

Council, 21 July 2022

Unconfirmed minutes of the Education and Training Committee meeting of 8 June 2022

Committee Chair's summary to Council

The Education and Training Committee received two assurance papers and two papers for discussion. The assurance papers covered statutory functions of registration and education and the discussion papers were from the policy team for comment on future projects.

### **Performance reporting**

The registration department provided an update on its current performance and provided some assurance that it was making progress with getting the international registrations online. It was acknowledged that the volume of this work had increased significantly and that the changes that have subsequently been implemented have increased the capacity of the team to manage this. It is anticipated that the volumes around international recruitment will remain high for the coming year given NHS England's agenda around international recruitment.

The registration department have acknowledged the concerns raised in relation to the renewal of physiotherapist and the requests to consider what more could be done to support individual registrants at the time of renewal. Further actions as a result of this learning were requested for the next meeting in September.

In the education report, it was noted that some of the key performance indicators that are still in development were showing as red in the RAG rating. This reflected the time that education providers need to action and get back to the education department any feedback given during the process. Assurance was given that there was no overall delay in approving programmes as a result of the new process rather than the indicator needed revision and refinement.

### **Standards of Conduct, Performance and Ethics (SCPE) proposals and Preceptorship work overview**

The two discussion papers from the Policy team related to the proposal to consult on the Standards of Conduct, Performance and Ethics (SCPE) and an overview of the Preceptorship work that the HCPC are engaging in with Health Education England (HEE). The Committee welcomed the approach to the review of the SCPE and the lay member with significant expertise in this area offered support. The Committee are keen to see that the review is engaging, is clear about what it is consulting on and develops resources to accompany the publication of the new standards. The

Committee also supported the engagement of HCPC with HEE in the development of principles for preceptorship. It was recognised that this work is funded by HEE but has relevance across the 4 nations. The work was seen to be supportive of the prevention agenda.

## Education and Training Committee

### Minutes of the 103<sup>rd</sup> meeting of the Education and Training Committee held as follows:

**Date:** Wednesday 8 June 2022

**Time:** 10am

**Venue:** MS Teams

**Members:** Maureen Drake (Chair)  
Helen Gough  
Luke Jenkinson  
Penny Joyce  
Steven Vaughan

### **In attendance:**

Claire Amor, Head of Governance  
Zoe Allan, Governance Officer  
Matthew Clayton, Policy Manager  
Brendon Edmonds, Education Lead  
Rosemary Flowers-Wanjie, Policy Manager  
Sara Harris, Policy Manager  
Richard Houghton, Head of Registration  
Jamie Hunt, Education Lead  
Emma Leary, Head of Policy, Standards and Strategic Relationships  
Naomi Nicholson, Executive Director of Professional Practice and Insight  
Andrew Smith, Executive Director of Regulation  
Valerie Webster, Council member

## Public Agenda

### **Item 1 – Chair’s welcome and introduction**

- 1.1 The Chair welcomed those present to the 103<sup>rd</sup> meeting of the Education and Training Committee. The Chair extended a special welcome to Council member Valerie Webster who was observing the meeting as part of her induction.
- 1.2 Apologies were received from Kathryn Thirlaway.

### **Item 2 - Approval of agenda**

- 2.1 The Committee approved the agenda.

### **Item 3 - Declaration of members’ interests**

- 3.1 No interests were declared.

### **Item 4 - Public minutes of the Education and Training Committee meetings of 10 March 2022 (ETC 10/22)**

- 4.1 The Committee approved the public minutes of its meeting of 10 March 2022.

### **Item 5 – Matters arising (ETC 11/22)**

- 5.1 The Committee noted the item.

### Items for discussion/approval

### **Item 6 - Registration Performance (ETC 11/22)**

- 6.1 The Committee received a report from the Head of Registration which outlined registration performance for the period February 2022 – April 2022.
- 6.2 The Committee noted the following points:
  - there were a number of measures in place to address performance issues in international applications including surge support from PWC to process applications, the online application process, a dedicated ringfenced international team, as well as progression towards a cloud-based telephony system to support hybrid working;
  - there were already signs of improvement on both service level and response times. Close working with the communications team was underway to refine messaging and ensure expectations amongst registrant and stakeholders’ groups were managed;

