

**Health Professions Council
Finance and Resources Committee 26 July 2007**

HPC'S SELECTION AND APPOINTMENT POLICY FOR PARTNERS

Executive Summary and Recommendations

Introduction

The Human Resources Workplan for 2007/2008 identified a need for a Partner Handbook to be developed. The Finance and Resources Committee agreed that policies would be developed throughout the year, and provided to the Committee for approval.

The Partner Expenses Policy was approved at the 26th April 2007 meeting of the Finance and Resources Committee. The second policy which has been developed is a Selection and Appointment Policy for Partners. It is hoped that this will make the processes clearer to candidates who apply or reapply for Partner roles, and demonstrate that equitable and lawful processes are being followed by the Human Resources Department. These processes are already being followed and the Policy will not mean any changes to the existing practises of the Department.

Decision

The Committee is asked to approve the introduction of the proposed HPC Selection and Appointment Policy for Partners, to be implemented with immediate effect.

Background information

Nil

Resource implications

Nil

Financial implications

Nil

Appendices

Nil

Date of paper

9th July 2007

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2007-07-09

Ver.
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HRD

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Recruitment and Selection Policy
Partners F&R Committee

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Final
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Internal
RD: None

HPC'S Selection and Appointment Policy for Partners

1. General Principals

- 1.1 The Health Professions Council (HPC) aims to have sufficient Partners, who are suitably trained to perform their individual partner role, to assist the HPC in meeting its obligations.
- 1.2 The HPC is committed to ensuring that no candidate receives less favourable treatment on the grounds of disability, sex, race, religion or belief, age, marital or civil partnership status, gender reassignment or sexual orientation.

2. Purpose

- 2.1 The purpose of this policy is to:
 - Provide a fair and systematic basis for selecting the most suitable candidates and to ensure all selection procedures are carried out fairly and equitably.
 - Provide equality of opportunity for all candidates and to avoid unfair discrimination on any ground.

3. Scope of Policy

This policy applies to all Partner vacancies.

4. Objectives

- 4.1 The HPC is committed to ensuring that selection is undertaken in a professional manner enabling the appointment of a high standard of Partner.
- 4.2 It is essential that the selection process provides a positive image of the HPC to all candidates and that they receive all necessary and appropriate information.

5. Equal Opportunities and Diversity

The selection process will be reviewed regularly to ensure that it fulfils requirements in respect of equal opportunities and diversity.

6. Steps in Advertising the Selection Process

6.1 The selection process incorporates the following steps:

- Review need for the role and identify funding
- Prepare/review the Partner Role Brief
- Prepare/review the Partner Person Specification
- Prepare appropriate advertisements
- Appointment Notification Form
- Short listing candidates
- Acquiring References
- Interviewing candidates
- Appointment of successful candidate(s)
- Providing letter of confirmation enclosing Partner Agreement
- Arranging Partner training

7. Selection Preparation

7.1 Approval for proposed new Partners roles must be given by way of a completed Appointment Notification Form (see Appendix One). This ensures that the HPC has the appropriate recruitment budget in place to support the selection process.

7.2 To commence the selection process, Departmental Managers should forward a Selection Notification Form to the Partner Manager.

- 7.3 Advertisements will normally remain open for two weeks from the date of publication, unless otherwise agreed.

8. Ring-Fencing

- 8.1 The HPC reserves the right to ring-fence vacancies for current Partners if applicable.
- 8.2 The necessity for ring-fencing will be identified by the relevant Departmental Head in discussion with the Partner Manager to ensure justification.
- 8.3 In the event that ring-fencing occurs, the HPC will nonetheless ensure that best practice selection is adhered to.

9. The Role Brief

The purpose of the Role Brief is not to state exhaustively all tasks that a Partner may be asked to undertake, but rather to define the overall purpose of the role and to describe in general the range of tasks associated with that role.

10. The Person Specification

The successful candidate will meet the essential criteria. If two or more candidates meet the essential criteria these candidates will be assessed against the desirable criteria. The successful candidate will achieve the highest number of desirable criteria. All factors should be measurable and relevant to the role.

11. Advertising

- 11.1 There are a number of journals and newspapers available for advertising. The Department Head should agree with the Partner Manager on the best medium for advertising.
- 11.2 All vacant Partner positions will be advertised on the HPC's website.

11.3 When completed application forms are received by the Partner Manager the Equal Opportunities Monitoring form will be immediately removed and the appropriate information shall be recorded for future recruitment analysis purposes.

