

	Issue/Action point	Meeting raised	Minute	Date complete	Progress / Comments
1	Advise the Council on the qualities, abilities and competences required of Tribunal Panellists, Chairs and Legal Assessors.				
1.1	The Committee agreed that a separate competency framework for Legal Assessors should be developed.	May-17	11.3	Nov-17	Approved by Council
1.2	The Committee agreed that the interaction between the competencies of Legal Assessor and Panel Chair required consideration during the wider review.	Sep-17	10.i.4	Nov-17	-
1.3	The Committee suggested that health and character declarations should be extended to Panel members.	Feb-18	7.ii.4	-	Executive recommendation in May 2018
2	Advise the Council on arrangements for the merit-based selection, by fair and open competition, of Tribunal Panellists Chairs and Legal Assessors.				
2.1	The Committee advised that the competency scoring system required further consideration as at present it was not easily understood.	Sep-17	13.6	Sep-17	-
2.2	The difference in pay rate between the Chair and Panel member role could prevent some candidates from applying as they would be unable to work for the lower rate. The current difference is marked and pay for the panel member role is not competitive.	Nov-17	7.7	-	To be incorporated into 3 year plan work
2.3	While pay is an important factor in attracting the right candidates, the narrative of the other benefits of the role should be developed, emphasising its role in supporting the profession and providing professional development opportunities. Additionally the perception of tribunals as solely negative, punitive function can be addressed by communicating the positive rehabilitation stories that are very rewarding for a panel member to be a part of.	Nov-17	7.7	-	
2.4	It was noted that the current practice of recruiting Chairs direct, externally rather than from within the Panel member pool is unusual among the regulators and should be reviewed.	Nov-17	7.7	-	
2.5	The Committee discussed the use of interview scoring and other information in selection decisions. It was agreed that this area would be discussed by the Committee in more depth at a future meeting.	Feb-18	10.4	-	Sep-18
3	Advise the Council on arrangements for the training and assessment of Tribunal Panellists, Chairs and Legal Assessors.				
3.1	The Committee recommended that feedback from Panels is mandatory and that an online survey tool could encourage higher feedback returns.	May-17	7.3	Sep-17	Survey tool currently being piloted
3.2	The Committee considered that the increase in short reviewable sanction orders is a training issue for Panel members. It agreed that the consequences for the registrant and HCPTS of making such an order should be communicated to Panel members.	May-17	7.9	May-17	Included in training and Partner newsletter
3.3	The Committee agreed that a different set of skills were required by ICP Panel members than final hearing Panel members. It was agreed that this was an important message to convey at training stage.	May-17	9.7	May-17	Included in training
3.4	The Committee advised the Executive that it was important for the culture of the HCPC and its approach to fitness to practise to be conveyed during induction training. The Committee considered that the less legalistic approach was beneficial for registrants involved in the process and that care should be taken to preserve this culture.	May-17	9.8	May-17	Included in training
3.5	The Committee advised that the proposed system appeared more complex than required for the purpose of identifying performance issues. It was noted that focusing on outliers of performance is appropriate for both Panellists and Legal Assessors none of whom is a formal employee of HCPC.	Sep-17	12.2	-	Included in 3 year plan
3.6	The Committee recommended that the recent mental health refresher training undertaken by the HCPTS team should be extended to Panel training, as this is a challenging area for Panels to manage.	Feb-18	7.i.4	-	Would depend on budget available - Partners to explore?
3.7	The Committee noted that if the 2 year reappointment process was replaced with a system based on building the competency framework into regular feedback processes, the Partner team would have capacity to support 360 degree feedback collection. It was noted that the Committee is able to make recommendations to the Council on such a change in approach and It was agreed to advise the Council accordingly.	Feb-18	7.i.10	-	Discussion paper in Sep-18
4	Subject to any policy established by the Council, provide guidance to the Tribunal on matters of practice and procedure, in order to assist the Tribunal to conduct proceedings fairly, proportionately, efficiently and effectively.				
4.1	The Committee agreed that providing individual case specific guidance to registrants on what their review panel will want to see was not realistic and that more universal guidance should be available on the HCPC website and included in communications to registrants.	May-17	7.13	-	Article 30 reviews PN to be produced, Presented to TAC May 2018
4.2	The Committee requested that the Executive report at its September 2017 meeting on the feasibility of creating new PNs and what the process for this is.	May-17	8.7	Sep-17	Complete
4.3	Enhancements to ethnicity data collection will not be possible until the new registration system is implemented. The Committee expressed concern about this data limitation and asked that this issue is highlighted to the Council.	May-17	10.5	Jul-17	This was highlighted to Council in July 2017
4.3	The Committee noted that a project aiming to enhance the demographic data (including ethnicity) held for registrants is currently being scoped. It was agreed that the lead for this project would attend a future Committee meeting to outline the HCPC's proposed approach.	Sep-17	6.2	-	Paper in Sep-18
4.4	It was recommended that wording on the consequences of failing to obtain appropriate insurance including the case scenarios outlined in guidance be reproduced on the appropriate section the HCPC website for clarity.	Sep-17	8.7	Sep-17	Complete
4.5	The Committee noted that the Partner and HCPTS teams are working to produce a one page guide on how to raise concerns or give feedback aimed at all parties involved in hearings. This will be shared with the Committee when completed.	Feb-18	1.4	-	Sep-18
4.6	The Committee discussed the recent trend of adjournment cases being directed to resume on Panel-only days. It was noted that the Executive is currently reviewing all adjournment cases and will present its findings to a future meeting of the Committee.	Feb-18	7.i.3	-	Sep-18
4.7	Discontinuance of Proceedings PN - the final paragraph, 'the effect of discountenance' requirement that a panel makes a formal finding of no case to answer should be re-considered, as this may unnecessarily prevent the HCPC from looking into new material evidence in future. It was agreed that the Executive would refer this point to the HCPC's special counsel.	Feb-18	8.4	-	??
4.8	The Committee agreed that a briefing on how triage and risk assessments are conducted at the HCPC would be useful.	Feb-18	13.6	-	Nov-18

