

Education and Training Committee

Minutes of the 105th meeting of the Education and Training Committee held as follows:

Date: Wednesday 9 November 2022

Time: 10:30am

Venue: MS Teams

Members: Maureen Drake (Chair)
Helen Gough
Luke Jenkinson
Penny Joyce
Katie Thirlaway

In attendance:

Claire Amor, Executive Director of Governance, Assurance & Planning
Zoe Allan, Governance Officer
Brendon Edmonds, Head of Education
Richard Houghton, Head of Registration
Jamie Hunt, Acting Head of Education
Emma Leary, Head of Policy, Standards and Strategic Relationships
Tracey Samuel-Smith, Education Manager
Andrew Smith, Executive Director of Regulation

Public Agenda

Item 1 – Chair’s welcome and introduction

- 1.1 The Chair welcomed those present to the 105th meeting of the Education and Training Committee.
- 1.2 Apologies for absence were received from Steven Vaughan.
- 1.3 Apologies were received from Luke Jenkinson for the first half hour of the meeting.

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 7 September 2022 (ETC 24/22)

- 4.1 The Committee approved the public minutes of its meeting of 7 September 2022.

Items for discussion/approval

Item 5 - Registration Performance (ETC 25/22)

- 5.1 The Committee received a report from the Head of Registration and Head of Education which outlined performance for the period of August to September 2022.
- 6.2 The Committee noted the following points:-
 - All registration services were now within the main service standards. The team had been meeting its service standards all year except for telephone, email response times and international application services. Email and international application service standards had been met since June 2022 and there had been continued improvement in phone service, now met as of October 2022;
 - the number of international applications remained high (c230 applications submitted each week). The changes made in 2022 had helped to clear the backlog and service standard was now being met. There was continued performance monitoring as well as engagement with other organisations to help understand how long the demand for the service would remain high;
 - the benefits of the surge support, system and process improvements and the international ring-fenced team continued to improve performance of the service provided to international applicants.

- 6.3 The Committee were pleased to see the improvements made and performance now within KPIs.
- 6.4 The volume of paper based submissions were very low and the Committee were pleased to hear that this option was still being provided to ensure accessibility needs were met.
- 6.5 The Committee noted the number of international registration applications still in process as outlined in the report and sought assurance that these were being continually reviewed to ensure they progress appropriately. The Committee acknowledged that elements of the process were outside of HCPC's control as the process involved chasing contacts and was dependent on their responsiveness. The Committee noted it would be helpful to have an understanding of the age range of applications to support knowledge of oldest cases and bottle necks in the system.
- 6.6 The Committee thanked the Executive for the report and welcomed the improvements despite the continued high demand in international recruitment.

Item 7 - Education Performance (ETC 26/22)

- 7.1 The Committee received a paper from the Acting Head of Education which outlined Education performance, reporting across the operational processes.
- 7.2 The Committee noted the following points:-
- Performance had been maintained since the last report to the Committee in September with 73% of cases within service levels. This had increased from the 65% figure in the September report, and was in line with the six monthly average of 73%. The team were aiming to achieve 90% of cases within service levels (green) in March 2023;
 - during September and October, the team had been focusing on working through the backlog caused by resourcing challenges; the team were expecting many cases to be finalised for the November and January meetings of the ETCP;
 - all September-start programmes were approved at the August Education and Training Panel. This meant no programme start dates were impacted;
 - the quality of decision making did not drop through this challenging period – first and second line checks had continued to be applied, and quality indicators showed decisions were of a high quality;
 - the team were now focusing efforts on reducing the backlog of performance review and focused review cases. The team were confident that the next performance report to ETC would be much improved from the current position;
 - there had been continued engagement with stakeholders, ensuring individuals were kept up to date with progression of cases; the team had delivered webinars to 365 attendees with a focus on embedding the revised Standards of Proficiency;

- there was a strong pipeline of new programmes and the team were working with stakeholders to plan approval request work;
 - The number of focused reviews remained small.
- 7.3 The Committee sought assurance about the team's confidence in planning to reduce bottlenecks in the process and manage peaks in demand.
- 7.4 The Committee thanked the Executive for the report and noted the maintained performance achieved; it was noted that there were still elements to be bought within the key performance indicator range. The team anticipated this being achieved by March 2023 and that with careful planning would not see a peak in performance similar to this next year.

