

Tribunal Advisory Committee, 12 September 2017

Panel Members self-assessment process for agreement renewal

Executive summary and recommendations

### **Introduction**

1. The purpose of this paper is to seek the Committee's advice on revisions to the self-assessment process. The Committee received information on the background and aims of the process at its May meeting, along with details of the feedback received on the current system which has been running for some years.
2. In line with the Committee's advice in May, it is recognised that this process may need to be further revised or even replaced at a later date. However in the meantime and until other processes such as mandatory feedback from Chairs are fully established and embedded, there is a need to maintain a simplified version of the self-assessment process for agreement renewal.
3. The revised process is attached at appendix 1. Revisions have been made to accommodate the proposed new competency framework for panellists, to simplify and clarify the process and to incorporate an element of Panel Chair's feedback (see page 5 below) in advance of a fully embedded system of mandatory feedback from Chairs.
4. It is planned that in the first instance the revised process should run as a pilot in the autumn for a small number of panelists. This would be in advance of a further cohort due to go through the self-assessment in March 2018.

### **Decision**

The Committee is asked to comment and advise on the self-assessment process for agreement renewal.

### **Resource implications**

None

### **Financial implications**

None

## **Appendices**

Appendix 1 – Revised Self-assessment form and guidance for panel members

### **Date of paper**

22 August 2017

## **Panel member self-assessment for agreement renewal - July 2017**

### **Guidance notes**

#### **What is assessed?**

The assessment criteria are the six headline competencies in the HCPC Competence Framework for Panellists. The HCPC framework is adapted from the Judicial Skills and Abilities Framework 2014 for the Courts and Tribunals Judiciary, which is a framework of competencies setting out the skills, knowledge and behavioural attributes needed to perform a role in tribunals.

The HCPC framework is based around the following six headline competencies that all HCPC panellists are required to demonstrate:

A	Assimilating & Clarifying Information: Quickly assimilates information to identify essential issues, develops a clear understanding and clarifies uncertainty through eliciting and exploring information.
B	Working with Others: Conducts proceedings appropriately, values diversity and shows empathy and sensitivity in building relationships.
C	Exercising Judgement: Demonstrates integrity and applies independence of mind to make incisive, fair and legally sound decisions.
D	Possessing & Building Knowledge: Possesses a detailed knowledge of the relevant law and procedure and demonstrates an ability and willingness to learn and develop.
E	Managing Work Efficiently: Works effectively, collaboratively and plans to make the best use of resources available.
F	Communicating Effectively: Demonstrates clear and succinct oral and written communication skills.

#### **What do I need to do?**

You should assess your performance of the competencies set out above. The HCPC Competence Framework is also enclosed for your information and you will see that this assessment focusses on the competencies in the left hand column of the framework.

You need to give **examples of how** you meet the competencies in your professional life, this could be as a Panel Member or in other roles that you undertake. Please make sure that you provide specific examples which address and demonstrate the whole of the competency as described. You should use your judgement and examples that you deem appropriate.

Assessors will be looking for between one and three examples to support how you meet each of the competencies. It is not sufficient to simply state your behaviour matches the competency, you need to support this by using specific examples of **how** and **where**. If you just give one example per competency you will need to ensure that it is sufficiently detailed to be relevant to the full competency as described.

You may find it useful to refer to the STAR technique for structuring your examples.

<b>Situation or Task</b>	Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalised description of what you have done in the past. Be sure to give enough detail for the situation to be understood. The situation can be from any aspect of your professional life, i.e. your current role as a panel member or in any other role that you undertake.
<b>Action you took</b>	Describe the action that you took and ensure that the focus remains on you. Even if the example relates to a group or panel activity ensure that your action and contribution is clearly described.
<b>Results you achieved</b>	Describe the results or outcome, what you achieved and any learning that you gained from the experience

### **What are the assessment criteria?**

Assessors will use the following scale against each competency to assess your submission.