	2017/2018	2018/2019	2019/2020	2020/2021
Information Gathering	Dark Green	Light Green	White	White
Recruitment	Dark Green	Dark Green	White	White
Guidance	Dark Green	Dark Green	White	White
Training	White	Dark Green	Light Green	White
Feedback	White	Dark Green	Light Green	White
Assessment	White	White	White	Dark Green

Recruitment & Guidance	Training	Feedback & Assessment
Information for applicants	Review of current training delivery	Peer feedback bi-annual
Assessment centre	Videos, podcasts, eLearning, online modules	Self-assessment
Quality assurance	Case studies and practise skills	Survey monkey for panel chair
Schedule as part of the contract	Learning needs	Partner Portal
		Peer assessment for panel chairs
		360 degree options
		Mentoring scheme/ Shadowing

2018			2019			
May	September	November	March	May	September	November
Head of Tribunal Services Report	Head of Tribunal Services Report	Head of Tribunal Services Report	Head of Tribunal Services Report	Head of Tribunal Services Report	Head of Tribunal Services Report	Head of Tribunal Services Report
Partner Management Report	Partner Management Report	Partner Management Report	Partner Management Report	Partner Management Report	Partner Management Report	Partner Management Report
Indicative Sanctions Policy Consultation	Selection principles discussion paper	Briefing on how triage and risk assessments are conducted	PNS	Tribunal Advisory Committee Annual Report	PNS	PNS
Conflicts, Appointment and Selection Policy	Overview of registrant E&D data limitations and future plans	PSA response plan stage 2?		PNS		
Tribunal Advisory Committee Annual Report	PNS	PNS				
Revised PN review schedule	Panel member appraisal changes options paper	Risk assesment briefing				Agreed
Update on LA recruitment	Report/ update on adjourned cases					Not confirmed
Tribunal assurance and forward plan					PN titles included when revised timetable agreed	