

Tribunal Advisory Committee, 19 February 2018

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. Information system project update

The Partner Portal was implemented on 15 January and was launched to partners on 25 January 2018. The new system will enhance automation of recruitment and selection, training, appraisals and appointment renewals. It allows partners to change their contact details, book unavailability and book refresher training.

The Partner Team delivered training sessions across all user departments and has developed a range of external and internal user guides.

3. 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 690 partners in 849 roles as some partners hold dual or multiple roles.

Appendix A (table 2) shows the correlation of voluntary resignations and compulsory leavers in relation to total number of partners. We have seen 12 voluntary resignations in the last three months. Therefore the overall turnover is slightly higher in comparison to the previous three months. The main reasons for resignations have been other work commitments, ill health and retirement. One partner resigned due to being appointed to as an ETC member.

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

4. Panelist Recruitment and Training Activity

The tables below detail the activity for the latest recruitment campaigns and upcoming recruitment campaigns for panel members, chairs and legal assessors.

The legal assessor campaign (closing day 18 February 2018) has seen a number of changing including a revised application form, 'Information for Applicants' document and a candidate guidance document. The campaign was advertised in the Law Gazette and Diversity Jobs to reach a broad cohort of applicants. A more formalised QA process at the start of shortlisting will ensure consistency and calibration between shortlisters. The assessment of those successful at shortlisting stage will include an interview and a case scenario.

5. 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	3
Panel Member HAD	6	1
Panel Member SW	6	9

Q4 (January - March)

Role	Number Required	Appointed
Panel Member CH	2	TBC
Panel Member PO	3	TBC
Panel Member SW	6	TBC
Panel Member HAD	5	TBC
LAs	15	LIVE 18 Feb

6. Training

The new FTP training has received overall very positive feedback from delegates. Its focus is 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.

Role	Dates
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
Legal Assessor (New)	17 April 2018

7. Self-Assessment

The new self-assessment form has been successfully trialed and the three panel members who previously failed their self-assessment in the old format have now submitted a new self-assessment in the revised design. All three panel members were successful and provided positive feedback about the new self-assessment.

Nine Panel Members are due to undergo the self-assessment process in February 2018.

8. Decision

The Committee is asked to note the information provided.

9. Resource Implications

None

10. Financial Implications

None

11. Appendices

Appendix 1 – Partner Numbers and turnover 2017 – 2018

12. Date of Paper

12 February 2018

APPENDIX A

Partner roles - Numbers

Panel Member roles	2016			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	FYE	FYE	Forecast	
Registrant	188	186	185	183	175	183	183	182	176	176	176	174	199	199	174	177	177	180	179	178	177				213	176	180	
Lay	43	42	41	40	36	35	35	35	35	33	33	33	33	33	43	57	59	60	74	73	73	73				55	33	50
Total	231	228	226	223	211	218	218	217	209	209	209	207	232	242	231	236	237	254	252	251	250				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	187	187	183				202	201	202
Lay	17	17	17	17	17	17	19	19	19	19	19	19	19	18	18	18	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	205	205	201				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	163	163	163				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	102	101				105	104	104	
Member	29	29	30	30	30	30	30	30	30	30	30	30	30	30	30	29	29	31	31	31	31	31					30	30
Registrant	134	134	135	135	136	135	135	134	134	134	134	134	134	134	134	131	131	133	133	133	133	132					134	134
Recruitment Partner												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	43	43				38	44	44	
Panel Chairs	33	33	32	32	32	32	32	32	32	32	32	48	48	46	46	44	44	59	59	59	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	857	855	849			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	698	696	690			669	662	680	

Partner turnover

			2017										2018			16/17	17/18
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	YTD	
Voluntary Resignations*	3	4	2	1	0	7	5	1	0	4	2	6			20	28	
Compulsory Leavers*	4	0	2	1	0	24	0	0	0	0	0	0			29	27	
Total Leavers (Vol & Comp)	7	4	4	2	0	31	5	1	0	4	2	6			49	55	
Total Number of Partners	653	661	660	670	676	666	670	685	702	698	696	690			658	681	
Voluntary Turnover%	0.5%	0.6%	3.3%	3.3%	2.9%	3.8%	4.5%	4.5%	4.0%	4.3%	4.6%	5.2%			3.0%	4.1%	
Overall Turnover%	1.1%	0.6%	7.6%	7.3%	6.5%	8.6%	9.2%	9.2%	8.7%	8.9%	9.2%	9.7%			7.5%	8.1%	

*Compulsory Leavers includes agreement not renewed (failed renewal assessment or changed resource requirements, 8 year
 ** Voluntary Turnover of Partners: for 2016/17 this is calculated by month, for 2017/18 this is a rolling % calculated over the period
 Turnover information does not capture those Partners who move from one role to another or those who leave one role and remain
 YTD = Year to date