Operations Report to Finance & Resources Committee, 24th April 2008

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Registrations – Richard Houghton

Summary

This paper provides an update from the Registration Department for the period 1 February 2008 to 29 February 2008.

1) Operational Performance

a) Telephone Calls

i) UK Telephone Calls - During the period from 1 February 2008 to 29 February 2008 the team received a total of 11,675 telephone calls which is 2,022 more than the same period two years ago which equates to a 21% increase in the volume of telephone calls received. 9,549 telephone calls were answered which was 1,594 more than when compared to the same period two years ago.

ii) International Telephone Calls - During the period from 1 February 2008 to 29 February 2008 the team received a total of 1,063 telephone calls, 93% of which were answered.

b) Application Processing

i) UK Applications - A total of 375 new applications were received during this period and 386 individuals were registered. Applications took on average seven working days to process which exceeds our service standard of processing applications within ten working days of receipt.

Applications for readmission took an average of six working days to process which exceeds our service standard of processing applications within ten working days of receipt. **ii) International Applications -** A total of 177 new international applications were received in this period and 71 individuals were registered. Applications were being processed within six weeks of receipt which exceeds our service standard of processing applications within three months of receipt of all documents.

c) Emails

i) UK Emails - The team received approximately 60/80 emails per day and responded to these within 48 of hours of receipt which compares favourably with our service standard of five working days response time.

ii) International Emails - The team received approximately 20/30 emails per day and managed to respond to these within 48 hours of receipt which compares favourably with our service standard of five working days response time.

d) Registration Renewal

At the start of December 2007 25,556 radiographers were invited to renew their registration. Of the number originally invited to renew registration, 9.6% of radiographers lapsed from the Register. This compares less favourably with 2006 when 7.2% of radiographers lapsed.

At the start of February 2008 42,696 physiotherapists were invited to renew their registration and as at 7 April 2008 31,053 had renewed their registration. Registrants have until 30 April 2008 to renew their registration.

2) Employee Resource

The department is operating within the budgeted headcount and has successfully advertised and recruited for a number of vacant

Registration Advisor positions. All new Registration Advisors employees are due to commence employment by 1 May 2008.

HPC Major Projects April FY 2008/9 Narrative

No.	Project name	Commentary
MP25	Application Server Upgrade	Project has completed
MP4	On-boarding of Hearing Aid Council	 Project has been initiated, with a due date of 1^{s1}April 2009
MP5	Equality and Diversity Project Phase 1	 Project has completed. Equality and Diversity Scheme has been published.
MP24	Stannary street	Project complete subject to snagging
MP27	Replacement of Finance system	 For the purposes of reporting this project has been split into two phases Phase 1 covers the roll out of Sage 200 – the business critical aspect of the system replacement Phase 2 covers the roll out of the electronic purchase order system Both phases are currently running to schedule
MP28	Change of LISA access rights	 In order to mitigate the risk of rolling out the application server upgrade and the change of LISA access rights development closely together, the due date for this project has been pushed back to 25th April 08
MP14	Online LISA authentication	 In order to mitigate the risk of rolling out the application server upgrade and the online LISA authentication development closely together, the due date for this project has been pushed back to 25th April 08
MP31	Independent Safeguarding Authority	 Project has been closed shortly after initiation due to a change in government approach Project to make operational preparations will be opened at a later date
MP32	Equality and Diversity Phase 2	Project to be initiated shortly
MP33	FTP Net regulate statuses rationalisation	Project to be initiated shortly
MP34	Online Applications and Renewals	Project to be initiated shortly

