice sought	Low	Low
	Policy & Standards	14.5	PLG member recruitment without requisite skills and knowledge	Policy & Stds Director HCPC Chair, Secretary to Council(?)	4	1	4	Skills and knowledge identified in work plan	Recruitment policy	Council Scrutiny of PLG result	Low	Low
			Lnks to 4.10									
	Policy & Standards	14.6	Loss of Corporate Memory	Policy & Stds Director	3	3	9	Maintain appropriate records of project decisions	Appropriate hand over and succession planning	Department training	Low	New

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## Appendix 1 - Projects summary 2014-2015

Ref	Project area	Objectives / description	Key deliverables / milestones	Timescale(s)	Strategic intent
	<b>Developing and maintaining the existing business</b>				
3.2-3.4	Review of the standards of proficiency*	To continue to review, consult on and roll-out revised standards of proficiency.	Reviews, consultations and re-publication of new standards.	On-going 2014-2015 with completion in early 2015-2016	To maintain, review and develop efficient business processes throughout the organisation.
3.5-3.8	Review of the standards of conduct performance and ethics*	To review the standards of conduct, performance and ethics.	Papers for Professional Liaison Group (PLG). Consultation document and draft standards.	On-going 2014 March 2015	To maintain, review and develop efficient business processes throughout the organisation.
3.9-3.12	Review of the standards of education and training	To review the standards of education and training.	Initial scoping paper for review. Draft further papers / research briefs.	September 2014 To end of 2014-2015	To maintain, review and develop efficient business processes throughout the organisation. To ensure that the organisation's work is evidence based.
3.13-3.15	SET 1 for paramedics	To consider reviewing the level specified in SET 1 for paramedics.	Initial discussion paper.	September 2014	To maintain, review and develop efficient business processes throughout the organisation.

## Appendix 1 - Projects summary 2014-2015

Ref	Project area	Objectives / description	Key deliverables / milestones	Timescale(s)	Strategic intent
3.16-3.18	Guidance for disabled people wanting to become health and care professionals*	To revise and rewrite the guidance: 'A disabled person's guide to becoming a health professional.'	Final text of revised guidance agreed for publication.	End of 2014-2015	To maintain, review and develop efficient business processes throughout the organisation.
3.19-3.22	Annotation of qualifications in podiatric surgery	To annotate the Register with qualifications in podiatric surgery.	Discussion paper on next steps. Further papers / consultation.	June 2014 On-going 2014-2015	To maintain, review and develop efficient business processes throughout the organisation.
3.23	CPD sample profiles	To produce joint-badged sample profiles for the website.	Publish sample profiles.	On-going 2014-2015	To maintain, review and develop efficient business processes throughout the organisation.
3.24-3.25	Guidance for employers on making FTP referrals*	To develop guidance for employers on what to refer information to the Fitness to Practise Department.	Scope guidance.	On-going 2014-2015 (timetable TBC)	To maintain, review and develop efficient business processes throughout the organisation.

## Appendix 1 - Projects summary 2014-2015

Ref	Project area	Objectives / description	Key deliverables / milestones	Timescale(s)	Strategic intent
	<b>External policy changes</b>				
4.4-4.12	Law Commission reforms and Regulation of new professions or occupations	Legislative reforms. Regulation of further professions / occupations.	Activities related to these policy areas, as required.	On-going 2014-2015.	To be proactive in influencing the wider regulatory policy agenda.
4.13-4.15	Mid Staffordshire NHS Foundation Trust Public inquiry	To assist in delivering the HCPC's actions as a result of the public inquiry.	Progress report against action plan.	July or September 2014	To maintain, review and develop efficient business processes throughout the organisation.
4.16-4.18	Professional indemnity	To participate in work to introduce a statutory requirement for registrants to have professional indemnity.	Activities as required to implement new requirement.	On-going 2014-2015	To maintain, review and develop efficient business processes throughout the organisation.
4.19-4.22	Continuing fitness to practise*	A series of research projects to explore revalidation for the HCPC.	Professionalism tool (Durham University research). CPD research.	Complete end of 2014-2015 On-going 2014-2015.	To be proactive in influencing the wider regulatory policy agenda. To ensure that the organisation's work is evidence based.

## Appendix 1 - Projects summary 2014-2015

Ref	Project area	Objectives / description	Key deliverables / milestones	Timescale(s)	Strategic intent
4.23-4.24	European policy*	To ensure that the HCPC understands the implications of changes to the professional qualifications directive.	Attendance at meetings and papers as may be required.	On-going 2014-2015	To be proactive in influencing the wider regulatory policy agenda. To maintain, review and develop efficient business processes throughout the organisation.

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## Appendix 1 - Projects summary 2014-2015

Ref	Project area	Objectives / description	Key deliverables / milestones	Timescale(s)	Strategic intent
	<b>On-going activities</b>				
5.3-5.4	PSA performance review	To co-ordinate HCPC's performance review submission.	Submit performance review for 2014-2015.	November / December 2014	To maintain, review and develop efficient business processes throughout the organisation.
5.5-5.7	Review of final hearing fitness to practise decisions	Review of final hearing decisions.	Audits undertaken.	On-going 2014-2015.	To maintain, review and develop efficient business processes throughout the organisation.
5.8-5.9	Welsh language scheme	To monitor the implementation of the scheme and produce an annual progress report.	Annual progress report / participation in WLC 'investigation'.	Autumn 2014	To maintain, review and develop efficient business processes throughout the organisation.
5.10-5.12	Consultation process	To consider any improvements to the consultation process	Analysis of feedback about process.	End of 2014-2015.	To maintain, review and develop efficient business processes throughout the organisation.

### Notes

\*denotes a priority project

Some projects may arguably map to a number of strategic objectives. Those most directly relevant are referenced here.



## Appendix 2: Timetable for periodic review of standards

1.1 The following principles inform our approach to periodic review of the standards.

- Periodic reviews should take place no more than once every five years unless it is considered necessary to bring forward the review.<sup>1</sup>
- The sequencing of periodic reviews should ensure that resources can be managed effectively. If a Professional Liaison Group (PLG) was required, there should normally only be one PLG running at any one time.
- Stakeholders should be engaged early on in the review in the most appropriate way (which could be through a PLG or other appropriate mechanism for engagement).
- Any periodic review should have a clear work plan, setting out the timescales for the work.
- Feedback on the relevant standards received outside the periodic review process should be recorded for consideration during the next review.

1.2 The following table sets out an indicative timetable for periodic review of the standards.

<b>Standards</b>	<b>Date of last publication</b>	<b>Start of next periodic review</b>
Standards for continuing professional development	2006 (audits against standards from 2008)	2014-2015 (as part of continuing fitness to practise project)
Standards of proficiency	2007	2010-2011 (on-going)*
Standards of conduct, performance and ethics	2008	2012-2013 (on-going)
Standards of education and training	2009	2014-2015

\*profession-specific standards, excludes social workers in England.

<sup>1</sup> This five year period will normally be from the date of the republication of the standards following the last review.