

Education and Training Committee, 12 June 2017

Review of the Education and Training Committee

Executive summary and recommendations

### **Introduction**

At the Governance workshop held in February 2017, one of the questions Council was asked to consider was whether Committees added value to the work of the Council and if not, what needed to be changed.

The feedback received included the following:-

- Committees could be used more effectively, taking on more work/operational data to enable the Council to focus on strategy;
- The purpose of Committees must be clear;
- The mechanism for Committees to report into Council needs to be strengthened;
- The Chairs of Committees should be reporting into Council, rather than the Executive reporting on the Committee's behalf;
- The Education and Training Committee (ETC) should include some external members;
- The membership and effectiveness of ETC needs to be addressed;
- Current arrangements for Education and Training Committee panels (ETP) appear inefficient and should be reviewed;
- Focussing on the role of Committees may resolve issues around the volume and detailed nature of the information presented at Council.

Further discussion was held at the March meeting of the ETC. This paper seeks to address those issues raised in relation to ETC and more generally the issues of Committees and their relationship with Council.

### **Decision**

This paper is for discussion and approval. Some questions for the Committee to consider are set under paragraph 5 together with the specific decisions the Committee is invited to reach.

### **Background information**

The Education and Training Committee Scheme of Delegation  
The Health and Social Work Professions Order 2001

### **Resource implications**

Additional resources will be required in collating information for presentation to the Committee should the Committee agree that they wish to consider performance data relating to the Education and Registration department.

**Financial implications**

There will be some costs associated with recruiting external members to the ETC and there will be an increase to the Council and Committee budget should ETP be held on a different date to other meetings of Council and Committee.

**Appendices**

See paper

**Date of paper**

24 May 2017

## **Review of the Education and Training Committee**

### **1. Introduction**

- 1.1 This paper sets out a proposal for the revised composition of the Education and Training Committee together with the revised composition of the Education and Training Committee Panel (ETP). The paper also considers the remit of ETC as set out in the Health and Social Work Professions Order 2001 (the 'Order') and the Education and Training Scheme of Delegation and suggests how the Committee may add value to the work of Council by taking on more work and, in addition, assure itself of those processes being undertaken in their name.
- 1.2 The Committee is invited to discuss the proposals outlined in this paper and (subject to any revisions agreed at this meeting) agree the revised composition of ETC and ETP and the more clearly defined remit of the Committee and its relationship with Council.
- 1.3 Subject to the Committee's agreement, changes will need to be made to the Education and Training Committee Rules (these are in the gift of Council) and other associated governance documents. These will be submitted to Council in September when Council will also consider changes to the Audit Committee.

### **2. Composition of the Education and Training Committee**

- 2.1 The composition of the ETC is set out in the Health and Care Professions Council (Education and Training Committee) Constitution) Rules 2013 ('the Rules').
- 2.2 The Rules currently state that "The Education and Training Committee shall comprise six members, appointed from among the members of the Council, of whom –
  - (a) three shall be registrant members; and
  - (b) three shall be lay members.
- 2.3 Given that it is impractical for the Chair of Council to be a member of ETC, this means that out of eleven members of Council, six are required to be on the Committee. Council are required to have a breadth of skills ranging from governance to finance to education to regulation, and therefore there is not always a sufficient number of members with relevant skills and knowledge to populate the ETC.
- 2.4 In order for the Committee to be effective and enhance its educational perspective to the Committee's work, the proposal is to seek external input by appointing two external members to the Committee. In order to maintain the size of the Committee at six members, there would be a reduction of Council members on the ETC to four together with the two external members.

- 2.5 The expectation is that these external members will have significant experience and skills in education and training of registrants and/or a wider breadth of other skills and knowledge such as a service user and carer perspective with experience of education and training.
- 2.6 The recruitment of two external members would follow the same process used to appoint external members to the Audit Committee and candidates would be appointed against competencies to be determined.
- 2.7 Any recruitment exercise could not be conducted until such time as the Rules have been approved by Council. Therefore, subject to appropriate approvals, we would expect to recruit after the September meeting of Council with the submission of the successful candidates' names to the Council meeting in December. At that time, we will also seek expressions of interest from members of Council to enable the appointment of three Council members to the Committee at the December meeting of Council. The intention is that the Chair will remain in post.
- 2.8 In recruiting to ETC from Council, we would seek to achieve a balance with those skills brought by the external members. As a minimum requirement, we would also ensure that at least one member must be lay and at least one member must be a registrant.

### **3. Education and Training Committee Panel**

- 3.1 The Education and Training Committee Panels are convened only for the purpose of conducting one or more of the following items of non-contentious business:
  - (a) considering Visitors' reports which are submitted to the Committee in accordance with Article 16(7) of the Order and any observations upon such reports received by the Committee under Article 16(9) of that Order and, if thought fit, approving the course of education or training, qualification or institution to which that report and those observations (if any) relate;
  - (b) considering and, if thought fit, approving any proposed change to any relevant course, qualification or institution which is approved by the Committee under Part IV of the Order;
  - (c) considering and, if thought fit, approving any matter arising from the monitoring of such courses, qualifications or institutions; or
  - (d) considering and, if thought fit, withdrawing approval from any such course, qualification or institution which the Committee is satisfied no longer admits or recruits students.

