Unconfirmed minutes of the Education and Training Committee of 6 September 2023

Committee Chair's summary to Council

Registration Performance

Registration are in their peak period for UK applications, but processing times are well within the KPI targets, as are international applications. The quality assurance team are working with registration to explore the potential risks associated with the international application process and to further develop the quality indicators. Telephone enquiry call answer rates are averaging around 99%, a significant improvement on this time last year.

Education Performance

It was agreed that in order to ensure inclusion of all 2022/23 academic year data, the annual report would be heard at the November ETC meeting. A summary of continuous improvement activity was an addition to the standard report and included, in progress, completed and planned initiatives There is clear evidence of ongoing analysis, reflection and improvement in this department.

Education & Training Panel

The Education and Training Panel currently makes all decisions on provider and programme approval and on provider monitoring outcomes. The Executive were as by the committee to consider the level of review needed for low risk (Tier 1) decisions. A proposal for change to operational decision-making paper was presented to the Committee who unanimously approved implementation. Moving forward the panel will now receive a high-level summary report of Tier 1 decisions. The new process will be supported by additional quality assurance checks.

Policy & Standards

The Committee heard an update on the Standards of Conduct, Performance and Ethics Review. The Committee approved the revised version and recommended they be presented at Council on 5 October. Particular attention had been paid to conducting a comprehensive equality impact assessment. The launch and planned consultation activities were also approved along with development of a new standard relating to sustainability in healthcare which will form part of the Standards of Education and Training review in 2024-26.

Helen Gough, Chair of the Education and Training Committee

Education and Training Committee

Minutes of the 108th meeting of the Education and Training Committee held as follows:

Date: Wednesday 6 September 2023

Time: 10am

Venue: Video conference

Members: Maureen Drake
                Oli Davies
                Helen Gough (Chair)
                Penny Joyce
                Katie Thirlaway

In attendance:

Claire Amor, Executive Director of Governance, Assurance & Planning
Zoe Allan, Business Manager, Chair & Chief Executive Office
Natasha Chaugule, HR Business Partner
Brendon Edmonds, Head of Education
Rosemary Flowers-Wanjie, Policy Manager
Jamie Hunt, Acting Head of Education
Richard Houghton, Head of Registration
Vesna Maglov, Governance Officer
Rachael Gledhill, Head of Policy and Strategic Relationships

Public Agenda

Item 1 – Chair's welcome and introduction

1.1 The Chair welcomed those present to the 108th meeting of the Education and Training Committee.

1.2 Apologies for absence were received from Steven Vaughan.

Item 2 – Approval of agenda

2.1 The Committee approved the agenda.

Item 3 – Declaration of members' interests

3.1 No interests were declared.

Item 4 – Public minutes of the Education and Training Committee meetings of 7 June 2023 (ETC 09/23)

4.1 The Committee approved the public minutes of its meeting of 7 June 2023.

Item 5 – Matters arising (ETC 10/23)

5.1 The Committee noted the matters arising from its previous meeting.

Standing items

Item 6 – Registration Performance (ETC 11/23)

6.1 The Committee received a report from the Head of Registration and Head of Education which outlined performance for the period May to July 2023.

6.2 The Committee noted the following points: -

- during the current peak period for UK applications, all service standards have been continuously achieved across all the registration processes;

- the median processing time for UK registration applications was between 2-4 working days throughout the reporting period from May 2023 to July 2023, which was significantly below the 10-working day KPI;

- the international team continued to meet its main service standard of making a first decision on an international application within 60 working days. The median time to first assessment decision was 11 working

days during May 2023, 12 working days in June 2023 and 13 working days in July 2023. This has been a significant improvement considering the medium time for first decision of 83 working days in May 2022;

- registration`s contact centre continued to provide a timely response to both telephone and email enquiries with call answer rates at 99.6% in May 2023, 99.5% in June 2023 and 98.7% in July 2023; and

- the increased numbers of professions renewing compared to previous years was reflective of the improved processes in registration and continued improvement work with the Quality Assurance Team.

6.3   The Committee were pleased with the progress in Registration and thanked the Executive for all the work done to achieve that.

6.4   The Committee reflected on the benefit of introducing a Statistical Process Control (SPC) tools which would add to the reporting and provide a better understanding of variations and patterns in performance. It was agreed that it was a conversation to be progressed further with the Quality assurance team with the expectation to hear the recommendations in November`s meeting. **ACTION.**

Item 7 - Education Performance (ETC 12/23)

7.1   The Committee received a paper from the Head of Education, which outlined Education performance, reporting across the operational processes.

