

# **Health Professions Council – Standards of Education and Training for Members**

## **Executive Summary and Recommendations**

### **Introduction**

The Health Professions Order 2001 (the Order) states that the Council shall make standing orders which provide for ‘establishing standards for the education and training of members’.

This provision in the Order is reflected in the Council standing orders and in the standing orders of all the statutory and non-statutory committees which state that ‘the Council shall establish standards of education and training for members and, as part of those standards, shall provide for members to undergo training to assist them in their performance of their duties’.

### **Decision**

The Council is asked to agree the attached standards of education and training for Council and committee members.

### **Background information**

None

### **Resource implications**

None

### **Financial implications**

To be included in the Council training budget as appropriate.

### **Background papers**

None

### **Appendices**

None

# HEALTH PROFESSIONS COUNCIL

## Standards of Education and Training for Council and Committee Members

### Introduction

The Council sets Standards of Education and Training for Council Members and Committee Members (collectively referred to as Members), not simply to meet its statutory obligations, but also in order:

- to ensure that Members are given the opportunity to gain the skills and knowledge necessary to perform their functions effectively;
- to encourage Members to take responsibility for identifying their training and development needs; and
- to promote and establish a culture where the ongoing education and training of Members is seen as an essential part of the success of the Council.

### The Standards

The Standards of Education and Training are encompassed in the induction training set out below and are the minimum requirements with which Members must comply in order to ensure that they know and understand:

- the functions of the Council and its Committees;
- the legal framework within which they operate;
- the role and responsibilities of Members;
- how meetings are conducted and decisions made;
- the organisational structure and responsibilities of the Executive; and
- where to obtain assistance and further information.

### Induction Training

All Members are required to undergo induction training, which will be organised by the Executive as soon as practicable after the Member is appointed. The induction should cover the following areas:

#### ***1. The role of the Council and its Committees***

The structure, roles and functions of the Council, its statutory and non-statutory committees, particularly in relation to the Council's four key areas of activity:

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2004-11-25	a	CNL	AGD	standardsfofeducationandtraining	Final DD: None	Public RD: None

- Standard setting
- Education and training
- Registration
- Fitness to Practise.

The Council and committee decision making processes; the terms of reference and reporting procedures for Committees; how Members are appointed to Committees; the role of Council and Committee Members on external bodies and how Members are appointed to such bodies.

## **2. The legal framework**

The Health Professions Order 2001 and the Rules made under it; Standards and Guidance; the general principles of public law including natural justice, the obligations on public decision-makers and judicial review; the Human Rights Act 1998, data protection and freedom of information; the investigation and prosecution of criminal offences; the principles of Community law including the free movement of EEA nationals and the mutual recognition of qualifications.

## **3. The role of Members**

The roles and responsibilities of Council and Committee Members; their formal obligations and time commitment; the distinction between policy-making and administration; legal liability; conflicts of interest and the declaration of interests; allowances and expenses .

## **4. How the Council works**

The Council's Strategic intent; the relationship between the Council, its Committees, Members and the Executive; the organisational structure; the functions of the Chief Executive and senior officers; the role of the Executive in aiding decision-making; the Council's financial and budgeting processes; procedures in relation to contact with staff.

## **5. Meeting procedures**

Key issues regarding the conduct of meetings; Council and Committee agendas; notice of motions, meeting procedures, rules and standing orders and regulations; Council meeting cycles, deadlines and delivery dates; the principles of good corporate governance.

## **Review**

Members performance against these standards will be reviewed as part of members' annual performance and development review.