

Council, 24 May 2017

Secretariat report

Executive summary and recommendations

Introduction

The report provides an update about the activities of the Secretariat Department.

This report provides the Council with an update into the work of the Secretariat Directorate in March – May 2017.

Decision

This paper is to note.

Background information

None

Resource implications

None

Financial implications

None

Appendices

None

Date of paper

10 May 2017

Secretariat Department – Council, 24 May 2017

The following provides an update about some of the work of the Department.

Reappointments

Subject to confirmation of the composition of the panel on 25 May, the reappointments panel will convene later that day to consider the reappointment of three of our Council members. Once a decision has been reached by the panel, a submission will be made to the PSA and a recommendation made to the Privy Council, who will in turn contact Council members to let them know the outcome of their decision.

Feedback and Complaints

- In recent months we have received the following numbers of complaints:-

February - 28

March – 47

These figures are in line with previous trends.

- We are working with Learning and Development to arrange training for operational managers who respond to complaints. We anticipate that this will be completed by the end of the year.

Freedom of Information and Data protection

- The Department is responsible for managing requests for information under Freedom of Information and Data Protection legislation, including managing our relationship with the Information Commissioner.
- In recent months we have received the following numbers of FOI / DPA requests.

March

FOI – 32

DPA – 8

April

FOI – 22

DPA – 5

External Meetings

Members of the Secretariat attended the following meetings:-

- 26 April 2017: Inter-regulatory group on Information Security;
- 11 May 2017: Meeting with David Martin, Concerns and Appointments Officer, PSA to discuss HCPC's planned appointment and reappointment for the forthcoming year.

Training for Employees

Members of the Secretariat attended the following training:-

- 2 May 2017: Giba Begum – speed reading