7.2   The Committee noted the following points:-

- KPIs were maintained or moved up with the most significant improvement being the percentage of active cases within service;

- the two new KPIs were introduced with this report, Percentage of quality checks completed and spot checks; the latter being developed in conjunction with the Quality Assurance Team;

- the Education team was working closely with the Quality Assurance Team to improve the issues identified on programme records after the Quality Assurance audit ratings; the improvement would have process and record keeping better defined in future; the progress of the improvement works would be reported to the Committee on the next meeting; and

- in the last couple of months, the historical performance KPI markers have started to show a better trend with approval process and performance review process just marginally above the expected KPIs.

7.2   The Committee Chair asked the Executive about the reasons behind predominantly England based focused reviews in the last few months; the Executive referenced the highest percentage of programmes being in England. However, the Executive also assured that one of the upcoming improvements

as presented in the paper was on the application of the focus review process and the work done with Partners to engage regionally and nationally. In the following six months, the Executive anticipated the increase in the number, range and Nations that the focused review cases would relate to.

7.3 The Committee reflected on the potential for the NHS workforce plan to be a drive for more pre-registration routes through apprenticeships and on the impact that might have on the workload of the Education department. The Executive agreed there was a need to collaborate with the range of sector related stakeholders to ensure the quality of those programmes was kept to the expected standards.

7.4 With more programmes incorporating apprenticeships, the Committee discussed the financial and the quality implications of those. The Executive assured that the updated Q&A model was an assurance against programmes failing the required standards and it was agreed that the Department is well set up to focus their attention where issues arise.

7.5 The Committee further reflected on additional qualitative data coming through the report which would assure the Committee the issues were being responded to. The Executive assured the upcoming annual report will provide a more qualitative data for the Committee to consider. ACTION

Items for discussion, decision or approval

Item 8 – EPT operational decision making development – proposal for change (ETC 13/23)

8.1 Following feedback received from the Education and Training Committee to consider the level of review needed for low-risk decisions for programme approval, the Acting Head of Education presented to the Committee a worked-up proposal for change.

8.2 The Committee noted the following points:-

- tier 1 decisions were low risk by nature with all the Tier 1 decisions made within the last 12 months having been approved;

- the proposal was intended to present how the new approach would look and the way it would work; and

- the Committee reflected on the consistency over review times and was assured that active checks would be added to report production guidance to ensure monitoring period fits with the framework.

8.3 The Committee agreed that it was reasonable to accept and implement the proposal for change where the information for low-risk decision making would be summarised in a tabular format. The Executive said the new format would be brought to the Committee by the end of September.

Item 9 – Standards of Conduct, Performance and Ethics Review (ETC14/23)

9.1   The Committee received the paper on Standards of Conduct, Performance and Ethics Review that summarised the consultations response analysis and the resulting outcomes.

9.2.   The Committee was asked to review the Paper and recommend it to the Council on 5 October; and subject to Council`s approval, to approve the launch of the revised Standards and guidance on social media in the week commencing 9th of October and bring them into force in September 2024.

9.3   The Committee was also asked to agree the post-consultation, implementation activities and the development of online materials on working sustainably in health and care and to agree drafting a new Standard on Sustainability to be consulted upon in the SETs review.

9.4   The Committee were pleased with the level of detail and comprehensiveness of the Quality impact assessment and thanked the Team for taking each protected characteristic to explore the potential implications for those groups.

9.5   The Committee asked if, when changes were launched, the main focus would be on the changes or there would be a complete overview of the standards. The Executive answered that the focus would be on continuing the conversations held, therefore on the changes and what those would mean for the Standards.

9.5   The Committee were pleased to approve the Paper to be presented on the Council meeting on 5 October.

<div align="center">To note</div>

Item 10 – Use of data in education QA assessment activity (ETC 15/23)

10.1   The Committee received the paper from the Acting Head of Education on the the use of data in Education QA assessment activity.

10.2   The Committee noted that the paper provided a factual account of developments on how the data were used within the education quality assurance activities and the changes that were introduced. This was in order to provide assurance to the Committee that the Education function remained able to deliver on data commitments and to make continuous improvements.

10.3   The Committee reflected on the level of assurance related to data protection and the Executive confirmed that most of the data held was not personal data and that any student data were anonymised and shared under legally reviewed agreement; however the system was only two years old and the Executive agreed issues such as GDPR and data protection had to remain the focus of further reviews.

10.4 The Committee commented that having aggregated data from National Student Survey was indeed more useful rather than data on quality of teaching only. The Executive agreed that, because the Standards are not only focused on teaching, having broader range of data enabled them to look at the numbers and understands important themes and trends.

Item 11 – Any other business

11.1 The was no other business.

Item 12 – Date and time of next meeting

12.1   2023 meetings:

- November 2023
- 6 March 2023
- 12 June
- 18 September
- 13 November

Signed …………………………..

Date …………………….…….