

Agenda Item 12 (ii)

Enclosure 14

**Health and Care Professions Council
21 March 2018**

**Format of the Fitness to Practise annual
report**

For discussion and approval

**From John Barwick, Acting Director of
Fitness to Practise**

Council, 21 March 2018

Proposed structure for the Fitness to Practise Annual Report

Executive summary and recommendations

Introduction

Article 44(1)(b) of the Health and Social Work Professions Order 2001 requires the Council to publish an annual statistical report describing the range of fitness to practise activity undertaken in the previous year.

Council considered the draft Fitness to Practise Annual Report 2016-17 in September 2017 and invited the Executive to review the content of future reports, in order to include more information on the nature of concerns raised, as this would enhance the reports usefulness to stakeholders.

A review has now been undertaken and this paper sets out the proposed structure for future Fitness to Practise Annual Reports. It has been put together with input from the Communications Department and following research into the reports of other healthcare regulators.

The proposed structure includes the statutory information that we are obliged to include and the content will:

- relate our work to how we protect the public;
- promote our standards of conduct, performance and ethics;
- educate the public on what behaviour is expected of professionals registered with the HCPC;
- identify potential learning for our registrants;
- apply plain language to make the report more engaging for all the stakeholders.

In relation to visual presentation, we propose to

- make the report more visually engaging;
- present information in a succinct way;
- apply colour coding in line with other key HCPC reports.

For ease of reference, the previous report contents is attached at Appendix 1 and the proposed new format report contents is attached as Appendix 2. In summary the main differences are:

- Section 1: FTP key information replaces the introduction section in the previous version. This section will explain our public protection role; provide a summary of key fitness to practise developments and future priorities. A summary of key statistics will also be included. We propose to no longer publish a separate key

information document which supports a more streamlined approach to our reporting.

- Section previously called 'Cases received' will be replaced with a section titled 'Concerns raised with us'. This section will include information about how to raise a fitness to practise concern as well the decision making process.
- Proposed section which focuses on how we manage fitness to practise cases. Information about all hearing types will be presented together in this one section.
- Case studies will be linked to the HCPC standards. We also propose to present the case studies thematically, highlighting the potential learning for registrants.
- We propose to discontinue the historical statistics that are included in appendix one of the current report. Key trends will be included in section one of the proposed new report format.
- A section focused on continuous improvement which will be used to reflect the outcome of our FTP stakeholder satisfaction surveys as well as information relating to High Court appeal cases.

Decision

The Council is asked to agree the proposed structure for future Fitness to Practise Annual Reports.

Background information

The Fitness to Practise Annual Report 2016-17, approved by Council in September 2017, and the key information document are available here:

<http://www.hcpc-uk.org/assets/documents/100055BAFitnessstopractiseannualreport2017.pdf>

<http://www.hcpc-uk.org/assets/documents/100055BBFitnessstopractise-keyinformation2017.pdf>

The minutes of the Council meeting held on 20 and 21 September 2017 are available here:

<http://www.hcpc-uk.org/assets/documents/100055F5Enc01-MinutesoftheCouncilmeetingof20and21September2017.pdf>

Resource implications

The production of the annual report have been accounted for in both the Fitness to Practise and Communication Departments work plans for 2018–19. The proposal to no longer publish a separate *Fitness to practise key information 2017* document is expected to reduce the total production cost compared to previous years.

Financial implications

The financial implications associated with this plan have been accounted for in the 2018–19 Fitness to Practise and Communication Departments budgets.

Appendices

Appendix 1: contents page of 2016-17 report

Appendix 2: proposed structure for the Fitness to Practise Annual Report

8 March 2018

Appendix 1: Contents of 2016-17 Fitness to Practise Annual Report

Executive summary

Introduction

Cases received in 2016–17

Investigating Committee Panels

Interim orders

Public hearings

Suspension and conditions of practice review hearings

Restoration hearings

The role of the Professional Standards Authority and High Court cases

Further Information

Appendix one (Historical Statistics)

Appendix 2: Proposed Contents of Fitness to Practise Annual Report 2017-18

Executive Summary

[700-900 words]

[Provides a summary of the longer report]

Section 1: FTP key information

Section 1.1 Protecting the public

[1,000-1,300 words]

[who we are, what we do, how we protect the public]

Section 1.2 Developments in the Fitness to Practise Department

[1,000-1,300 words]

[key developments and future focus]

Section 1.3 Fitness to practise key statistics

[including, but not limited to, total number of registrants against concerns received and percentage of the Register, where concerns come from, case to answer by complainant, number of concluded final hearings, outcomes by each committee]

Section 2: Concerns raised with us

[1,000-1,300 words]

[include information on how to raise a concern and breakdown of cases received, who our decision makers are and how they decide whether the concern raises a fitness to practise matter]

Section 3: How we manage our fitness to practise cases

[2,000-2,300 words]

[in all sections include relevant statistical information as well as case studies highlighting most common types of allegations and the learning for registrants, including relating them to our standards of conduct, performance and ethics and guidance, where appropriate.]

Section 3.1 Investigating Committee Panels

Section 3.2 Interim Orders

Section 3.3 Public hearings

Section 4: Continuous improvement

[1,000-1,300 words]

[The role of the PSA and High Court cases, stakeholder satisfaction, our initiatives improving efficiency]