Health Professions Council – 11 September 2007

Corporate and social responsibility

Executive summary and recommendations

Introduction
The first draft of the Council's Corporate and Social Responsibility statement of intent is attached.

Decision
The Council is asked to review and agree the attached document.

Background information
Under the direction of the Executive Management Team, the Middle Management Group has spent the last few months researching the area of corporate and social responsibility. The attached document is the first draft of the Council's Corporate and Social Responsibility statement of intent.

Resource implications
To be incorporated into the 2008-2009 budget

Financial implications
To be incorporated into the 2008-2009 budget

Appendices
Corporate and social responsibility statement of intent

Date of paper
28 August 2007

HEALTH PROFESSIONS COUNCIL

CORPORATE AND SOCIAL RESPONSIBILITY

STATEMENT OF INTENT

2007

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Introduction

In recent years, many companies and public bodies have begun to consider the impact of their business upon the environment and society. As a result, a wide range of corporate and social responsibility policies and statements have been produced by organisations.

The Health Professions Council (HPC) has recently begun to consider the way that our business operates, with the intention of developing a sustainable business that minimises negative impacts and maximises the positive.

Much has already been achieved by HPC, but this has largely been due to the energies and efforts of individual employees and has not previously been linked up to any overarching aim or as part of a policy. We intend to build on this work and move steadily towards the production of a formalised corporate and social responsibility policy. It is important to us to adopt a policy which is realistic in its expectations, practical in its implementation and aligned with our core functions and guiding principles and strategy.

This document outlines the Health Professions Council's corporate and social responsibility (CSR) statement of intent. The statement of intent details the steps we have taken and the steps which we intend to take in the immediate future. This statement confirms the HPC's desire to produce a formal policy on corporate and social responsibility.

Corporate and social responsibility (CSR) statement of intent

Statement of intent
To develop and implement a policy that takes an ethical and sustainable approach integrating respect for all stakeholders and the environment to achieve success in every aspect of HPC's work.

The statement makes 6 broad commitments about employees, stakeholders, money, suppliers, environment and community.

Employees
To seek to provide an environment in which employees can contribute actively to HPC's goals and objectives to achieve business success in a safe and effective working environment.

Stakeholders
To seek to ensure good communications with our stakeholders, encouraging participation, providing a feedback loop, and ensuring transparency and responsiveness.

Money
To consider setting up an ethical investment policy and clear guidelines on investments, pensions and other financial matters.

Suppliers
To seek to ensure all suppliers are aware of HPC's approach to corporate and social responsibility and their role in upholding it.

Environment
To ensure that where possible, business practices do not impact negatively on the environment.

Community
To recognise that HPC operates within a community and to endeavour to impact positively on that community.

The statement of intent aims to encourage discussion, highlight achievements and challenges and sets out some ways for future working. It has been kept short as it is intended to have a finite life.

Guiding principles

The HPC operates under six guiding principles:

- protecting the public
- transparency
- communication and responsiveness
- providing a high quality service
- value for money
- working collaboratively

It is our intention that as a formal corporate and social responsibility (CSR) policy is developed; it is aligned to both our core functions (as outlined in the Health Professions Order) and our guiding principles and strategy. In particular, it is anticipated that a CSR policy will strengthen the HPC's position as a transparent, collaborative and value for money organisation.

It is also our intention that once a CSR policy is created it will be included in the annual report and integrated into all of our policies, strategies and operational procedures.

Implementing the statement of intent

The Council has overall responsibility for the implementation of the corporate and social responsibility (CSR) statement of intent.

A project team (drawn from members of the executive's middle management) is responsible for its day to day implementation, under the direction of the executive management group.

The project team has identified existing examples of good practice and produced a summary report of these. It has also produced a series of action points, for the short-term and middle-term, to guide future work. (See appendices)

The project team needs to ensure that the necessary resources are available to achieve our statement of intent.

Monitoring and evaluation

The Council will receive regular reports on the implementation of the CSR statement of intent, to allow them to monitor and evaluate its effectiveness.

With current resources, it is anticipated that the identified action points will be addressed by April 2009. The identified action points will be incorporated into departmental work plans and budgets for the next financial year.

Following the completion of the set of action points, we will test them to ensure that they deliver what is required. Using this feedback, we will then produce a formal CSR policy. It is important the formal policy balances the long term business of the organisation with the benefits for the wider environment and society.