Item 8 - Consultation on changes to fees (ETC 27/22)

- 8.1 The Committee received a paper from the Secretary to the Committee which explained that the Council is required under the Health Professions Order 2001 to consult the Education and Training Committee before varying registration fees and before Rules made in connection with the payment of fees. This agenda item provided an opportunity for members to have a discussion and formally respond to the consultation.
- 8.2 The committee noted:-
- That the HCPC was currently consulting on a proposed fee increase, requiring a formal response from the Committee;
 - feedback from Committee at this meeting would be summarised by the Secretary and confirmed by the Chair of the Committee. This would then be submitted as the Committee's formal consultation response.
- 8.2 There was support from the Committee for the consultation. The Committee agreed with consultation questions 1 to 4, including the mitigations outlined under a and b for question 4, these were the increase of tax life promotion and an increase to the spread of direct debit payments.

For question 5, the Committee noted the importance of recognising the interlinked nature of working with employers which would promote compassionate regulation and CPD time as a result of working with employers. The Committee further reflected on the importance of acknowledging the realities of working in the health and care setting and the challenges of accessing CPD time, increasing the protection of this time was noted by the Committee as more appropriate terminology than securing better protected time.

The Committee supported question 6 and 7, noting the importance of considering groups from low social economic groups and people in hardship. There were no further comments (Q.8).

- 8.3 The Committee reflected on similar discussions being held across the sector between health professionals and their professional bodies surrounding fee rises and noted the importance of engagement.

Item 9 – Update: Standards of Conduct, Performance and Ethics review

- 9.1 The Committee received a verbal update from the Head of Policy, Standards and Strategic Relationships following the presentation received at the previous meeting in September.
- 9.2 The Committee noted that there was the potential for the consultation to be delayed due to absences in the team although assurance was given that this would not delay the final publication of the revised standards. Any time lost would be managed within the team in the analysis stage of any responses. Publication of the revised standards were still intended to be in the summer of 2023.

Item 10 - Education and Training Committee business 2023 - initial discussion

- 10.1 The Committee discussed the high level business areas for 2023.
- 10.2 For Policy and Standards, the Committee noted the following areas as business for 2023:-
- Standards of Conduct, Performance and Ethics;
 - Standards of Education and Training;
 - English Language Proficiency review;
 - Preparedness for practice research
 - Service user engagement
 - Regulatory reform
- 10.3 For Education, the Committee noted that 2023 would be a year of consolidation, the priority on delivering high quality efficient operations, improved reporting with more quality based decisions; all of which would support the Committee in being informed.
- 10.4 The Committee welcomed this approach for Education, noting the importance of developing sensitivity and robustness of KPIs whilst building on the Education model.
- 10:5 In a similar vein to Education, for Registration the Committee noted that 2023 would be a more consolidation year with some of the outputs from the review of International Registration needing the Committee's input on.
- 10.6 The Committee further noted that they would be updated on partnership working, as well as the approach to the Comparable Qualification List (CQL).
- 10.7 The Committee noted that the Executive were considering a number of areas that may be reviewed as part of wider work looking at regulatory reform.

10.8 Assurance in registration appeals was also noted as an area for 2023 to deep dive into as part of an annual review of the process which the Committee welcomed.

Item 11 – Any other business

11.1 The committee thanked Luke Jenkinson for his contribution to the committee as the inaugural newly registered independent member as this was his last meeting.

Luke thanked colleagues for the acknowledgment and noted he would recommend the experience to everyone.

11.2 The Committee thanked Maureen Drake for her contributions and leadership as it was her last meeting as Chair of the Committee.

Item 12 - Date and time of next meeting

12.1 2023 meetings:

- 3 Feb 2023 – ad hoc meeting
- 7 June
- 6 September
- 8 November

Signed

Date