

Council meeting, Wednesday 7 February 2018

## **Proposed structure for the Annual report and accounts 2017–18**

Executive summary and recommendations

### **Introduction**

This paper sets out the proposed structure for the Annual report and accounts 2017–18. It has been put together with input from both the Communications and Finance Departments, following research into the annual reports of ten other health care regulators.

We propose utilising elements identified within these reports, whilst keeping the statutory information we are obliged to include from the existing style of report. The intention is to create a more accessible and engaging publication for the reader and will be in keeping with the changes we have already made to the Fitness to Practise and Education annual reports, since the launch of the e-publishing strategy.

We will also undertake proportionate dissemination to highlight key areas of work to targeted stakeholders. Activities could include a potential blog piece, an article in HCPC In Focus and stakeholder mailings.

### **Decision**

The Council is invited to:

- review, suggest additional content and agree the proposed structure for the Annual report and accounts 2017–18; and
- discuss the key messages we might wish to communicate.

### **Background information**

In 2017 we produced a designed Key financial information document to accompany the Annual report and accounts. This document highlighted key statistics from the year using infographics to produce a more visually engaging publication. The annual report 2017–18 will utilise design elements from this, providing a transition in style for the report. This will enable us to develop the style further moving forward, particularly in 2018–19 when we will use strategic priorities laid out in the corporate plan.

### **Resource implications**

The resource implications associated with the production of the annual report have been accounted for in the Communication Department work plans for 2018–19. Content input from departments could potentially increase, but may be drawn from the

departmental work plans. Initial content will need to be submitted to Finance and Communications by the end of March. We have included the production schedule as an appendix for reference.

### **Financial implications**

The financial implications associated with this plan have been accounted for in the 2018–19 Communication Department budget.

# **HCPC Annual report and accounts 2017–18**

# Contents

The sections will be colour coded, which will continue through the report. We will also explore the option of producing separate pdfs for the different sections or an HTML version so that readers can select the sections of relevance.

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Delivering our Strategic Intent

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#### **Section 3: Financial statements**

## **Foreword from the Chair and Chief Executive and Registrar**

[400–500 words]

This section will follow the existing format of highlighting key pieces of work and development through the year.

## **Who we are and what we do**

[300 words]

This will follow the existing format, although we could consider the use of infographics to highlight our public protection role or the professions that we regulate.

## **Section 1 – Performance report**

### **Section 1.1 – Overview**

[100 words]

Brief summary explaining the purpose of the HCPC's strategic intent.

### **Delivering our Strategic Intent**

The following sections will explore the work that has been completed through the year to achieve the six objectives. They will cover activities and projects undertaken which deliver our strategic objectives, with reference to the impact of our activities. Each of the sections will have a visual depiction of the objective where possible.

### **Objective 1: Good governance**

[100 words]

To maintain, review and develop good corporate governance.

We will draw some key activities from the year such as the formation of the Tribunal Advisory Committee or the review of some of the governance structures, including the recruitment of independent members of the committees. However, as this section could potentially duplicate content in the corporate governance report, we will add a reference to section 2.1 and highlight the strategic intent objective within that section.

### **Objective 2: Efficient business processes**

[300 words]

To maintain, review and develop efficient business processes throughout the organisation.

This section will include examples such as paperless registration renewal, progress of the registration transformation project and the PSA report / our response.

## **Objective 3: Effective communication**

[300 words]

To increase understanding and awareness of regulation amongst all stakeholders.

Communication campaigns and stakeholder projects managed by other departments.  
Could include:

- our range of audience specific e-newsletters;
- FTP representatives' network;
- CEO and Chair activity;
- Engagement with professional bodies
- audience specific engagement work with service users and employers;
- dissemination of Policy guidance on topics including CPD, confidentiality and social media; and
- the website review project.

## **Objective 4: Evidence informed regulation**

[300 words]

To ensure that the organisation's work is evidence informed.

This could cover the Surrey University research into the prevalence of fitness to practice cases about paramedics and social workers and what we might be able to do about this trend.

We could also include the contributions we have made to international and UK scientific conferences and how feedback from Registration's customer service surveys have been used to change processes (although this may fit better in objective 2).

## **Objective 5: Influence the policy agenda**

[300 words]

To be proactive in influencing the wider regulatory policy agenda.