12. Appointment Panel

12.1 The appointment panel will conduct both the short listing exercise and interviews for the vacant position.

12.2 The appointment panel should consist of the following;

- The Partner Manager (as the Human Resources Representative).
- The relevant Department Manager.
- The Chair or Vice Chair of the relevant committee. If for any reason the Chair or Vice Chair are unable to sit on the appointment panel their place will be taken by a member of HPC Council.
- A representative from the Office for the Commissioner of Public Appointments may be invited to be part of the panel to assist and advise where large recruitment exercises occur, or where small, very specific recruitment takes place. They may also be utilised where one of the above employees or Committee members are unavailable or where specialised legal advice on the process is necessary.

13. Short Listing

13.1 The appointments panel will complete a short-listing form. This will be forwarded to the Partner Manager who will complete the final shortlist form.

13.2 The Partner Manager (or Partner Administrator) will be responsible for inviting all short listed candidates to interview. The interview date should allow sufficient time for candidates to make arrangements to attend and for references relating to those short listed candidates to be received by the HPC.

14. The Interview

14.1 The main purpose of the interview is to measure candidates' suitability for the post.

14.2 The format of the interview is as follows:

- The Chair of the appointments panel is responsible for: welcoming and relaxing candidates; introducing them to the panel members; explaining the format that the interview will take and how long it is expected to last; and explaining that notes will be taken by panel members throughout the interview.
- Questions should be asked by the panel members to enable them to assess the candidates against the Person Specification.
- Interview notes should be signed by panel members to confirm that the notes are a true and accurate record of the interview. The Interview Record Form should be used for this purpose.

15. Assessment and Selection

15.1 Assessment of candidates should be based solely on the candidates' responses to the questions put to them by the panel members.

15.2 The successful candidate will match all of the essential criteria and the majority of the desirable criteria.

15.3 The assessment process should be co-ordinated by the Chair who, after discussion about each criterion, will complete the Interview Record Form on behalf of the panel. This form will be retained on the successful candidate's Partner file.

16. Concluding the Interview

16.1 Each candidate should be advised as to how and when they will be notified of the outcome of their interview.

16.2 The Chair should:

- Ensure notes are taken throughout the interview in respect of each candidate.
- Verify Professional Registration with the candidate.
- Complete the Final Decision form in respect of each candidate appointed.
- At the end of the interview process return all completed interview record forms and associated documents to the Partner Manager.

17. References

17.1 The HPC will apply for references prior to interview.

17.2 All the HPC panel members must approve references before any offer of a Partner role is made.

18. Offer of Appointment

18.1 All Partner appointments have to be ratified by the HPC's Council, which can be done through virtual sign off and then confirmed in writing at the next Council Meeting.

18.2 Training will be arranged for the successful candidate in conjunction with the Department Head.

19. Resignations

19.1 If a Partner resigns this will be acknowledged in writing by the Partner Manager.

19.2 If a Council Member resigns or is not re-elected to sit on HPC's Council there is no automatic right for that ex-Council Member to become a Partner. If an ex-Council Member wishes to become a Partner they must apply through the standard Partner selection process detailed above.

20. Restrictions or Exceptions for Partner Roles

20.1 Council Members of the HPC are not eligible to perform the Partner role of Visitor on either a temporary or permanent basis.

20.2 Council Members of the HPC are not eligible to perform the Partner role of Registration Assessor on a permanent basis.

However, Council Members are eligible to perform this role on a temporary basis only, in exceptional circumstances. Exceptional circumstances are considered in the case where there is a shortage of Registration Assessors in a particular profession and modality, and there are no Partners available to perform this role. Council members are eligible for temporary appointment to this role only whilst recruitment takes place to fill the Partner role with a non-Council member.

20.3 Council Members of the HPC are not eligible to perform the Partner roles for the Fitness to Practise panels on either a temporary or permanent basis.

20.5 Former Council members or Presidents of the HPC are not excluded from applying to become Partners and are subject to the normal application process.

20.6 Partners who are the subject of any investigation procedures or determination against them concerning their fitness to practise for their profession may not sit on a Fitness to Practise panel or perform the other Partner roles.

20.7 Candidates are required to declare any conflict of interest when applying for Partner roles. If there is a potential conflict of interest, this may prevent a Partner from being shortlisted for a Partner role.

20.8 In cases where there is an urgent and temporary need for a Partner role to be filled quickly and temporarily, temporary Partners may be appointed to a short term Partner Agreement which is less than the normal two year appointment without the formal advertising process outlined above.

21. Review

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

Appendix One

RECRUITMENT AUTHORISATION FORM
(HPC Partners)

Profession to be recruited (title): _____

Proposed number required: _____

Names of Interview Panel
Members: _____

Deadline for Training: _____

Reasons for recruitment:

Insufficient Numbers:

New Modality (please explain below):

New Position (please explain below):

Other (please explain below):

Advertising Medium:

HPC website:

National Press:

Specialist Press (please specify below):

Other (please specify below):

Authorised by :

Department Director/Manager:

Date:

Partner Manager:

Date:

Chief Executive & Registrar:

Date: