

**Health Professions Council  
Health Committee – 7<sup>th</sup> November 2005**

**Update - HPC Performance Appraisal System for Panel Members and Panel Chairs**

**Executive Summary and Recommendations**

**Introduction**

Performance Appraisal for all HPC Partners will commence in 2006. The objectives of the appraisal scheme will be to:

- Make sure that the HPC is providing a high quality service through the Partner Programme.
- Ensure that public interest is upheld in all decisions reached by Partners.
- Highlight areas for improvement in Partners' Performance.
- Identify areas for improvement in HPC's training and processes.

All Partners will be appraised at least once per year for each role they undertake with the HPC (although the frequency of any appraisal scheme will be approved by Council). Partners will be assessed on criteria, set out as 'Competency Types'. These competencies are based on the Partner role brief, training and the professional expertise and knowledge they are expected to bring to the role. Each competency will contain a number of questions, designed to measure overall performance in each area.

The appraisal system contains an element of self assessment, peer assessment and, in addition, the HPC will also assess the performance of each Partner. The system is designed to be straightforward and easy to complete. All Partners and HPC Employees involved in the performance appraisal process will be given guidance notes and offered support where necessary.

The Registration Assessor and Visitor performance appraisal system will be presented for comments to the Registrations and Education & Training Committees on the 28<sup>th</sup> Nov and 15<sup>th</sup> December. The Panel Member and Panel Chair appraisal system has been drafted and is currently being assessed for approval by Kelly Johnson, Director of Fitness to Practise. This draft and its proposed method of implementation will be presented to the Health, Investigating and Conduct & Competency Committees in January for comments, before Council is asked to approve the system in March 2006.

**Decision**

The Committee is requested to note the paper no decision is required.

**Background Information**

In designing the Performance Appraisal system for Partners, research into the activity of other Regulators has been undertaken, in addition to meetings with the relevant HPC department to help determine the correct criteria, against which the Partner will be appraised. Employee appraisal systems have also been researched with The Work Foundation, to explore how they could be adapted to accommodate the needs of the Partner Programme. Before presenting to any Committees for comments, the appraisal systems will have been approved internally by the Executive, HPC's Public Affairs Lawyers and HR Lawyers.

Date  
2005-10-21

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Doc Type  
PPR

Title  
Update for F2P Committees

Status  
Final  
DD: None

Int. Aud.  
Internal  
RD: None

**Resource Implications**

Incorporated in the 2005/6 budget

**Financial Implications**

Incorporated in the 2005/6 budget

**Background Papers**

None

**Appendices**

None

**Date of paper**

26<sup>th</sup> October 2005

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