

Finance and Resources Committee 18 September 2007

Paper title: Partner Reference Policy

Executive summary and recommendations

Introduction

The Human Resources work plan 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 provided the Committee approves them. All of the existing partner policies are placed under the Partner Handbook section on HPC's website.

The Partner Reference Policy outlines the reason for having an open reference policy and it also explains that current and past partners are able to request a reference for the role that they perform or have preformed.

The policy also guides the partners through the process of requesting a reference and the reasons for why the HPC will only confirm statements of engagement. This policy is already been followed and this will not mean any change to the current process.

Decision

The Committee is asked to approve the introduction of the proposed HPC Partner Reference Policy for partners, to be implemented with immediate effect.

Background information

None

Resource implications

None

Financial implications

None

Appendices

None

Date of paper

18 September 2007

Reference policy for HPC Partners

1 Introduction

- 1.1 The Health Professions Council (HPC) aims to provide partners with an 'open reference' policy to ensure that its values are put into organisational practice.
- 1.2 An open reference policy means that the partners involved in the HPC who have a reference written about them should be fully aware of what their references will contain.
- 1.3 In relation to FTP partners HPC's Council have endeavoured to place all panels at arms length. Therefore, due to these circumstances only factual references will be given.

2. Purpose

- 2.1 The purpose of this policy is to ensure that all The HPC has a partners are treated fairly across the organisation in relation to references.

3. Scope of policy

- 3.1 The policy applies to all partners both currently engaged under the terms of the partner agreement and past partners that were engaged under the terms of a partner agreement.

4. Legal context

- 4.1 The HPC has a duty of care to provide a reference which is in substance; true, accurate and fair. References must not give an unfair or misleading impression overall.

5 Guidelines on references

- 5.1 Partners will be consulted and their consent obtained before any references are issued by the HPC about them.

References will be given in good faith and with care ensuring that information is accurate and factual.

5.2 HPC Partner References are statements confirming engagement only, and as such the following are included:

- Dates of Partner Agreement/engagement
- Title of partner role/roles
- Statement confirming that the partner relationship with HPC is that of a self-employed contractor not an employee
- The capacity in which the referee knows the Partner
- The offer to provide brief outline of duties for the a partner role/roles if this is requested
- A statement that it is HPC policy to provide a confirmation of partner engagement only when issuing references and no further information.

6 Review

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