
Fitness to Practise Committee – 25 February 2010

Monitoring Role

Executive summary and recommendations

At the last meeting of the Committee in October 2009, the Executive were asked to make suggestions to the Committee as to what information it would need in order for it to be able to undertake its monitoring and oversight role and to provide information on the key operational drivers governing the work of the Fitness to Practise directorate.

Furthermore, the Council for Healthcare Regulatory Excellence (CHRE) in its report into the conduct function of the General Social Care Council (GSCC) recommended that:

‘Council and Committee members should provide effective scrutiny by challenging information provided and requiring senior management to demonstrate what they have done to address identified issues.’

The key indicators that are used by the Director of Fitness to Practise to ensure the effective management of workload and resources are as follows:

- The number of allegations received and predicted to be received
- The number of cases allocated to a case manager
- The length of time cases are taking to conclude and the reasons for this
- The case to answer percentage
- The number of cases awaiting hearing or awaiting to be fixed for hearing
- Costs against budget

The Committee may wish to consider whether this information, and a commentary on it, is sufficient for it to undertake its monitoring and scrutiny of the fitness to practise function

Other information is used to analyse whether processes and procedures are working to their best effect and that information is as follows:

- The type and number of cases closed before consideration by an Investigating Committee
- The type and number of cases referred (or not) to a final hearing
- The type, number and reasons for a not well founded determination
- The type, number and reasons for a sanction being imposed

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2010-02-04	a	F2P	POL	Monitoring Role - Cover Sheet	Final	Public
					DD: None	RD: None

Decision

The Committee is asked to discuss and agree what information it would like to receive in order for it to be able to undertake its monitoring role.

Background information

The Fitness to Practise department produce a variety of statistical and reporting information on a weekly, monthly, quarterly, annual and ad hoc basis. That information is used for a variety of purposes and can be classified as follows:

Weekly

- Number of cases allocated to case managers including the number of cases where a notice of observation letter has been sent out or where a case is due to be considered by a registration panel

Monthly

- A monthly commentary is produced for members of the Executive Management Team and includes commentary on the length of time cases are taken, any pertinent operational issues and on resource needs
- A report on the adherence to service level standards
- Monthly management information packs are produced (copies of which are provided as part of the Committee agenda)
- Forecasting of cases, hearings and resource needs in undertake on a monthly basis to ensure the appropriate management of financial and human resources and to ensure the effective and expeditious management of cases
- That forecasting includes an analysis of:
 - o The number of allegations/enquires received and predicted
 - o The number of cases closed pre consideration by an Investigating Committee
 - o The number of cases predicted to be managed by case managers across the financial year
 - o The number of cases predicted to be considered at an Investigating Committee to determine whether there is a case to answer
 - o The number of cases predicted to be "case to answered"
 - o The number of predicted cases to be prepared and presented by external lawyers
 - o The number of predicted concluded cases
 - o The number of days required for hearings
 - o The number of witnesses predicted
 - o The number of external venues to hold hearings predicted
 - o The number of resources required to manage the case load

Annual

- In accordance with Article 44(1) of the Health Professions Order 2001, the Council is obliged to produce a statistical report which indicates the

'efficiency and effectiveness of the arrangements which the Council has put in place under article 21(1)(b) to protect members of the public from registrants whose fitness to practise is impaired, together with the Council's observations on the report.'

This report brings together the range of information that has been produced on a monthly and quarterly basis

- The arrangements for the preparation and presentation of fitness to practise cases by our external lawyers
- The forecast for cases, days of hearing for the next financial year to aid in the preparation of the annual budget

Other

A range of ad-hoc statistical reports are produced on a regular basis and include:

- Responses to requests made under the Freedom of Information Act
- Responses to requests made by the Department of Health
- Responses to requests for information made by other stakeholders
- Statistical information to aid and research (for instance revalidation) that the Council is undertaking
- Reports to aid reviews of and improvements to operational processes (i.e. information on the numbers and reasons for CPD appeals, the number and reasons for requests for postponements and adjournments)
- Reports to aid in analysing trends from cases or from professions and to feedback the learning from those cases
- Reports to aid the six and nine monthly budget reforecast processes

The Fitness to Practise forecasting model, which is attached to the 2010-2011 work plan as an appendix, forms the basis of the annual fitness to practise budget. It is reviewed on a regular basis to ensure that appropriate and necessary resources are allocated to the variety of cases that the directorate manages.

Resource implications

Executive time in producing the variety of statistical information.

Financial implications

None

Appendices

None

Date of paper

12 February 2010