Score	Performance Rating	Rating Meaning
0	No example given	This competency was not addressed in the answer.
1	Limited Needs improvement	The answer did not demonstrate the competency due to minimal examples and/or explanation.
2	Satisfactory	The examples demonstrate the competency at the level required for the role.
3	Good	The examples demonstrate the competency at a skilled and proficient level.
4	Exceptional	The examples demonstrate the competency to an exceptionally high level and show additional good practice.

### **How do you decide if I should be re-appointed?**

Once submitted, assessments will be examined by a re-appointment panel consisting of a representative from the Fitness to Practise (FTP) Department and a Panel Chair. Each reappointment panel member will assess your submission and allocate a score for the examples given in your submission. They will make a decision about whether or not you should be offered a further agreement based on this score and on the resourcing requirements of the FTP department.\*

The total possible score is 24 per assessor across the six criteria. In order to be re-appointed without significant learning needs identified, you must achieve an **average score of 12** per assessor.

If you score between 20 and 23, i.e. your competency is assessed as being limited in 1 or 2 areas, you will be eligible to be reappointed for a period of up to 1 year in the first instance. During this time you may be required to undertake training in relevant areas and your performance will be assessed by the panel chair with particular focus on the relevant criteria whenever you participate in a hearing. Any subsequent reappointment will be subject to satisfactory feedback in the relevant area(s) and satisfactory re-submission of the relevant sections of the self-assessment at the end of the year to evidence your learning.

The Panel will look carefully at each of the competencies and consider the information that you have submitted to evidence each one.

Your self-assessment is completely anonymous and the scoring is undertaken in isolation by each panel member and then collated.

#### **When will I find out if I've been successful?**

We intend to inform panel members of the outcome and provide feedback within 4 weeks of the submission deadline.

#### **Can I appeal against the decision if I am not re-appointed?**

There is no right of appeal against the outcomes of this exercise. However, please make sure that the Partners team are aware of any extenuating circumstances at the start of this process, and we will endeavour to make sure that we can accommodate any reasonable requests.

#### **If I am unsuccessful can I still apply in the future for a Panel Member position?**

Yes, although you will need to ensure that you take account of and learn from the outcome and feedback from the self-assessment exercise. As new roles become available they will be advertised on our website in the usual manner.

\*Please note:

The HCPC keeps the number of Partners across all professions under review to ensure that the spread is correct in relation to the amount of work we undertake and to support our partner workforce planning. Therefore on occasion we may be obliged to re-appoint fewer Partners than currently hold agreements.

In this instance, Partners will be re-appointed in rank order, according to their total self-assessment scores.

During scoring, your self-assessment profile will only be identifiable by your partner number to ensure confidentiality and fairness within the process.

**Self-assessment submission:**

**Please refer to the Guidance Notes before completion.**

**Partner Sage Number:**

**A: Assimilating and Clarifying Information:** quickly assimilates information to identify essential issues, develops a clear understanding and clarifies uncertainty through eliciting and exploring information.

<b>Please give examples to demonstrate how you meet this competency</b>

**B: Working With Others:** conducts proceedings appropriately, values diversity and shows empathy and sensitivity in building relationships.

<b>Please give examples to demonstrate how you meet this competency</b>



**D: Possessing and Building Knowledge:** possesses a detailed knowledge of the relevant law and procedure and demonstrates an ability and willingness to learn and develop

<b>Please give examples to demonstrate how you meet this competency</b>

**E: Managing Work Efficiently:** works effectively, collaboratively, and plans to make the best use of resources available

<b>Please give examples to demonstrate how you meet this competency</b>

**F: Communicating Effectively:** demonstrate a clear and succinct communication style both orally and in writing,

<b>Please give examples to demonstrate how you meet this competency</b>

**Identification of learning needs**

Please give details below of any learning needs that you have identified for yourself whilst completing your self-assessment.

A large, empty rectangular box with a thin black border, intended for the user to provide details of their learning needs.