

Continuing Professional Development Assessors' recruitment

At present the recruitment process for the CPD Assessors is in its early stages. Meetings are being held with the relevant departments to ascertain how many CPD Assessors will be needed and confirm the dates for recruitment.

I have taken independent advice from the Office of the Commissioner for Public Appointments regarding the way in which CPD Partners shall be recruited. When I sought external advice from the OCPA, I explained that the HPC had two options.

The first option was to advertise externally and this would allow for a wide range of HPC Registrants to apply. The second option would be recruiting from our existing pool of Partners but to go through some type of paper based process for which the Partners could apply very similar to the reappointments process.

If the HPC do not manage to recruit from its existing pool of Partners then the HPC could then advertise externally

Given the large number experienced Partners the HPC already has and the fact that we are currently oversubscribed. The OCPA advised that the latter would be a better option. To recruit internally will reduce the cost of the CPD recruitment process significantly. Furthermore, due to the fact that the HPC is looking to reduce the amount of Partners, it would not be advisable to advertise for CPD Assessors so soon after the reappointments process.

Partner Reappointments Process 2007

In the month of March 2007, I shall be holding meetings with relevant Department Heads to develop the reappointments paperwork and to discuss Partner figures. This will then allow the HPC to ascertain how many Partners will not be reappointed for this year.

Partners whose Partner Agreements expired in the period between January 2007 to June 2007 (inclusive) have now all been sent out a new Agreement to extend their Partner Agreement up until July 2007. This will allow all Partner Agreements to expire in July 2007 at the same time.

Partners whose agreements expire in 2007 are currently been sent a letter. This letter explains what the reappointments process will entail and the approximate time scales that are anticipated for when the reappointments paperwork will be sent to them.

The letter requires Partners to complete a form which asks Partners on how they would like to receive their reappointments paperwork. i.e. either electronic mail or post. To date, the response to this letter has been very positive with a number of Partners opting for their reappointments form to be sent via electronic mail. The form also asks Partners on which roles they wish to carry out for the HPC and those they wish to resign from. It is anticipated that all reappointments paperwork will be sent to all Partners in April 2007. Appendix one illustrates how many Partner Agreements are due to expire this year.

The reappointments panel will comprise of the Partner Manager, Independent Assessor from the Office of the Commissioner for Public Appointments and the relevant Department Head/Director. The reappointments panel will meet at the end of June 2007 to make a decision regarding the reappointment of Partners for this year.

The criteria for the reappointments process in 2006 was set purely by the (previous) Partner Manager. This year the

criteria will be set with the department head/director. This year's criteria will need to be as objective as possible. In particular, this will need to be more competency based and specific. This will in turn try to elevate any potential Partner complaints regarding the reappointments process.

It is anticipated that the Partner numbers will be satisfactory for next year and therefore the HPC will not need to go through a reappointments process for 2008. Instead the HPC hopes to simply extend all Partner contracts for a further two years. The Partner numbers are still to be confirmed and I am not able to confirm that this will be the exact procedure for next year, but thought it maybe useful to give the Committee an idea of the direction we are hoping to take the Partner management in.

Registration Assessor Refresher Training

Refresher training for Registration Assessors has taken place in February and March 2007.

This consisted of 6 days in total and included Equality and Diversity training, update from the Partner Manager, training around assessing International applications and questions/queries the Registration Assessors asked. The Training Evaluations form analysed all aspects of the training

delivered and it received a positive feedback from all the Partners that attended the training.

Partner Handbook

At present the Partners do not have a handbook. A Partner handbook is been developed for all HPC Partners. The Partner Handbook will reflect all existing policies and procedures of the HPC, which are practiced but not yet written down.

Given that this is such a lengthy project it is proposed that the Partner Manager brings every policy to the Committee from hereon in for approval and these are then posted on the Partners section of the HPC website. It is envisaged that the first partner policies to be developed will be Expenses and Recruitment.

Partner Agreements Expiring 2007

Expiry Month	Visitor	Reg Assessor	Panel Member	Panel Chair	TOTAL EXPIRY
Jan	9	9	12	0	30
Feb	0	0	2	0	2
Mar	21	25	27	0	73
Apr	14	12	16	0	42
May	4	4	6	0	14
Jun	6	11	14	0	31
Jul	11	7	9	12	39
Aug	12	4	3	0	19
Sept	25	0	1	0	26
Oct	5	6	11	0	22
Nov	2	2	3	0	7
Dec	1	3	1	0	5
All 2007	110	83	105	12	310