

**Health Professions Council
Council - May 12th 2005.**

Amendment of renewal forms and guidance notes for registrants in the 2005-6 renewal period.

Executive Summary and Recommendations

The executive have highlighted changes to renewal forms, guidance notes and processes that will facilitate improved speed of processing, enhance security and improve the scalability of our systems.

The Council is asked to endorse the changes to the forms and guidance notes which no longer require Privy Council approval for amendment. (Subject to Rule changes due before the end of the 2nd Transition period)

Introduction

Following the 2003-4 renewal cycle for the first 12 professions regulated by HPC the executive have evaluated the effectiveness of systems, processes and forms used in the renewal process.

The introduction of machine readable forms and the ICR (Intelligent Character Recognition) technology to run such a process has been determined as a mechanism for decreasing turn around times for individual registrants and improving customer service.

This is required as many registrants renew on the final notice when there is a contracted time scale to renew prior to the lapsing event on the computer system. The combination of new technology and forms (with matching amended guidance notes) will improve the rate of processing for the UK Registration department.

Subtle changes to the information provided on the renewal notices and in the guidance notes will improve the understanding of registrants or their required actions to renew.

Decision

The Council is asked to agree the following:

The amended forms and guidance notes as attached to this document shall be used for the 2005-6 renewal cycle, and minor subsequent amendments may be made without referral to Council.

Any future substantive changes will be referred to the next available Council meeting at any point in the future, for approval.

Background information

Renewals analysis – turn around times.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2005-04-12	a	INF	PPR	Amendment of renewal forms and guidance notes for registrants in the 2005-6 renewal period.	Draft DD: None	Public RD: None

Resource implications

A new supplier has been selected that is able to produce the required forms to sufficient accuracy to allow maximum use of the ICR technology, and mail out the renewal notices (and subsequent certificates) with a minimal turn around time constrained by a Service Level Agreement.

Financial implications

Typesetting of new format documents £200 plus vat (incurred to provide samples for this meeting).

Note there are no new financial commitments – budget has already been included for production of active renewal notices and guidance notes. ICR technology is included in the Information & IT budget.

Background papers

Authentication of registrants and applicants at HPC (Private section of this Council meeting).

Appendices

Renewal Notice 2006

Renewal Notice guidance notes 2006

Final Renewal Notice 2006

Final Renewal Notice guidance notes 2006

Date of paper

12th April 2005.

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