
Education and Training Committee, 8 July 2020

HCPC Committee Review 2020

Executive summary and recommendations

The Senior Council Member is leading a review of the HCPC's committee governance. This review aims to ensure that;

- Our Committees are working, adding value and are relevant
- The right committee structure is in place for the next 3-5 years
- Committees are focused on the right areas of work to support the HCPC Council in its governance role
- Committees have the right skills to support its work and cognisant of succession planning

As part of the review a questionnaire has been issued to all HCPC committees to complete. At its meeting on 11 June 2020, the Committee agreed to consider combined feedback and discuss and agree its final submission to the review.

The combined feedback is attached.

Decision

The Committee is asked to agree its response to the HCPC Committee Review 2020.

Background information

None.

Resource implications

None.

Financial implications

None.

Date of paper

1 July 2020.

HCPC Committee Review 2020

Committee	Education & Training Committee
Committee Chair	Stephen Wordsworth
Committee Members	<i>Sonya Lam</i> Maureen Drake Luke Jenkinson Penny Joyce Katie Thirlaway

What are we looking to achieve?

HCPC is going through a period of change – it is time to reflect, review and refresh. This review aims to ensure that;

- Our Committees are working, adding value and are relevant
- The right committee structure is in place for the next 3-5 years
- Committees are focused on the right areas of work to support the HCPC Council in its governance role
- Committees have the right skills to support its work and cognisant of succession planning

1. Reflect on the Committees work over the last 12-24months and in line with your terms of reference:

- Has the Committee been doing what it is supposed to do?
- Has the Committee been doing things that are not within its terms of reference? If so what? Should they be within the Committees remit or sit elsewhere?
- Has the Committee found it difficult to carry out the fullness of its remit - if so in what way?
- What value has the Committee added?

Has the Committee been doing what it is supposed to do?

1. In the last 12 months the committee has carried out its duties. We have been able to direct the executive in matters relating to education and training and registration. We have also been able to offer appropriate challenge on matters arising.
2. The ETC reviewed its remit in 2017 and from this review the ETC did seek legal clarification on the role and remit of the committee. From this review, the ETC included bi-annual performance reports from registration and in doing so, responded to the aim of taking on more work/performance data monitoring to enable Council to focus less on operational detail and more

on strategy. The ETC also clarified its interface with registration appeals. The feedback of the ETC Chair to Council meetings has been effective in highlighting key progress and issues.

Has the Committee been doing things that are not within its terms of reference? If so what? Should they be within the Committees remit or sit elsewhere?

3. We are not aware of the ETC doing things that are not within its terms of reference but we are aware of how the planned transformation of QA processes may impact on how we fulfil our role in approval and monitoring of programmes in the future.

Has the Committee found it difficult to carry out the fullness of its remit - if so in what way?

4. No, however we recognise that current QA processes and procedures require to be reviewed to ensure they are fit of purpose and future proofed. The ETC recognised the need to review and transform the QA processes and initiated the dialogue with the Council of Deans (CoD) over 2 years ago. This did result in the establishment of a working group in partnership with the CoD and the development of a proposed improved model. The challenge has been the timescales and the capacity of the organisation to work at pace as we are already 2 years down the line since the working group met.
5. There have also been some challenging issues in relation to approvals where much more evidence is required to make a full assessment of the situation. The committee have limited access to the evidence which visitors would have made decisions on, so heavy reliance on the education managers to bring greater insight to an issue. Proposed changes to the education processes and stakeholder relationships will help to alleviate this.

What value has the Committee added?

6. The value of the committee is to provide a quality assurance and verification process in order to assure protection of the public. They also have the ability to alter the 'standard education process' where necessary and justified, to make alternative opportunities for education providers such as avoiding a second approval visit and therefore making the process more cost effective for HCPC.
7. We provide a mechanism of observation, enquiry, challenge and support for executive colleagues and have increasingly made more difficult non-approval decisions when evidence of meeting the standards is not demonstrated.
8. The oversight of all the outcomes from various processes such as approval, annual monitoring and major change allows thematic issues to emerge and the committee can identify the need to make changes to guidance, impact on standards and support the review of all of these as necessary

9. we are able to offer timely decisions by maintaining frequent panel meetings. Effectiveness of meetings has been maintained using virtual platforms during the COVID-19 pandemic.

10. We are able to facilitate and input into wider professional matters that directly affect the public. Eg. Paramedic threshold qualification.

2. Committee membership:

- What skills are available across the committee membership?
- Are skills available being fully utilised and adding value?
- Are there any skills not currently within the membership that would be beneficial to the Committee?
- What are the tenure timelines for Committee members / Committee chair

What skills are available across the committee membership?

11. There is a huge pool of expertise from the committee, this includes leadership, management, education expertise, education providers, recipients of education provision, practitioners, clinical leads, policy makers, work force planners, professional body engagement, other external agency engagement and many more! This is not an exhaustive list.