HPC Major Projects 2007/8 Scorecard

No.	Prior ity	Project name	Project Description	Project Sponsor	Project Lead	Project Charter	Project Plan	Business Reqs (if IT)	07/08 Budget*	Due Date	Status
MP25	1	Application Server Upgrade	Application Server Upgrade	M Seale	G Gaskins	Y	Y	NA	£30 (C)	31/10/07 31/12/07 31/03/08	Complete
MP2	2b	Continuing Professional Development (CPD)	Implementation of processes to audit & track registrants' evidence of CPD.	G Ross- Sampson	R Houghton	Y	Y	Y	£85 (C) £80 (O)	30/04/09	
MP3	2b	On-boarding of the Practitioner Psychologists	On-boarding of the Practitioner Psychologists	G Ross- Sampson	R Houghton	Y	Y	N	£132 (O)	14/12/08 10/02/09	
MP4	2b	On-boarding of Hearing Aid Council	Absorption of the Hearing Aid Council	G Ross- Sampson	R Houghton	Y	Y	N	On hold	01/04/09	
MP5	2b	Equality and Diversity Project Phase 1	Revision of equality & diversity policies to ensure HPC is pro- actively eliminating discrimination	M Seale	M Guthrie	Y	Y	N	£43 (O)	31,03,08	Complete
MP30	2c	Registration fee change 09	Realignment of registration fee charges	M Seale	S Leicester	Y	Y	NA	-	15/06/09	
MP24	2d	Stannary street	Refurbishment of Stannary Street building	M Seale	S Hall	N	N	N	£1.6M (C) £43 (O)	31/01/08 10/03/08	Complete subject to snagging
MP27	3	Replacement of Finance system Phase 1	Replacement of SAGE 200	S Leicester	M Cheema	Y	Y	Y	£19(C)	30/04/08 18/04/08	

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<u>Κeγ</u>:

Green – Project is due to meet deadline

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Amber - Indications are that it is probable that project will miss deadline

Red - Project has missed deadline

Date 2007-05-31 Dept/Cmte Doc Type OPT AOD

Title Project summary 2007-8 May Status of project has improved since last reporting cycle

* All amounts in £000's

Status of project is static since last reporting cycle

Status of project has declined since last reporting cycle

Status Int. Aud. Draft Public DD: None RD: None (C) = Capex

(O) = Opex

HPC Major Projects 2007/8 Scorecard

No.	Priority	Project name	Project Description	Project Sponsor	Project Lead	Project Charter	Project Plan	Business Reqs (if IT)	07/08 Budget*	Due Date	Status
MP27	3	Replacement of Finance system Phase 2	Roll out of online purchase order approval system	S Leicester	M Cheema	Y	Y	Y	£19 (C)	18/07/08	
MP28	3	Change of LISA access rights	Full review and implementation of revised access rights for LISA	S Leicester	M Cheema	Y	Y	Y	£35 (C)	15/04/08 25/04/08	R
MP14	4	Online LISA authentication	Giving registrants the ability to update their personal details online	G Ross- Sampson	R Houghton	N	Y	Y	-	07/12/07 15/04/08 25/04/08	R
MP31	2a	Independent Safeguarding Authority	Implementation of changes to allow HPC to comply with the requirements of the Independent Safeguarding Authority	M Seale	K Johnson	N	N	N	£21 (C) £40 (O)	Project closed	Project closed
MP32	2b	Equality and Diversity Phase 2	Implementation of changes to allow HPC to provide demographic statistics of registrants to the DH	M Seale	R Houghton	N	N	N	£30 (C) £9.5 (O)	Not initiated	Not initiated
MP33	3	FTP Net regulate statuses rationalisation	Operational and technology changes to optimise use of registrations system within FTP	M Seale	K Johnson	N	N	N	£64 (C)	Not initiated	Not initiated
MP34	4	Online Applications and Renewals	Providing registrants the ability to apply and renew online	G Ross- Sampson	R Houghton	N	N	N	£300 (C) £22 (O)	Not initiated	Not initiated

<u>Κeγ</u>:

Green - Project is due to meet deadline

Amber - Indications are that it is probable that project will miss deadline

Red - Project has missed deadline

Status of project has improved since last reporting cycle

* All amounts in £000's

Status of project is static since last reporting cycle

 \prod Status of project has declined since last reporting cycle

(C) = Capex

(O) = Opex

Business Improvement – Roy Dunn

Human Resources

No changes.

Quality Management System (QMS) review meetings

Below is a list of recent quality management system reviews:

- Registrations, UK & International
- Management review
- Quality

QMS process updates

Below is a list of recent process changes on the QMS: Parameter pages for all professions Parameter pages for all department processes

Last BSI Audit

The last BSi audit was held on 8th April 2008. The areas reviewed were:-

- Quality management
- Registrations UK
- Registrations International/Grandparenting looking particularly at how phone call, correspondence and registration system data quality are monitored in house
- Risk Based Information & Data security across HPC

HPC passed this audit with no Non-Conformities.

Next BSI Audit

The next BSI audit is scheduled for 23rd October 2008. This external audit will review the following areas of the management system, Approvals & Monitoring; Purchasing & Supplier Evaluation; Secretariat; Staff development and Training - Management system organisation & review.

