

Park House, 184 Kennington Park Road,
London SE11 4BU
Telephone: 020 78409724
Fax: 020 7820 9684
Email: tom.berrie@hpc-uk.org

MINUTES of the meeting of the Conduct and Competence Committee of the Health Professions Council held at **2:00 p.m. on 23rd September 2003** at Park House, 184 Kennington Park Road, London SE11 4BU

PRESENT Dr. A.Yule, Chairman
Dr. G Beastall,
Mr. R Clegg,
Miss H. Davis,
Professor C Lloyd,
Mr. K Ross,
Ms. P. Sabine,
Mr. G Sutehall

IN ATTENDANCE

Mr T.C. Berrie, Secretary to the Committee
Mr. M. Seale, Chief Executive and Registrar

03/26 Apologies for Absence

An apology was received from Professor N. Brook, Dr. R. Jones, Ms. J. Manning and Mrs. B Stuart.

03/27 Approval of Agenda

It was **AGREED** that the agenda be approved.

03/28 Minutes of the meeting held on 22nd July 2003

It was **AGREED** that the Minutes of the public and private meetings held on 22nd July 2003 be confirmed as a correct record and signed by the Chairman.

03/29 Matters Arising

1. Appointment of a registered medical practitioner to the Committee - 03/17

The Chairman reported that the Council had concurred with the Committee's view, which questioned the need to include a registered medical practitioner as a member of the Committee, as required in the Health Professions Order. The Council had agreed that this be raised with the Department of Health at an appropriate point. An appointment would nonetheless need to be made and the Council would be beginning the appointment process in the near future.

2. Record-Keeping - 03/22.2

Ms. Sabine expressed an interest in joining a working group of the Committee on this matter, should the Committee wish to proceed.

3. **Early receipt of allegations by the Council - 03/25**

The Council had agreed the Committee's recommendation that, where practicable and legally possible, upon receipt of an allegation the Council's proceedings run in parallel with other proceedings, such as the internal disciplinary processes of an employer.

03/30 Chairman's Report

- The Chairman reported that he had chaired the first preliminary meeting as Chairman of a panel and the latter had issued its first interim suspension order. He outlined the difficulties of chairing the preliminary meeting, derived from lack of experience and precedent. It was **AGREED** that, at an appropriate point, those responsible for producing the guidance notes for panels be asked to produce notes for chairmen of preliminary meetings. The Chief Executive and Registrar commented that a conference for all members of practice committee panels was being considered for autumn 2004, where this and similar issues would be discussed.

Action: Conference organizers

- He had in September in Harrogate, also attended the second of the series of workshops on reforming the NHS complaints procedures, which were being organized by the Harrogate Management Centre; the first had been attended in London by Mr. Berrie in April. He reported that during the sessions cognizance had been taken of the role of the regulatory bodies.

03/31 Secretary's Report

- Mr. Berrie reported that training for panel members was now well underway and a number of sessions had already been held, run by Mr. J Bracken and Mr. S Hill. He had attended two for his own training and called in on the others to introduce himself as Secretary to the Committee. He stressed the importance of the partners working in 'partnership' with members and the executive. He had found the sessions informative and instructive, and had gained the impression that the other participants had also found them so.
- He had agreed to give an address on the Council's practice committees and processes, to the PARN conference on complaints and disciplinary processes, which would be taking place on 12th November in London.
- As Secretary to the Committee and as a part of his own continuing professional development, he had attended the intensive five-day, health ethics course at Imperial College London, from 15th to 19th September, run by Professor Ranaan Gillon. He commented that the course was very intensive and rigorous, but well worthwhile for those interested in such matters, and suggested that the Committee agree to send one of its members to next year's course. It would, be beneficial for the Committee to build up an expertise in this area, and he suggested that

members with an interest in health and professional ethics take this interest further. He agreed to bring the relevant papers for the 2004 course to the Committee when available.

03/32 Review of Performance for the period November 2001 to September 2003

The Committee considered a report by the Secretary, Chairman and Deputy Chairman, which had been requested by the Committee in July and which reviewed the period from the first meeting of the Shadow Conduct & Competence Committee to September 2003. It covered the work of the Shadow Committee, the Implementation Working Party and the Committee itself. The main items in which the Committee had been involved were

- Production of the Standards of Conduct, Performance and Ethics;
- Involvement in the drafting of the Practice Committee (Constitution) Rules and Conduct & Competence Committee Rules;
- Involvement in the consultation process;
- Involvement in the development of processes deriving from the Health Professions Order and above Rules;
- Devising the process for dealing with queries seeking advice on conduct, performance, ethics and health.

The first two were the most important, and members agreed that in both instances the Committee had began and completed its task in good time for the launch of the new Rules and processes in July 2003. It was **AGREED** that the report, as amended, act as the basis of the Committee's report to the Council at its awayday in October.

Action: SY/KR/TB

03/33 Letter from a practice committee panel member

The Committee received, for information, a letter to the Chairman from one of the panel partners, which raised a number of queries and the Chief Executive and Registrar's reply. Mr. Seale reminded members that, should such letters relating to Council business be addressed to and received by them personally, they should be forwarded to himself for reply and suitable action.

03/34 Other Business

1. General Medical Council's consultation paper on registration and licensure

Mr. Berrie reported that he had received a copy of the above the previous day, from Dr. Burley, who had been asked by the Council on 17th September to bring it to the Committee's attention. He agreed to send a copy to each member.

2. Nominations for Chairman and Deputy Chairman of the Committee

At the Council meeting on Wednesday 17 September, it had been agreed that, at the next meeting of each of its committees, nominations be sought from amongst committee members for the positions of chairmen and vice-chairmen, and that these would be considered at the next Council meeting. Mr. Berrie had emailed

all Committee members the previous day, requesting that nominations be brought to the meeting on the following day. There being no other nominations, it was **AGREED** that Dr. A. Yule be nominated to continue as Chairman of the Committee and Mr. K. Ross be nominated to continue as Deputy Chairman.
Action: SY/KR/TB

03/35 Date of Next Meeting

Members were reminded that the next meeting would be held on 20th November 2003 at 2:00 p.m., preceded by lunch.

CHAIRMAN