

## **Council, 11 February 2015**

### **Secretariat report**

#### **Executive summary and recommendations**

#### **Introduction**

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

#### **Decision**

The Council is requested to discuss the report.

#### **Background information**

None

#### **Resource implications**

None

#### **Financial implications**

None

#### **Appendices**

None

#### **Date of paper**

2 February 2015

## **Secretariat Department Update – Council meeting, 11 February 2015**

### **Recruitment of the Chair of Council**

We received notice from the PSA that we could proceed with the recruitment campaign on 21 January 2015. We were therefore able to start advertising a little earlier than planned and so the first advert was placed on the HCPC website on Wednesday 28 January 2015, with other adverts being placed after this date.

The key dates for the recruitment campaign are as follows:-

|                                |   |
|--------------------------------|---|
| Closing date for applications: | 9am on Monday 23 March 2015                   |
| Shortlisting complete by:      | Thursday 2 April 2015                         |
| Interviews to be held:         | Between Tuesday 21 and Thursday 23 April 2015 |
| Appointment start date*:       | Wednesday 1 July 2015                         |

\* Appointments, including start dates and terms of office, are made by the Privy Council.

### **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.

November: 35  
December: 42  
January: 36

Normally, most requests relate to statistics about registrations or information on specific fitness to practise cases. However, the past few months have seen an increase in requests that are business-related, e.g expenses, event costs.

## **Internal audit – Governance**

During January, Mazars undertook an internal audit on corporate governance and risk management, the findings of which will be presented to the Audit Committee on 19 March 2015.

## **Annual review**

We have now initiated the annual review process for those members of Council who were appointed in January 2014. This provides a mechanism for self-appraisal and an opportunity for members to discuss their experiences and views of the HCPC with the Council Chair. The meeting is an opportunity to discuss the conclusions from the review, along with key issues, feedback and objectives for the coming year, including plans for training and development. Should members have any queries about the process, please contact Louise Lake on 020 7840 9711.

## **External Meetings**

Members of the Secretariat attended the following meetings:-

- PSA, 9 December 2014;
- 2nd health regulator special interest information security group on 15 December 2014; and
- Cross Government Complaint Forum on 30 January 2015.

## **Training for Employees**

Members of the Secretariat attended the following training:-

- IT training, 2 February 2015.