- during the period February 2022 to April 2022, 7 registration appeals were concluded. The department had overcome the impact of the postponements caused by the pandemic and appeals were back to a steady state. The number of upheld appeals remained low providing assurance on the quality of the initial registration decisions;
  - the recent physiotherapists renewal rate of 91% was lower than at the end of the renewal cycles in 2020 (95%) and 2018 (96%), although this was within the expected range of 90 -97% historically seen from professions. Following the renewal period, reminders were sent via post and email to those registrants that were removed from the Register, together with a link to a short readmission form; and
  - the online UK applications pilot commenced in April 2022 and full roll out was planned for the summer peak.
- 6.3 The Committee were pleased to hear the positive spirit amongst colleagues in the dedicated international team and reflected on whether there was any wider learning for the business (i.e., for job roles) and asked about impact on the wider Registration team. Moving towards more rewarding jobs was the ambition, removing data driven tasks to a more self-service model with more opportunities for progression; this response was welcomed by the Committee.
- 6.4 Reflecting on the increases in international applications, the Committee noted the importance of close engagement with services/stakeholders in order to understand and proactively support recruitment drives that were anticipated to either sustain or increase demand in the short term, it was noted that this would be difficult to anticipate in the longer term.
- 6.5 The Committee reflected on how the physiotherapy renewal percentage had been represented in the report (91%), suggesting it had been within normal parameters whilst it was a large volume of registrants unable to work and protect the public. The Council had discussed the issue at its most recent meeting in May, but the Committee reiterated the importance of reflecting on lessons to be learned and challenged the team to think about what more the HCPC could do to support and encourage individual registrants to renew, exploring alternative routes and approaches. It was agreed that at the Committee's next meeting (September 2022), the team would provide an update on reflections and lessons learnt and changes implemented (**ACTION – Executive Director of Regulation**).
- 6.6 The Committee acknowledged the progress made and encouraged the team to continue with the forward trajectory and report on the benefits seen from the online application process at the Committee's next meeting in September (**ACTION – Head of Registration**).

## Item 7 - Education Performance (ETC 13/22)

- 7.1 The Committee received a paper from the Acting Head of Education which outlined Education performance, reporting across the operational processes (approvals, performance review, regional engagement and focused review)
- 7.2 The Committee noted the following points:-
- performance had been maintained over the last 6 months despite resourcing challenges, this had been addressed with new starters onboarded;
  - there had been an increase in the average length of time taken for completion of the approval process to above the KPI level. There were no issues with providers starting their programmes linked to the length of time taken to conclude the process. The KPI would need to be developed in this area to provide a true measure of the performance of the team; and
  - the close working relationship and support provided to by the team meant that conditions had continued to not be set on approval, an explicit aim of the model focusing attention early to fix problems, frontloading regulatory burden and reducing the number of formal 'conditions' applied when approving programmes.
- 7.4 The Committee welcomed the quality-based measures in place and positive narrative surrounding the front-loading process which had resulted in fewer conditions despite the time taken to complete approvals and performance reviews exceeding KPI levels. It was agreed that the team would develop the KPI ahead of the Committee's next meeting to provide a more accurate reflection of performance (**ACTION – Acting Head of Education**).
- 7.5 The Committee welcomed the report and noted there were aspects of the report that did not provide an accurate reflection of performance and that the KPIs were being developed.

## Item 8 - Standards of conduct, performance and ethics review: planning (ETC 14/22)

- 8.1 The Committee received a slide deck from the Policy Manager which provided an overview of the planned approach to the review of the SCPEs and associated guidance. The Committee were invited to comment on whether the scale and scope of the review was right and whether there was anything missing.
- 8.2 The Committee noted the following points:-
- the SCPEs set out expectations for registrants' behaviour, outlining what the public should expect from their health and care professional. They help the HCPC make decisions about the character of professionals who apply to join the register and are used if someone

raises a concern about a registrant's practice. When things go wrong, they help the HCPC decide whether it is necessary to take action;

- in March 2022, the Council approved new Standards of Proficiency for all 15 professions which would become effective on 1 September 2023. Changes to the standards included the areas of EDI, service user involvement, health and FtP, leadership, active wording, promotion of public health and technology;
- planned stakeholder engagement included in the SCPEs review would focus on service users, professional bodies, education providers, Trade Unions, NHS Employers and EDI forum (external), as well as with key internal stakeholders including this Committee;
- possible changes to the SCPEs were as outlined in the paper.

