

Health Professions Council

Investigating Committee – 23rd January 2006

Panel Member and Panel Chair Performance Appraisal

Executive Summary

Introduction

It is anticipated that Performance Appraisal for all HPC Partners will commence in 2006, subject to Council approval. A number of considerations, such as number of Partners, cost of implementation and status of Partners (i.e. they are not Employees), have been taken into account during the drafting phase.

The proposed draft appraisal system contains an element of self assessment and peer assessment. The system has been designed, in so far as it is possible, to be straightforward and easy to complete. It is anticipated that all Partners and HPC Employees involved in the performance appraisal process will be given the attached guidance notes and offered support where necessary.

It is anticipated that all feedback to Panel Members / Chairs as a result of the appraisal system will be handled by the Partner Manager. Details of this can be found in the guidance notes. After the feedback has been given, it may be necessary for the Partner to seek clarification on certain HPC procedures and processes. To help facilitate this, it is proposed that the Director of Fitness to Practise (or Fitness to Practise Team Member, as appropriate) devotes one half-day per month to Partners who are in need of such support (telephone calls will be made by prior appointment and then followed up in writing by the Partner Manager).

In designing the Performance Appraisal system for Partners, research into the activity of other Regulators has been undertaken. In addition, meetings have been held with the relevant HPC departments and Directors to help determine the criteria against which all Panel Members / Chairs will be appraised. Employee appraisal systems have also been researched with The Work Foundation in order to explore how they could be adapted to accommodate the needs of the Partner Programme. This appraisal system has been approved (subject to Committee/Council comments) by the Director of Fitness to Practise, HPC's Public Affairs Lawyer and Kingsley Napley (HPC's Human Resource Lawyers).

Decision

No decision required. The Committee is asked to provide any comments or suggestions before the Panel Member and Panel Chair appraisal system is submitted to Council for approval in March 2006.

Background Information

The Registration Assessor and Visitor appraisal systems will be presented to the relevant Committees before Council approval is sought.

Resource Implications

Incorporated in the 2005/6 budget

Financial Implications

Incorporated in the 2005/6 budget

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2005-12-19	a	HRD	PPR	Appraisal System - Investigating Committee	Final DD: None	Public RD: None

Background Papers

None

Appendices

Appendix 1 Draft Performance Appraisal Guidance Notes (**Panel Member**)

Appendix 2 Draft Performance Appraisal Form (**Panel Member**)

Appendix 3 Draft Performance Appraisal Guidance Notes (**Panel Chair**)

Appendix 4 Draft Performance Appraisal Form (**Panel Chair**)

Date
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Ver.
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Dept/Cmte
HRD

Doc Type
PPR

Title
Appraisal System - Investigating
Committee

Status
Final
DD: None

Int. Aud.
Public
RD: None

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