We are now working on a RISK based audit sequence, evaluating items in the Risk Register for particular analysis. However we still need to keep the departmental level audits going, to ensure compliance.

- Note: The BSI has dropped the third lowest level of concern "Issue" due to pressure from UKAS in January 2008. There are now 3 levels of non conformity;
 - Major Non-Conformity
 - Non-Conformity
 - Minor Non-Conformity = (formerly issue)

Business Continuity

We are working with an external Continuity consultant to update the current Disaster Recovery plan to more match a Business Continuity plan, matching BS25999 requirements. Training exercises are being developed for EMT and MMT.

Information & Data Management

A series of 5 potential archive sites have been visited including the existing supplier and a Salt Mine in Cheshire.

Costs and service options are being analysed with a view to enhancing physical and process driven security. All existing archived material has been re-boxed in more secure cartons, and been given increased security with tamper evident security tags.

Monthly management reports formats are being updated for the new Financial year.

Education – Approvals and monitoring

Approval process

The department now has 38 visits in the schedule for the current academic year. These 38 visits will consider 78 programmes. The March – July 2008 period represents the peak workload for visits.

Compared to previous academic years, there are considerably less approval visits this year. There are a higher number of visits in July as most of these are visits to Ambulance service IHCD programmes and these programmes do not typically start in September each year, so it is still possible to hold visits in July 2008.

	Visits	Programmes
Sep-07	0	0
Oct-07	3	10
Nov-07	3	8
Dec-07	0	0
Jan-08	2	6
Feb-08	2	4
Mar-08	6	7
Apr-08	5	20
May-08	8	12
Jun-08	5	6
Jul-08	4	5
Aug-08	0	0

A further 8 visits are already scheduled in the next academic year.

	Visits	Programmes
Sep-08	5	5
Oct-08	1	1
Nov-08	0	0
Dec-08	1	9
Jan-09	1	2



Annual monitoring process

The department is in the middle of its peak of annual monitoring work. The expected submission dates from education providers are at the end of each month.

To date, 88% of expected audit submissions have been received, with the majority on time. There was an 8% non-submission rate in March.

	Audit submissions				
	Expected Actual				
Dec-07	18	18			
Jan-08	15	15			
Feb-08	34	34			
Mar-08	33	29			
Apr-08	16	0			

Actual submissions					
On	Late Non				
time		submissions			
6	2	0			
14	1	0			
31	3	0			
25	0	4			
-	-	-			

May-08	1	0	-	-	-
Jun-08	1	0	-	-	-
Jul-08	0	0	-	-	-
Aug-08	0	0	-	-	-

All audit submissions are assessed by visitors (either on an assessment day or by post). Recommendations from visitors are considered by the Education and Training Panel. Of the 67 submissions received before the end of March 2008, 24 (36%) have been concluded and 43 (64%) are ongoing. The entire process is taking three months on average, which matches the estimated time period.

To date, 88% of expected declaration forms have been received, with the majority on time. There was an 8% non-submission rate in March

	Declaration forms					
	Expected	Actual				
Dec-07	24	24				
Jan-08	40	40				
Feb-08	29	29				
Mar-08	25	23				
Apr-08	9	3				
May-08	0	0				
Jun-08	1	0				
Jul-08	8	1				
Aug-08	1	0				

Actual declaration forms						
On	Late	Non				
time		submissions				
23	1	0				
37	3	0				
27	2	0				
25	0	0				
4	-	-				
-	-	-				
-	-	-				
3	-	-				
-	-	-				

All declaration forms go direct to the Education and Training Panel for consideration. 111 programmes have been considered to date. The entire process is taking two months on average, which is within our three months estimated time period.



Major change process

The Department has received 40 minor/major change submissions for 72 programmes in the current academic year. 60% of these submissions have been concluded. On average it is taking three months to consider each submission. This is in line with our guidance to education providers.

	Submissions	Programmes
Sep-07	8	13
Oct-07	6	7
Nov-07	3	4
Dec-07	2	5
Jan-08	9	12
Feb-08	10	26
Mar-08	2	5
Total	40	72

Employees

There are no employee changes to report.

Publications

The second annual report (which offers a detailed analysis of the three operational processes during the 2006-07 academic year) has

been circulated to all education providers, visitors and educational stakeholders, including professional bodies.