- 3.2 Currently, the quorum for a panel meeting is three members, and those present nominate one of their number to act as Chair at that meeting. However, given that we are seeking to maximise the educational input and effectiveness of the Panel, it seems appropriate to fix the membership of the panel, including the Chair. The two external members would be required to be on the Panel and in order to strike appropriate balance, we would seek to appoint two further Committee members who are also a members of Council. In keeping with the governance in place for other Committees, the quorum should remain at any three members.
- 3.3 The Panel meetings are almost always held either before or after a meeting of ETC or Council. This has on occasions caused an issue when an in-depth discussion is required and the panel meetings have had to reconvene because insufficient time has been allocated for the meeting.
- 3.4 In addition, in fixing the panel meeting dates to other meetings, has meant that meetings are not always spaced apart sufficiently resulting in some very busy meetings and others with a very 'light' agenda.
- 3.5 It is therefore proposed to review the schedule of Panel meetings to ensure they are spaced equally over the year and to ensure that the Panel has sufficient time to consider the business. In reviewing the frequency of the panel meetings, we would need to consider the possibility of holding some meetings on the same day as a Committee or Council meeting and also some 'stand alone' dates. Should there be a number of 'stand alone' meetings, the option to 'teleconference' into the meeting could be an option open to members.

#### **4. Remit of the Education and Training Committee**

- 4.1 At the Council workshop held in February, members felt that Committees could be used more effectively, taking on more work/performance data monitoring to enable the Council to focus on strategy. Anecdotal feedback from some members indicated a lack of clarity around the full remit of the Committee. Therefore the Executive sought clarification from the Solicitor to Council on the role and remit of the Committee as set down in the Order and the Committee's Scheme of Delegation.
- 4.2 The Executive together with the Chair of the Committee spent some time working through the advice to establish what it meant in terms of the Committee's remit and responsibilities. The aim was to draft a list which set down all those areas of work that the Committee should be overseeing and also those areas of work that are being undertaken on behalf of the Committee but which the Committee should be aware of through a reporting mechanism to be determined. This is not to say that the Committee is not already looking at some of these things but the aim was to try and pull together a more detailed list of areas of work.

4.3 The areas for consideration are as follows:-

- Registration department performance report;
- Education department performance report;
- Consultation documents;
- Guidance documents;
- Education provider concerns;
- Non approval and withdrawal of programmes;
- Registration appeals (The ETC is only the respondent (i.e. a party) to an appeal and so should only receive feedback on the outcome of appeals);
- Health and character policy;
- Returners to practise policy;
- CPD policy;
- Any concerns or complaints raised in relation to visitors;
- Annual report outlining those actions taken on behalf of the Committee as set out in the Scheme of Delegation;
- Periodic review of the approvals process;
- Consider research outputs or reports, which may or may not be commissioned by the HCPC, but which could impact upon HCPC education processes.

4.4 Further work is required to establish the appropriate manner for some of the new workstreams to be presented to the Committee. The proposal therefore is to request the Executive to continue work in this area to determine the most appropriate way for these areas of work to be reported and present a paper to a future meeting of the Committee which will clearly set out the reporting mechanisms.

4.5 The Council also felt that it was important to address the reporting mechanism between Committees and Council. During the course of recent Council meetings, the Chair of the ETC has presented the minutes of the meeting of ETC together with a summary of those reports that have been considered by the Committee before being presented to Council. The proposal is that this approach is continued but in remaining consistent with the wider governance review, the Chair of the Committee be requested to report annually to Council.

## 5. Decision

5.1 The Committee is invited to discuss this paper and in particular the following questions.

**Q. Does the Committee agree that the ETC should be reconstituted and made up of four Council members and two external members?**

**Q. Does the Committee agree that two external members would bring additional expertise to the Committee?**

- Q. Should the membership of the Panels (including the Chair) be fixed?**
- Q. Should the panel meeting dates be reviewed to ensure they are evenly distributed across the year?**
- Q. Should members of the Panels be able to join the meeting on occasion by teleconference?**
- Q. Does the Committee agree that their remit should be extended to include those areas of work listed under paragraph 4.3?**

5.2 The Committee is invited (subject to any changes agreed at this meeting) to recommend to Council the following:

- The composition of the Education and Training Committee be changed to four members of Council and two external members
- That two external members be appointed to the Education and Training Committee;
- That the membership for the Education and Training Committee Panel be fixed and be made up of four members, the two external members together with two members of the Committee who are also members of Council. The Panel should be appointed at the December meeting of Council;
- The Chair of the ETC to formally report to the Council on an annual basis.

5.3 The Executive to consider the reporting mechanisms for the wider remit of the Education and Training Committee and report back to a future meeting of the Committee setting out the proposals.