Appendixes

Area	Suggestions	What we do now	Action points to be considered
Employees	Provision of healthy & safe working conditions	• There is an existing health and safety policy	• Continue exercise to re-write health and safety policy • Set up safety working group
	The opportunity for volunteering schemes	• Some voluntary work experiences have been organised in specific departments as part of away-day activities	• Examine possibility of rolling out an organisation-wide annual volunteering scheme • Consider policy regarding time off for voluntary training • Review Time off for Public duties policy
	A Give As You Earn scheme	• Scheme already in place	• Raise internal awareness through better communications
	Flexible working arrangements	• Policy in place to consider flexible working arrangements for all employees, with additional rights for parents	• Raise internal awareness of flexi time for parents through better communications
	A clear equal opportunities policy	• Policy in place	
	Diversity in the workforce	• Diversity policies already in place	• Review all diversity policies as part of the Equality and Diversity project
	Training & development needs	• Training and development needs constantly reviewed	
	Work life balance	• Actively make sure Managers do not promote a long hours culture at HPC and exit interviews are monitored carefully to ensure that work life balance reasons do not contribute to people leaving. We offer a number of opportunities to all employees such as the employee assistance line for	• Ongoing monitoring of exit interview feedback • Investigation of the benefits of an employee attitude survey including questions around this matter

Area	Suggestions	What we do now	Action points to be considered
		employees and their families for both work and personal advice and counselling. • Ensure that any sickness or personal issues are treated in a fair manner	
	Work place recognition		• Examine possibility in gaining accreditation (e.g. 'Investors in People' and 'disability symbol' or 'double tick symbol'.
	Good governance (efficient, fair, open, impartial business administration, good communications)	• Clear and transparent website • All meetings held publicly • Publish workplan and strategy documents • Conduct consultations for all major changes • Publish annual reports • Run professional liaison groups • Council member self assessment • Council member training • Council and Committee structure • Seven principles of Public Life • Implement best practice with regard to governance documents • Internal and external Audit	
Stakeholders	Ensure employee /external stakeholders can give feedback on HPC's performance, ensure all comments are analysed, responded to and acted upon.	• Conduct public consultations • Hold listening events • All employee meetings • Robust complaints procedure with measurements publicly available • Hold public annual meeting • Robust grievance procedures	• Expand bi-annual opinion polling to include a wider range of stakeholders

Area	Suggestions	What we do now	Action points to be considered
		• Bi-annual opinion polling • Team meetings • One-to-one meetings • Annual performance development review • Market Research • Focus Groups • Evaluation and feedback forms from talks, events and exhibitions.	
	Ensure our services are suitable for a diverse customer / (registrant) base		• Review diversity policies through Equality and Diversity project
Money	Ensure HPC doesn't invest in companies involved in corrupt regimes or arms trading, invest ethically.	• Current investment policy provider offers ethical options	• Review investment policy / investors
	Ethical pension scheme	• Current pensions provider offers ethical portfolio options	• Review pension scheme investment policy
	Ethical investment fund	• Current investment policy provider offers ethical options	• Review investment fund investment policy
Suppliers	Developing a policy towards suppliers / ethical purchasing policy	• No current policy in place	• Recruit procurement officer • Review all suppliers for compliance with corporate & social responsibility policy • Design and incorporate creditors' compliance with CSR policy into tender process • Review purchasing & tendering procedure to ensure that it follows the CSR policy • Examine the possibility of using Fairtrade tea and coffee facilities

Area	Suggestions	What we do now	Action points to be considered
Environment	Develop an environmental policy		• Policy to be created (e.g. to include the purchase of energy efficient equipment) • Consider including green reporting in the annual report
	Reduce, recycle waste Recycle paper Recycle other areas of waste	• Already recycle paper	• Encourage departments to go green over paper recycling • Perform analysis on recycling services available • Double sided printing to be rolled out throughout the organisation
	Use recycled paper		• Review the use recycled paper
	Carbon neutral (offset CO2 emissions e.g. from transport and flights www.futureforests.com)	• New build will comply with most recent regulation around carbon neutral emissions e.g. double glazing, insulation • Have committed to a tree planting scheme in Stannery Street	• Review the use of low energy light bulbs • Review the replacement of all equipment with low energy equipment • Look into ways to reduce our carbon footprint / energy consumption
	Try to reduce unnecessary travel / flights (e.g. video broadcasting as a viable alternative)	• Minimal use of cars by executive in travelling to work and meetings	• Review travel policy for executive and council / committee members / employees • Review the use of video-conferencing
	Reduce water use / wastage	• Currently use water saving devices in urinals	• Promote efficient water usage through internal advertising
	Reduce energy consumption,		• All unnecessary lights to be turned off at the end of the working day • Sensible electricity consumption to be internally promoted e.g. turnoff of monitors etc

Area	Suggestions	What we do now	Action points to be considered
	Switch supplier to a renewable source		• Review all energy suppliers to ensure maximum use of renewable energy sources
Community	Creation of sustainable partnerships with community and voluntary organisations in the community where we operate	• HPC is a member of the Friends of Kennington Park • HPC is a member of Kennington Association • We work with local JobCentre Plus for advertising appropriate roles • Had meetings with local community around refurbishment	• Raise internal awareness of local community involvement through better communications Examine the possibility of a Charity Day
	Community investment – good reputation (=brand value)	• Committed to improving the environment around Stannery Street	• Examine the possibility of donating of sandwiches to a local hostel
	Donations (premises, donating computers and office equipment, meeting rooms for charities)	• Christmas card budget donated to charities	• Review recycling policy of furniture and computers