This could include information on:

- the Department of Health consultation on regulating medical associate professionals in the UK,
- the four UK government's consultation on promoting professionalism and reforming regulation;

- the PSA consultation on their good standards of regulation;
- the Welsh Language Bill;
- the Health Select Committee Inquiry on the impact of Brexit on health and care professionals; and
- the government consultation on adult social work managers.

## **Objective 6: Engagement in the four countries**

[300 words]

To ensure that our approach to regulation takes account of differences between the four countries.

This will have an infographic depicting the UK which highlights the work we have done in each of the UK countries. Topics could include the range of events (Meet the HCPC, Education Seminars, Employer events, CPD Workshops and exhibitions) we have held / attended around the UK and meetings with the four UK governments.

## **Section 1.2 – Performance analysis**

[Roughly 2,500 words in total]

This section will include tables and graphics of statistics, similar to the ones produced for the accompanying information document to the 2016–17 annual report.

It will include a financial and operational narrative, referring back to the strategic highlights in section 1.1, but with specific commentary and tables of key stats around Fitness to Practise, Education and Registration operational activity. The operational commentary will be drafted by the departments and should be about 300 words per area.

Whereas previous years have set out to explain financial impacts in terms of operational activity, this year's report will highlight the operational activity, with financial impact as a consequence where relevant. We are aiming to identify case studies from the year that will highlight these operational activities.

This section will also include the Reserves and investment policy text that featured in the last report.

## **Section 1.3 – Looking forward**

[Roughly 1,000 words in total]



This section will highlight some of the key activities from the corporate plan for 2018–19 and will include the risks and uncertainties, future developments and going concern sections that were covered in the last annual report.

We will include the expected timing and impact of the transfer of social workers, including the latest information available at the date of the July Council meeting. We will also use the Corporate plan and strategic priorities in this section.

## **Section 2 – Accountability report**

### **Section 2.1 – Corporate governance report**

[4,500 words total]

#### **Council's report**

[1,000 words]

This will duplicate the section from the last annual report and will include sections on:

- Key relationships;
- Health and safety;
- Corporate, social and environmental responsibility;
- Payment of suppliers;
- Equality and diversity;
- the Employee Consultation Group; and
- the Welsh Language Scheme.

#### **Governance statement**

[3,500 words]

As in previous years, will include sections on:

- Council and Committee structure and remit, how performance and effectiveness is assessed, matters considered during the year and the Audit Committee annual report;
- tables of council and committee membership;
- descriptions of the systems of internal control and risk management, and changes to the Risk Register;
- information security management, and the number of information security incidents; and
- how we obtain assurance on the system of internal control.

This section will highlight changes in the year including the formation of the Tribunal Advisory Committee and the review of the Education and Training Committee, linking back to strategic objective 1.

## **Section 2.2 – Remuneration and staff report**

[1,100 words total]

This will duplicate the section from the last annual report and will include sections on:

- Council and Committee members' attendance, fees and expenses;
- remuneration of the Chief Executive and Executive Management Team;
- fair pay disclosures including a reference to the gender pay gap report; and
- employee numbers and costs.

## **Section 2.3 – Parliamentary accountability and audit report**

[1,700 words]

This will duplicate the section from the last annual report and will include the Statement of responsibilities of the Accounting Officer and The certificate and report of the comptroller and auditor general to the Houses of Parliament and the Scottish Parliament. This year we will additionally have an audit report from Hays MacIntyre addressed to the Council.

## **Section 3: Financial statements**

[Roughly 17 pages long, word count TBC]

There is very little scope to change this section, but we will look to slim down sections where we can.

## Appendix – Publication production schedule: Annual report and accounts 2017–18

Council discuss planned structure of report	Wed 7 Feb 2018
Draft content delivered by department authors	<b>Deadline:</b> Fri 30 March 2018
First draft to designer	Tues 17 April 2018
EMT review first draft (not designed)	Tues 24 April 2018
First designed draft back from designer	Tues 24 April 2018
Amends to designer; draft to JB for legal review	Fri 4 May 2018
Second designed draft back from designer; comments back from JB	Fri 11 May 2018
Council review second designed draft (with focus on presentation and comms)	Wed 23 or Thurs 24 May 2018
Audit Committee review second designed draft (with focus on the accounts and compliance)	Tues 12 June 2018
Amends to designer	Fri 15 June 2018
Final artwork from designer	Fri 22 June 2018
Council approve final report	Wed 4 or Thurs 5 July 2018
C&AG certifies	TBC – around Tues 10 July 2018
Laying in Parliament	TBC – mid-July 2018
Online publication	TBC – after laying in Parliament