Council

6 July 2023

hcpc | health & care professions council

Council resolutions outside of meeting

Executive Summary

Council Standing Order 19 allows for the Council to pass resolutions outside of a meeting. This paper notes any such resolutions made by the Council since its last meeting (25 May 2023). These are:

1. Corrections to the Standards of Proficiency

The relevant supporting documents provided to members when proposing the resolution are appended.

Previous consideration	Considered by Council by correspondence.
Decision	To note. The Council passed the resolution by correspondence.
Next steps	Publication and communication of the corrected standards.
Strategic priority	Strategic priority 2: enable our professions to meet our standards so they can adapt to changes in health and care practice delivery, preventing harm to service users. Strategic priority 4: we regulate, take and communicate decisions which are informed by a deep understanding of the environment within which our registrants, employers and education providers operate.
Financial and resource implications	None.
Author	Claire Amor, Executive Director of Governance Assurance and Planning Claire.amor@hcpc-uk.org

Council resolutions without meeting

Council Standing Order 19 allows for the Council to pass resolutions outside of a meeting. For a resolution to be valid the following conditions must be met:

- the Chair's consent must be given to circulate the resolution; and

- at least three quarters of the Council must state their agreement to pass the resolution.

Resolutions passed without meeting are recorded by the Secretary to Council and must be reported at the next meeting of the Council.

Requested by	Claire Amor, Executive Director of Governance, Assurance and Planning
Resolution	
As part of the implementation work to transition to the new Standards of proficiency we have undertaken an audit of the draft standards and the supporting documentation, including the comparison tables that were produced to help with understanding how the current standards relate to the new versions, pending the uploading of the final designed publications (to be uploaded before September 1). Issue This review identified changes that need to be made to both sets of documents: • For the draft standards themselves, to reflect changes that have happened regarding English Language requirements for EU applicants since they were first published, and to correct a small number of typographic errors. • For the comparison tables, to correct some typographic errors, such as numbering errors, that have been identified by external readers who have downloaded them for use. Council approved the amendments as outlined in the supporting paper.	
Date passed	23 June 2023

Decision outside of meeting
Council

New Standards of Proficiency Documentation

Paper purpose: Approval of proposed changes to new SOPs documents

Author(s) & Presenter(s): Mark Platt, Policy Lead

ELT sponsor: Claire Amor, Executive Director of Governance Assurance & Planning

Executive Summary

As part of the implementation work to transition to the new Standards of proficiency we have undertaken an audit of the draft standards and the supporting documentation, including the comparison tables that were produced to help with understanding how the current standards relate to the new versions, pending the uploading of the final designed publications (to be uploaded before September 1).

Issue

We identified a few changes that need to be made to both sets of documents:

- For the draft standards themselves, to reflect changes that have happened regarding English Language requirements for EU applicants since they were first published, and to correct a small number of typographic errors.

- For the comparison tables, to correct some typographic errors, such as numbering errors, that have been identified by external readers who have downloaded them for use.

Council is asked to approve these minor amendments.

Once the corrections have been made, we will place notification on the webpage holding the documents, to advise that they have been updated.

From 1 September the current standards will be replaced on the Standards of proficiency landing page on our website by the new standards in the final organisational format. The draft standards will be removed although we will retain the comparison tables for a period of time to support the transition.

This work will ensure that the standards documentation is factually correct and has textual integrity.

Learning

The next set of Standards due for review are the Standards of conduct, performance and ethics. We have used learning from how the Standards of proficiency have been developed and audited to create review and audit processes for the Standards of

conduct, performance and ethics, which will include the use of two external groups to provide 'text naïve' reviews of the documentation, including for equalities issues.

Next steps	The draft Standards of proficiency documents and conversion documents will be amended, and the revised documents will be uploaded to the HCPC website.
Background	In 2020 we undertook a consultation on revising the Standards of proficiency to ensure they remained fit for purpose. Following that consultation Council approved revised versions of each profession's standards. The revised versions of the standards were published on the HCPC website in 2022, alongside comparison tables for each standard, to enable readers to compare between the existing and revised standards.
Risk assessment	The key risk is that there will be two versions of the draft documents in public circulation. However, as the main changes to the standards documents are to correct footnoted information about our English language proficiency requirements for international applicants this will have no material impact on readers understanding of the standards themselves. We will ensure this correction is given prominence in the notification. The changes to the comparison tables are entirely to correct textual errors, most of which have been identified by external readers, and so the revised versions will enable us to respond to those readers directly and enable us to respond quickly to anyone coming across the uncorrected versions and reporting them to us.
Cross organisational impact	The Policy and Standards team have alerted the Communications Team to the issue and will work with them once the updated documents are ready to upload. As there are no material changes being made to the Standards themselves this should have no further organisational impact
External stakeholder impact	As noted, there will be an unknown number of the incorrect versions of the documents in public circulation. As noted, as the main changes to the standards documents are to correct incorrect information about our English language proficiency requirements for international applicants this will have no material impact on readers understanding of the standards. The changes to the comparison tables are entirely to correct textual errors, most of which have been identified by external readers, and

	so the revised versions will enable us to respond to those readers directly and enable us to respond quickly to anyone coming across the uncorrected versions and reporting them to us.
Financial and resource impact	There are no financial impacts. The main resource impact is staff time, which is covered under BAU planning.
Strategy and Corporate Plan impact	The SOP revision work was approved under the following: • Priority 2: Enable our professions to meet our standards so they are able to adapt to changes in health and care practice delivery, preventing harm to service users • Priority 4: We regulate, take and communicate decisions which are informed by a deep understanding of the environment within which our registrants, employers and education providers operate
EDI impact	There are no equalities impacts from this work.
Other considerations	There may be some reputational impacts as a consequence of being seen to have updated the SOPs documentation for a second time. However, this is to be considered in light of the impact that would result from our having identified issues with the documents and not correcting them.

Appendix 1 – Changes to Be Made

To Standards Documents	• Correcting text on English language requirements for registrants from EU countries post Brexit agreements on all documents • Highlighting Standards 12.1 to 12.4 as generic across all documents
To Comparison Tables	Across all tables • Deleting 'to' from Std 1.3 across all professions • Shading generic standards correctly across all standards To individual tables (by Standard) • Correcting text misalignment for PRAC PSY 2.13, 2.14 • Replacing 'Be Aware' for 'Recognise' in PRO/ORTH 6.5 • Correcting line through error on SLT 9.1 • Deleted repeated HAD 11 • Replacing 'Biomedical Scientist' with OT for OT 12.3 • Corrected numbering errors for ODP 12 -.1 to .6 • Deleting 'activity analysis' from OT 12.7 • De-lining 'be able to' from OT 12.8 • De-lining 'ing' of 'recognising' in OT 12.9 • Deleting 'how psychology and' in PARA 12.9 • De-lining 'apply' and lining 'be' in RAD 12.11 • Correcting number errors for ODP 13 - .1 to .10 • Adding 'including appropriate medication history' to ORTH 13.5 • Deleting 'be able' in ODP 13.20 • Changing underline text to line through text for RAD 13.22 (*diagnostic imaging examinations or radiotherapy treatments*) • Correcting numbering error for ODP 13.28 • Deleted 'to' in Orth 13.29 • Replacing incorrect text for RAD 13 - .42 to .51 (*text was copied from old standard*) • Adding 'and policies' to PRO/ORTH 14.2 • Adding 'and policies' to SLT 14.2