

Tribunal Advisory Committee, 16 November 2017

Partner Team operational report

Executive summary

1. Introduction

The purpose of this paper is to inform the Committee of the Partner team and its activity, provide statistics on panelist numbers and turnover (overall numbers including Panel Members, Panel Chairs and Legal Assessors), and provide information on upcoming recruitment and training activity.

2. Partner team changes

The new Partners and HR Manager, Uta Pollmann, started on 2 October 2017 and Monika Owusu, part-time Partner Administrator, started on 30 October 2017.

3. Information system project update

The major project to implement a partner information system is progressing towards the go-live date of 27 November 2017. The new system will enhance automation of recruitment and selection, training, appraisals and appointment renewals. The team is in the last phase of the project and the integration of the new system with Charter (FTP's system) is under way.

The Partner Team will deliver training sessions across all user departments and is currently developing a range of external and internal user guides.

4. Partner Numbers and Turnover

Appendix A (table 1) shows the numbers of current HCPC partners per month and compares it to the total number of roles. We currently have 702 partners in 861 roles as some partners hold dual or multiple roles. The number has increased in the last two months due to additional recruitment campaigns and business needs.

Appendix A (table 2) shows the correlation of voluntary resignations and compulsory leavers in relation to total number of partners. Due to no resignation or leavers in June and October the current overall turnover for the last six months is 6.4% which is slightly down from 2016/2017.

Seven Panel Members come to the end of their 8-year agreement in February and March 2018.

5. Panelist Recruitment and Training Activity

The tables below detail the activity for the latest recruitment campaign and upcoming recruitment campaigns for Panel Members and Chairs.

The recent PM recruitment campaign was observed by the new Partner Manager and number of changes have already been incorporated (eg review of interview questions, scoring analysis). Further review is required to ensure the recruitment process continues to be fit for purpose. Going forward a more formalised QA process will ensure consistency and calibration between shortlisters and interview panel members as well as further guidance for all stages.

6. Recent and planned panelist Recruitment Activity

Q2 (July – September)

Role	Number Required	Appointed
Panel Member ODP	3	3
Panel Member PYL	2	1
Panel Member RA	2	2

Q3 (October – December)

Role	Number Required	Appointed
Panel Member BS	3	1
Panel Member OT	3	Live 23 Nov
Panel Member HAD	6	Live 23 Nov
Panel Member SW	6	Live 23 Nov

Q4 (January - March)

Role	Number Required	Appointed
Panel Member CH	2	
Panel Member PO	3	
Panel Member SW	6	
LAs	15	

7. Training

The FTP refresher training has been reviewed and for the coming year the focus will be on learning from the recent PSA audit and internal audits including decision making at the ICP and final hearing stage, short reviewable sanctions and exploring reasons and impact for these. As the Operational Manager's in FTP are on top of these issues, FTP re-designed the training day and prepared new content to address these issues and tackle them in the training therefore Jonathan Bracken will only be asked to attend LA refresher training. Jonathan will still attend and support all induction training.

Role	Dates
Panel Chair (New)	14 & 15 September 2017
Panel Member (New)	12 & 13 October 2017
Panel Member (Refresher)	9 November 2017
LA (Refresher)	10 November 2017
Panel Member (Refresher)	29 November 2017
Panel Member (Refresher)	17 January 2018
Panel Member (Refresher)	29 January 2018
Panel Member (Refresher)	14 February 2018
Panel Member (New)	22 & 23 February 2018

8. Self-Assessment

The new self-assessment form is currently being trialed by three panel members. We are awaiting their submissions by the end of November. A new scoring grid and guidance for shortlisters is currently being developed.

Nine Panel Members are due to undergo the self-assessment process at the end of January, early February 2018.

9. Decision

The Committee is asked to note the information provided.