12. Currently there are 4 registrant members of Council on ETC. Two have strong academic backgrounds across a breadth of HCPC professions and are well connected in senior leadership networks across the UK. This provides knowledge, experience and expertise in higher education and associated stakeholders like the Office for Students.

13. The other two registrant members have knowledge, experience and expertise in health delivery, AHP strategic leadership and practice education. This does provide a good balance across the committee.

14. On reflection, the current council member composition does not include a lay council member and it would be useful to reflect whether we have lost a different view point.

15. The two independent members of ETC have added a richness to the discussion and it has been invaluable to have one of them with visitor experience and expertise. Across the committee we also have input from three of the four home countries (England, Scotland and Wales).

Are skills available being fully utilised and adding value?

16. Skills across the committee are utilised well, everyone has different experience to draw on and make a valued contribution to decision making and general discussions.

17. Recruitment of two independent members offers diversity to the committee and arguably increased value.

Are there any skills not currently within the membership that would be beneficial to the Committee?

18. There is no 'lay' committee member and whether this is a loss of a skills set but think that the 'new' graduate committee member does provide different points of view that aren't necessarily grounded in academia or health leadership /management.

19. Recently it has become apparent that project management skills are useful to have on the committee. An example of this was recommending the use of the PDSA model in a piece of work being undertaken by the executive. It would be good to consider project management/improvement science skills then next recruiting members to the committee.

What are the tenure timelines for Committee members / Committee chair

20. Due to the extent of change within the organisation, Committee Chairs have not rotated as intended by the previous Chair of Council. If it were to rotate, it would give an opportunity for others members of the committee to develop or further develop their skills in chairing.

21. It would be useful to clarify the rules about whether the ETC chair adopts the role of Council Chair in unforeseen circumstances, as the ETC is the only statutory committee. Any member undertaking this role, should be cognisant of this potential albeit unusual.

22. As to the tenure of Committee members, this should be considered partly to give Council members an opportunity to participate in a range of committees throughout their career journey in HCPC including registration appeals.

3. The Committee and the future:

- Does the Committee recommend any changes to its terms of reference or constitution?
- What value will this Committee bring to HCPC in the next 3-5 years?

Does the Committee recommend any changes to its terms of reference or constitution?

23. At present we wouldn't suggest any changes to the terms of reference or constitution. It is worth reviewing the terms of reference once the QA transformation is in progress. We should review the appointment of the two independent members and gather their views of effectiveness.

24. The work and value of the committee could be communicated more effectively to registrants. Previous work has highlighted that registrants do

not always recognise the value of the HCPC in general. Sharing the work of the Education and Training Committee may help with this.

What value will this Committee bring to HCPC in the next 3-5 years?

25. The Committee will add value through carrying out its statutory role in assuring standards are met through appropriate education and registration processes, Ensure protection of the public and bring added value in decision which represent value for money by cost effective review.

26. The Committee will add value through the of the implementation of the new QA framework and the implications this may have on the existing SETs. Within the next 3-5 years there may be implications for the committee arising from our research into advanced practice.

4. Other points:

- Can the committee discuss and offer suggestions on how best to ensure effective oversight and scrutiny of finance and people for HCPC.

27. It would be useful to see more finance data. This may be available to council members but more would be helpful for the independent members of the committee. Discussion of finances as a committee and then feedback to the executive could help offer challenge and scrutiny.

5. Cross-Committee Working:

What would support an appropriate level of connectivity and engagement across all HCPC Committees to the benefit of HCPC?

- Educations and Training Committee
 - Education Panel
- Audit Committee
- Remuneration Committee
- Tribunal Advisory Committee

28. One suggestion could be for Council members to have experience on being on a variety of committees throughout their tenure at HCPC. This wouldn't be possible for TAC but being in attendance at a TAC meeting might be useful.

29. The feedback provided by the Chairs of committees at Council meetings provides a degree of connectivity.

30. Without wanting to create another meeting/group, could the chairs meet with a specific reason to look at cross-committee connectivity with HCPC Chair or Senior Council Member. Perhaps an initial engagement workshop with the aim of developing methods of cross committee working could help.

6. Anything else?

31. The data we receive as Council and Committees are key to our understanding and our ability to enquire and challenge in a robust (and supportive) manner.
32. Providing data in statistical process control charts would be helpful. This will allow the committee to see changes over time more effectively than other presentations such as RAG ratings.
33. We must continue to be a learning and improvement organisation with an open and transparent culture where staff are valued and can speak up and be heard.
34. It could be useful for independent ETC members to be present in relevant council development sessions. This would help keep independent members feeling embedded within the HCPC.
35. Although the Council members will be appraised by Chair of HCPC, we don't have explicit feedback from the Chair of ETC. This may be worth considering but not making it too onerous.