

EMPLOYMENT COMMITTEE - 18 OCTOBER 2012

**MANAGER AND EMPLOYEE GUIDANCE NOTES ON THE
REGISTRATION OF SOCIAL WORKERS AND OCCUPATIONAL
THERAPISTS**

REPORT FROM THE DIRECTOR OF CORPORATE RESOURCES

Purpose of Report

1. The purpose of this report is to present and seek approval for the Council's proposed Managers and Employees Guidance Notes on the Registration of Social Workers and Occupational Therapists.

Background

2. Social workers were registered with the General Social Care Council (GSCC) until its closure on 31 July 2012. The GSCC transferred its regulatory functions to the Health Professions Council (HPC) with effect from 1 August 2012. To reflect the fact that the HPC is the new regulator of the social work profession and social work education in England, the HPC changed its name to the Health and Care Professions Council (HCPC).
3. The Council had two separate policies for the registration of occupational therapists and social workers as both professions were registered with different professional council's. With the necessity for both professions to be registered with the HCPC the registration requirements have been brought together into one Policy.

Managers and Employees Guidance Notes on the Registration of Social Workers and Occupational Therapists

4. A copy of the Policy is attached as Appendix A to this report. The Policy reflects the change in registration requirement from annually on the anniversary of the date of first registration, to bi-annual beginning from 1 December 2012.
5. The purpose of the Policy is to clearly set out the requirements for registration for social workers and occupational therapists. It outlines that the Council will reimburse the registration fee for employees where registration is a requirement of their role. In addition, the one-off scrutiny fee applicable to first time registrants will be reimbursed.

6. A fundamental principle of the Policy is that social workers and occupational therapists who are required to be registered to continue to practise, must maintain their registration. Failure to maintain their registration may lead to their dismissal.
7. The Policy makes clear that if an employee does not register on time, and the registration is not renewed within one month, the council will not reimburse the relevant scrutiny fee required by the HCPC for re-admission.
8. Line Managers of Social Workers will receive re-imbusement where registration is a requirement of their role. Assistant Directors have the discretion to agree to reimburse the cost of registration to line managers where there is an agreed benefit to the delivery of services but not a specific requirement of the post.
9. The Policy sets out the principles for eligibility of re-imbusement of fees in a secondment situation.
10. The Policy outlines that employees are requested to pay their registration via six monthly direct-debit.

Implementation

11. The Policy has been agreed with the recognised trade unions. As the implementation of the Policy represents a change for social workers, registration instructions have been issued to staff via the internal network.

Recommendations

The Employment Committee is asked to approve the Manager and Employee Guidance Notes on the Registration of Social Workers and Occupational Therapists Policy and Procedure for implementation.

Background Papers

12. None

Circulation under the Local Issues Alert Procedure

13. None

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List of Appendices

Appendix A – Managers and Employees Guidance notes on the registration of Social Workers and Occupational Therapists Policy and Guidance

Equal Opportunities Implications

14. An equality impact assessment has been completed for this guidance