10. Resource Implications

None

11. Financial Implications

None

12. Appendices

Appendix 1 – Partner Numbers and turnover 2017 – 2018

13. Date of Paper

6 November 2017

APPENDIX A

Partner roles - Numbers

	2016												2017												2017												2018												15/16	16/17	17/18
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	Forecast												
Panel Member roles																																																	FYE	FYE	Forecast
Registrant	188	186	185	183	175	183	183	183	182	176	176	176	174	199	199	174	177	177	180						174	199	199	174	177	177	180						213	176	180												
Lay	43	42	41	40	36	35	35	35	35	33	33	33	33	33	43	57	59	60	74						33	33	43	57	59	60	74						55	33	50												
Total	231	228	226	223	211	218	218	218	217	209	209	209	207	232	242	231	236	237	254						207	232	242	231	236	237	254						268	209	230												
Visitor roles																																					FYE	FYE	Forecast												
Registrant	199	198	196	196	196	191	200	198	200	202	202	201	194	191	190	189	188	188	188						194	191	190	189	188	188	188						202	201	202												
Lay	17	17	17	17	17	17	19	19	19	19	19	19	19	18	18	18	18	18	18						19	18	18	18	18	18	18						16	19	19												
Total	216	215	213	213	213	208	219	217	219	221	221	220	213	209	208	207	206	206	206						213	209	208	207	206	206	206						218	220	221												
Registration Assessor roles																																					FYE	FYE	Forecast												
Registrant	171	171	170	170	170	170	168	166	165	164	164	162	160	159	159	158	158	158	164						160	159	159	158	158	158	164						176	162	162												
CPD Assessor roles																																					FYE	FYE	Forecast												
Registrant	105	105	105	105	106	105	105	104	104	104	104	104	104	104	104	102	102	102	102						104	104	104	102	102	102	102						105	104	104												
Reg Appeals Panel Member	29	29	30	30	30	30	30	30	30	30	30	30	30	30	30	29	29	31	31						30	30	30	29	29	31	31							30	30												
Registrant	134	134	135	135	136	135	135	134	134	134	134	134	134	134	134	131	131	133	133						134	134	134	131	131	133	133							134	134												
Recruitment Partner												1	1	1	1	1	1	1	1					1	1	1	1	1	1	1							1	1													
Legal Assessors																																					FYE	FYE	Forecast												
Legal Assessors	49	49	47	47	47	46	46	46	45	44	44	44	44	44	44	44	44	44	44						44	44	44	44	44	44	44						38	44	44												
Panel Chairs																																					FYE	FYE	Forecast												
Panel Chairs	33	33	32	32	32	32	32	32	32	32	32	48	48	46	46	44	44	59	59						48	46	46	44	44	59	59						29	48	48												
Total Number of Roles	834	830	823	820	809	809	818	813	812	804	804	818	807	825	834	816	820	838	861					807	825	834	816	820	838	861						729	818	839													
Total Number of Partners	670	666	666	661	644	644	664	662	662	662	653	662	660	670	676	666	670	685	702					660	670	676	666	670	685	702						669	662	680													

Partner turnover

	2016												2017												2017												2018												16/17	17/18
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	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	YTD												
Voluntary Resignations*	0	1	3	1	0	1	3	2	0	2	3	4	2	1	0	7	5	1	0					2	1	0	7	5	1	0													20	16						
Compulsory Leavers*	3	3	2	16	1	0	0	0	0	0	4	0	2	1	0	24	0	0	0					2	1	0	24	0	0	0													29	27						
Total Leavers (Vol & Comp)	3	4	5	17	1	1	3	2	0	2	7	4	4	2	0	31	5	1	0					4	2	0	31	5	1	0													49	43						
Total Number of Partners	670	666	661	644	644	644	664	662	662	660	653	661	660	670	676	666	670	685	702					660	670	676	666	670	685	702													658	676						
Voluntary Turnover%	0.0%	0.2%	0.5%	0.2%	0.0%	0.2%	0.5%	0.3%	0.0%	0.3%	0.5%	0.6%	3.3%	3.3%	2.9%	3.8%	4.5%	4.5%	4.0%					3.3%	3.3%	2.9%	3.8%	4.5%	4.5%	4.0%													3.0%	2.4%						
Overall Turnover%	0.4%	0.6%	0.8%	2.6%	0.2%	0.2%	0.5%	0.3%	0.0%	0.3%	1.1%	0.6%	7.6%	7.3%	6.5%	8.6%	9.2%	9.2%	8.7%					7.6%	7.3%	6.5%	8.6%	9.2%	9.2%	8.7%													7.5%	6.4%						

*Compulsory Leavers includes agreement not renewed (failed renewal assessment or changed resource requirements, 8 year rule, voluntary de-registrations)

** Voluntary Turnover of Partners: for 2016/17 this is calculated by month, for 2017/18 this is a rolling % calculated over the preceding 12 months

Turnover information does not capture those Partners who move from one role to another or those who leave one role and remain in another

YTD = Year to date

FYE = Final Year End