

## Reference Policy for HCPC Partners

### 1 Introduction

- 1.1 The Health and Care Professions Council (HCPC) aims to provide partners with an 'open reference' policy to ensure that its values are put into organisational practice.
- 1.2 An open reference policy means that the partners involved in the HCPC who have a reference written about them should be fully aware of what their references will contain.
- 1.3 In relation to FTP partners HCPC's Council have endeavoured to place all Panels at arms length. Therefore, due to these circumstances only factual references will be given.

### 2 Purpose

The purpose of this policy is to ensure that all HCPC partners are treated fairly across the organisation in relation to references.

### 3 Scope of Policy

The policy applies to all partners both currently engaged under the terms of the partner agreement and past partners that were engaged under the terms of a partner agreement.

### 4 Legal Context

The HCPC has a duty of care to provide a reference which is in substance; true, accurate and fair. References must not give an unfair or misleading impression overall.

### 5 Guidelines on References

Partners will be consulted and their consent obtained before any references are issued by the HCPC about them.

References will be given in good faith and with care ensuring that information is accurate and factual.

HCPC Partner References are statements confirming engagement only, and as such the following are included:

- Dates of Partner Agreement/engagement
- Title of Partner role/roles
- Statement confirming that the Partner relationship with HCPC is that of a self-employed contractor not an employee
- The capacity in which the referee knows the Partner
- The offer to provide brief outline of duties for the a Partner Role/Roles if this is requested
- A statement that it is HCPC policy to provide a confirmation of Partner Engagement only when issuing references and no further information.

## **6 Review**

This policy will be reviewed on an annual basis by the Partner Manager other than where a statutory regulation requires its amendments.