

Health Professions Council – 29 May 2008

Revised Corporate and social responsibility statement of intent

Executive summary and recommendations

Introduction

The Council approved its corporate and social responsibility statement of intent in September 2007. A few minor changes are proposed to this document, following feedback from the HPC’s solicitor and the Director of Human Resources. These changes relate to wording in the introductory parts of the document (which was felt to possibly be too commercial and appear to conflict with our public protection role) and the action in the appendix on flexible working arrangements (which was felt to contradict the employment policies in the employee handbook).

Decision

The Council is asked to review and agree the attached document, prior to its publication on the website.

Background information

Under the direction of the Executive Management Team, the Middle Management Group has spent the last six months monitoring the progress of the action points in the statement of intent. The Middle Management Group has also been overseeing the internal and external communication surrounding the statement of intent. It was during this exercise that the proposed changes came to light. The Middle Management Group intend to update Council on the progress of the action points in autumn 2008.

Resource implications

None (relating to the specific revisions)

Financial implications

None (relating to the specific revisions)

Appendices

Corporate and social responsibility statement of intent

Date of paper

19 May 2008

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-05-19	b	EDU	PPR	Council - CSR (May 08)	Final	Public
					DD: None	RD: None

**HEALTH PROFESSIONS COUNCIL
CORPORATE AND SOCIAL RESPONSIBILITY
STATEMENT OF INTENT
2007**

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-05-19	h	EDU	AOD	Corporate & Social Responsibility - Statement of Intent (Council - May 08)	Final DD: None	Internal RD: None

CONTENTS

Introduction.....	3
Corporate and social responsibility (CSR) statement of intent	4
Statement of intent.....	4
Employees	4
Stakeholders	4
Money	4
Suppliers	4
Environment.....	4
Community.....	4
Guiding principles	5
Implementing the statement of intent.....	6
Monitoring and evaluation	7
Appendixes.....	8

Introduction

In recent years, many organisations have begun to consider their 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 such organisations.

The Health Professions Council (HPC) has recently begun to consider the way it operates, with the intention of developing a sustainable organisation 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 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 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 reviewing our 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	<ul style="list-style-type: none"> There is an existing health and safety policy 	<ul style="list-style-type: none"> Continue exercise to re-write health and safety policy Set up safety working group
	The opportunity for volunteering schemes	<ul style="list-style-type: none"> Some voluntary work experiences have been organised in specific departments as part of away-day activities 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Scheme already in place 	<ul style="list-style-type: none"> Raise internal awareness through better communications
	Flexible working arrangements	<ul style="list-style-type: none"> Policy in place to consider flexible working arrangements for all employees, with additional rights for parents and carers 	<ul style="list-style-type: none"> Raise internal awareness of flexible working options and entitlements for all employees, including parents and carers
	A clear equal opportunities policy	<ul style="list-style-type: none"> Policy in place 	
	Diversity in the workforce	<ul style="list-style-type: none"> Diversity policies already in place 	<ul style="list-style-type: none"> Review all diversity policies as part of the Equality and Diversity project
	Training & development needs	<ul style="list-style-type: none"> Training and development needs constantly reviewed 	
	Work life balance	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
		<p>employees and their families for both work and personal advice and counselling.</p> <ul style="list-style-type: none"> Ensure that any sickness or personal issues are treated in a fair manner 	<ul style="list-style-type: none"> Examine possibility in gaining accreditation (e.g. 'Investors in People' and 'disability symbol' or 'double tick symbol'.
	Work place recognition		
Stakeholders	Good governance (efficient, fair, open, impartial business administration, good communications)	<ul style="list-style-type: none"> Clear and transparent website 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 	
	Ensure employee /external stakeholders can give feedback on HPC's performance, ensure all comments are analysed, responded to and acted upon.	<ul style="list-style-type: none"> Conduct public consultations Hold listening events All employee meetings Robust complaints procedure with measurements publicly available Hold public annual meeting Robust grievance procedures 	<ul style="list-style-type: none"> Expand bi-annual opinion polling to include a wider range of stakeholders

Area	Suggestions	What we do now	Action points to be considered
		<ul style="list-style-type: none"> • 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 range of users		<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Current investment policy provider offers ethical options 	<ul style="list-style-type: none"> • Review investment policy / investors
	Ethical pension scheme	<ul style="list-style-type: none"> • Current pensions provider offers ethical portfolio options 	<ul style="list-style-type: none"> • Review pension scheme investment policy
	Ethical investment fund	<ul style="list-style-type: none"> • Current investment policy provider offers ethical options 	<ul style="list-style-type: none"> • Review investment fund investment policy
Suppliers	Developing a policy towards suppliers / ethical purchasing policy	<ul style="list-style-type: none"> • No current policy in place 	<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Already recycle paper 	<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> Review the use recycled paper
	Carbon neutral (offset CO2 emissions e.g. from transport and flights www.futureforests.com)	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Minimal use of cars by executive in travelling to work and meetings 	<ul style="list-style-type: none"> Review travel policy for executive and council / committee members / employees Review the use of video-conferencing
	Reduce water use / wastage	<ul style="list-style-type: none"> Currently use water saving devices in urinals 	<ul style="list-style-type: none"> Promote efficient water usage through internal advertising
	Reduce energy consumption,		<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Raise internal awareness of local community involvement through better communications Examine the possibility of a Charity Day
	Community investment and reputation	<ul style="list-style-type: none"> Committed to improving the environment around Stannery Street 	<ul style="list-style-type: none"> Examine the possibility of donating of sandwiches to a local hostel
	Donations (premises, donating computers and office equipment, meeting rooms for charities)	<ul style="list-style-type: none"> Christmas card budget donated to charities 	<ul style="list-style-type: none"> Review recycling policy of furniture and computers