8.3 The Committee supported the review and noted the offer of expertise from its Lay member which the team welcomed.

8.4 Pre-consultation, the Committee encouraged the team to step back and explore wider questions surrounding the problems needing to be addressed and the drivers for change, as well as exploring data to identify registrants' awareness and understanding of SCPEs. The Committee further reflected on the volume and encouraged exploring less standards underpinned by guidance.

8.5 The Committee reflected on the importance of EDI engagement at the outset to ensure inclusive design, rather than considering this at a later point. The Committee were pleased to hear the team were engaged with professional bodies and EDI groups to explore these points.

8.6 The Committee welcomed and supported the proposed approach, including the scale of the review. Drivers of the review, registrants' awareness and EDI were areas the Committee provided challenge on and asked the team to reflect on; the Committee reminded colleagues of the offer of support and involvement of expertise.

## **Item 9 – Preceptorship (ETC 15/22)**

9.1 The Committee received a paper from the Policy Manager which set out initial thinking in relation to the proposed approach to the Health Education England (HEE) partnership project and wider organisational position. ETC were invited to share insight and direction to support the team in shaping the programme of work.

9.2 The Committee noted the following points –

- in 2021 the HCPC agreed to a programme of work to develop principles for preceptorship, in partnership with HEE. The work would support HCPC's wider strategic ambitions, particularly around promoting high quality professional practice;

- currently, the HCPC did not have any rules, guidance, or a specific formal organisational position on preceptorship;
- the intention for HCPC was to have an agreed set of general principles for preceptorship, applicable to all 15 registrants; and
- the programme of work would provide a real opportunity for the HCPC to demonstrate proactive, supportive and evidence-led regulation and directly supporting several of the objectives set out in the Corporate Strategy around improvement and innovation, promoting high quality professional practice, developing insight, exerting influence and being visible, engaged and informed. It was also in line with the organisational values around being fair, compassionate, inclusive and enterprising.

9.3 The Committee welcomed the paper, noting the variation in existing practice in employers and welcoming the proposal for HCPC to support this area through providing guidance and a set of principles. The Committee reflected on further observations of existing practice, including the lack of support during the transitional phase from student to newly qualified practitioner, formal guidance to support with the new experience and environment as a qualified professional would be valuable. Workforce resourcing was noted by the Committee as a risk but close working with key stakeholders and employer groups (via the Professional Liaison team) provided some assurance in this area.

9.4 The Committee reflected on HCPC's regulatory role and noted that HCPC does not regulate employers and that preceptorship was not about enforcement, but instead in order to ensure registrants practice safely, providing support and shining a spotlight on the issue was crucial, giving it focus and weight and contributing to quality improvement – the value add of a regulator. The role of preceptorship at various points in a registrant's career journey was noted by the Committee.

9.6 The Committee reflected on the importance of ensuring the benefits of preceptorship were seen by all stakeholder groups and the Committee encouraged a focus on smaller employer groups where programmes were not so embedded as well as ensuring a nationwide focus. Engagement with all system participants would be key for delivery.

9.8 The Committee were supportive of developing the work of preceptorship, noting it would be a valuable piece of work. Clarity around the supportive aspect and role of HCPC was encouraged.

## **Item 10 - Education and Training Committee forward workplan (ETC 16/22)**

10.1 The Committee noted the paper.

## **Item 11 – Any other business**

11.1 None.



## Item 12 - Date and time of next meeting

12.1 Wednesday 7 September 2022 - virtual

## Item 13 - Resolution

The Committee is invited to adopt the following:

'The Committee hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to the following;

- (a) information relating to a registrant, former registrant or application for registration;
- (b) information relating to an employee or office holder, former employee or applicant for any post or office;
- (c) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;
- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (f) action being taken to prevent or detect crime to prosecute offenders;
- (g) the source of information given to the Council in confidence; or
- (h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Council's functions.'

Item	Reason for Exclusion
15	h

## Private Agenda

### **Item 14 - Private minutes of the Education and Training Committee of 10 March 2022 (ETC (17/22))**

14.1 The Committee approved the private minutes of its meeting of 10 March 2022.

### **Item 15 – Any other private business**

15.1 There was no further business

Signed .....

Date .....

Unconfirmed