Health Professions Council

Programme Monitoring April 2006 - March 2008

Approvals & Monitoring Department



Major/minor change submissions April 2006 - March 2008

Health Professions Council

Approvals & Monitoring Department





	2007									2008												2009			2005/6	2006/7	2007/8	2008/9
	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	YTD
AS	2,369	2,387	2,401	2,416	2,426	2,442	2,464	2,400	2,487	2,510	2,492														2,309	2,332	2,492	
BS	22,588	22,646	22,698	22,777	22,847	22,696	22,680	22,665	20,992	21,426	21,461														21,322	22,510	21,461	
сн	12,683	12,692	12,703	12,822	12,946	12,999	13,041	13,065	13,068	13,056	13,056														12,799	12,657	13,056	
cs	4,283	4,297	4,304	4,291	4,288	3,958	4,061	4,109	4,121	4,144	4,148														3,999	4,241	4,148	
DT	6,297	6,318	6,363	6,458	6,541	6,592	6,636	6,658	6,661	6,690	6,695														6,260	6,267	6,695	
от	28,866	28,903	28,970	29,169	29,437	29,394	29,581	27,267	27,583	27,905	27,936														26,855	28,756	27,936	
ODP	8,841	8,874	8,892	8,931	8,967	9,175	9,274	9,331	9,353	9,410	9,424														8,538	8,801	9,424	
OR	1,287	1,287	1,265	1,272	1,198	1,225	1,237	1,242	1,237	1,236	1,236														1,234	1,291	1,236	
PA	13,242	13,234	13,256	13,296	13,360	12,923	13,203	13,339	13,389	13,534	13,563														12,343	13,183	13,563	
PH	40,766	40,897	40,991	41,621	42,238	42,533	42,755	42,945	43,017	42,661	42,660														40,005	40,587	42,660	
РО	858	857	857	852	851	755	798	818	825	832	833														816	855	833	
RA	24,362	24,406	24,522	24,986	25,275	25,411	25,534	25,548	25,523	25,298	22,865														22,164	24,278	22,865	
SL	11,497	11,513	11,538	11,550	11,631	10,842	11,101	11,191	11,225	11,298	11,311														10,725	11,472	11,311	
Total	177,939 ⁻	178,311	178,760	180,441	182,005	180,945 ⁻	182,365	180,578	179,481	180,000	177,680														169,369	177,230	177,680	0

NOTE: Information captured last day of each calendar month

Health Professions Council

HPC Number of Registrants by Profession April 2007 - March 2009



Status of international applications by month April 2007 - March 2009

International Registration

	2007									2008												2009			2005/6	2006/7	2007/8	2008/9
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	YTD
Minimium Info	0	11	2	0	2	0	4	0	5	0	26														1,588	353	5	#DIV/0!
At assessment	660	684	617	622	588	543	540	220	201	282	276														909	816	476	#DIV/0!
Pending Reg Fee	242	188	231	216	166	139	110	139	148	184	188														411	329	177	#DIV/0!
Total	902	883	850	838	756	682	654	359	354	466	490														2,908	1,498	658	
																										AVE	RAGE	

NOTE: Information covers international applications status progress only

Health Professions Council

Represents the current workload within the International Department as at the end of the month



New International Applications Received April 2007 - March 2009 Intern

International Registration Department



	2007									2008												2009			2005/6	2006/7	2007/8	2008/9
	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	YTD
Arts Therapists	1	1	0	3	0	2	1	1	2	0	2														14	15	13	0
Bio. Scientists	35	38	31	32	30	23	19	27	11	29	20														756	496	295	0
CI Scientists	5	5	2	4	4	5	3	6	8	5	6														65	62	53	0
Chirops/ Pods	3	4	4	4	2	2	3	8	1	5	3														40	51	39	0
Dietitians	11	14	9	12	7	7	7	12	5	14	12														192	149	110	0
OTs	31	33	33	30	17	30	28	34	18	28	17														774	464	299	0
ODPs	3	0	1	0	1	0	0	0	1	0	0														29	25	6	0
Orthoptists	0	1	1	0	0	0	0	2	1	0	0														5	7	5	0
Paramedics	7	2	1	0	4	1	0	3	0	2	2														17	39	22	0
Physiotherapists	87	78	61	75	54	63	54	70	38	78	65														1,665	1,131	723	0
Prosth/Orthotists	0	0	0	1	1	3	0	0	0	1	0														10	9	6	0
Radiographers	51	49	40	57	34	21	29	45	5	46	38														810	903	415	0
SLTs	17	12	18	10	7	10	4	12	9	21	12														249	153	132	0
TOTAL	251	237	201	228	161	167	148	220	99	229	177														4,626	3,504	2,118	0



