

**Health Professions Council  
Education and Training Committee – 15<sup>th</sup> December**

**VISITOR 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 considered during the drafting phase.

The proposed draft appraisal system contains an element of self assessment, peer assessment and, in addition, it is suggested that Lay Visitors will also be involved in the process. As far as possible the system has been designed 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.

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 Registrant Visitors will be appraised. Employee appraisal systems have also been researched with The Work Foundation, 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 Operations, HPC's Public Affairs Lawyer and Human Resource Lawyers.

**Decision**

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

**Background Information**

The Registration Assessor and Panel Member/Chair 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

**Background Papers**

None

**Appendices**

Appendix 1 Draft Performance Appraisal Guidance Notes

Appendix 2 Draft Performance Appraisal Form

Date  
2005-12-05

Ver.  
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Dept/Cmte  
HRD

Doc Type  
PPR

Title  
Paper for ETC 15th December

Status  
Final  
DD: None

Int. Aud.  
Public  
RD: None

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