International Registrations April 2007 - March 2009

International Registration Department



	2007									2008												2009			1	2005/6	2006/7	2007/8	2008/9
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		FYE	FYE	FYE	YTD
Arts Therapists	2	0	2	0	0	0	1	0	1	2	0															3	6	8	0
Bio. Scientists	22	22	35	23	19	13	13	3	24	13	16															417	439	203	0
CI Scientists	2	4	2	2	3	0	0	4	1	3	1															26	35	22	0
Chirops/ Pods	7	3	2	3	8	2	2	2	1	5	1															25	37	36	0
Dietitians	6	3	7	15	7	8	7	6	4	10	5															93	138	78	0
OTs	29	32	23	31	23	15	7	48	16	28	9															615	509	261	0
ODPs	0	0	1	0	1	1	0	1	0	1	0															6	7	5	0
Orthoptists	0	0	1	0	0	3	0	0	0	0	0															3	3	4	0
Paramedics	3	0	2	2	0	1	1	0	3	0	0															6	16	12	0
Physiotherapists	26	110	62	56	42	42	35	27	28	47	25															1,193	985	500	0
Prosth/Orthotists	2	0	0	0	1	0	0	2	1	0	0															6	4	6	0
Radiographers	56	48	45	32	48	39	15	26	10	11	6															496	820	336	0
SLTs	7	12	16	15	6	4	16	5	6	15	8															218	173	110	C
TOTAL	162	234	198	179	158	128	97	124	95	135	71]	3,107	3,172	1,581	0





	2007									2008												2009			2005/6	2006/7	2007/8	2008/0
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	YTD
Minimum Info	49	77	306	337	430	369	332	333	331	309	333														477	279	291	#DIV/0!
Awaiting Pass List	22	39	105	39	64	205	26	21	19	27	26														33	84	54	#DIV/0!
Pending Reg. Fee	1	1	13	25	8	8	2	3	2	2	3														2	28	6	#DIV/0!
TOTAL	72	117	424	401	502	582	360	357	352	338	362														512	391	352	#DIV/0!
																										AVE	RAGE	

NOTE: Information covers UK applications only

Represents the current workload within the UK Registration Department as at the end of the month



Health Professions Council

New UK Applications Received April 2007 - March 2009

UK Registration Department

	2007									2008												2009			2005/6	2006/7	2007/8	2008/9
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	YTD
Arts Ths	20	18	18	11	23	15	14	13	7	13	16														234	184	168	0
Bio. Scs	40	60	45	57	72	62	60	75	39	78	57														912	690	645	0
CI Scs	26	2	12	10	18	7	14	20	13	10	14														155	145	146	0
Ch/ Pods	4	10	46	119	118	38	36	25	4	6	5														399	341	411	0
Dietitians	13	20	62	72	67	30	34	24	7	13	8														367	331	350	0
ODPs	56	25	84	33	83	149	119	163	17	39	19														754	668	787	0
OTs	25	17	10	212	379	175	224	38	36	59	62														1,544	1,327	1,237	0
Orths	0	0	3	15	14	3	5	0	0	0	1														34	41	41	0
Paras	48	75	66	52	99	68	85	103	58	112	52														1,247	807	818	0
Physios	71	41	130	543	605	197	196	169	54	67	100														2,051	2,120	2,173	0
Pr/Orths	0	0	0	0	1	0	18	8	2	4	0														46	32	33	0
Rads	8	24	193	381	251	76	88	32	10	11	15														1,008	1,051	1,089	0
SLTs	16	20	35	48	151	93	106	75	16	24	26														746	582	610	0
TOTAL	327	312	704	1,553	1,881	913	999	745	263	436	375														9,497	8,319	8,508	0



Health Professions Council

Renewal Information April 2007 - March 2009

UK Registration Department



Application Types Received April 2007 - March 2009

International & UK Registration Departments



Health Professions Council

New Registrants April 2006 - March 2008

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Number of registrants with supplementary prescribing rights 2007-9

Health Professions Council