

**THE HEALTH PROFESSIONS COUNCIL**

Chief Executive and Registrar: Mr Marc Seale

Park House  
 184 Kennington Park Road  
 London SE11 4BU  
 Telephone: +44 (0)20 7840 9785  
 Fax: +44 (0)20 7820 9684  
 e-mail: *sophie.butcher@hpc-uk.org*

MINUTES of the eighteenth meeting of the Conduct and Competence Committee held at **11:00am on Thursday 20<sup>th</sup> April 2006** at the Health Professions Council, Park House, 184 Kennington Park Road, London, SE11 4BU.

Mr K Ross (Chairman)  
 Mrs M Clark-Glass  
 Professor C Lloyd  
 Mr P McFadden  
 Mr D Proctor  
 Miss P Sabine  
 Dr G Sharma

**IN ATTENDANCE:**

Miss S Butcher, Secretary to Committees  
 Mr N Grassby, Case Manager  
 Miss K Johnson, Director, Fitness to Practise  
 Mr S Mars, Policy Officer  
 Mr M Seale, Chief Executive  
 Ms R Tripp, Acting Director of Policy

**Item 1.06/01 INTRODUCTION AND WELCOME**

- 1.1 The Chairman welcomed all Committee and non-Committee members to the meeting.

**Item 2.06/02 APOLOGIES FOR ABSENCE**

- 2.1 Apologies for absence were received from the following committee members; Ms H Davis and Ms H Patey.

**Item 3.06/03 APPROVAL OF AGENDA**

- 3.1 The Conduct and Competence Committee approved the agenda.

**Item 4.06/04 MINUTES OF THE CONDUCT AND COMPETENCE COMMITTEE  
COMMITTEE MEETING HELD ON WEDNESDAY 25 JANUARY  
2006**

- 4.1 It was agreed that the minutes of the seventeenth meeting of the Conduct and Competence Committee be confirmed as a true record and signed by the Chairman, subject to an amendment to 8.4 to include the fact that other health regulators were looking to establish home country representation in Northern Ireland, Scotland, England and Wales.

**Item 5.06/05 MATTERS ARISING**

- 5.1 Item 6.3 – Matters Arising – Equality and Diversity Strategy  
The Committee noted that the Council had made some amendments to the Equality and Diversity strategy at their meeting in March. A revised paper would go back to Council for their review in May. A draft timetable for the implementation of the scheme would also be prepared by the Executive and included with the above paper.
- 5.2 Item 7.7 – Matters Arising – Operating Department Practitioners  
The Committee noted that the summary of anecdotal evidence of types of cases heard for operating department practitioners had already been incorporated into the ftp annual report.
- 5.3 Item 8.7 – Matters Arising – Strategic Intent  
The Committee noted that a mission statement had now been included in the strategic intent.
- 5.4 Item 9.5. and 9.7 – Matters Arising – Panel members and Panel Chairmen Appraisal Review System  
The Committee noted that the Partners Manager had sought legal advice on various aspects of the appraisal form and had made the appropriate amendments.

**Item 6.06/06 CHAIRMAN'S REPORT**

- 6.1 The Committee noted that the ftp Chairmen and Deputy Chairmen had met on the 3<sup>rd</sup> March 2006 to discuss the structure of the ftp annual report. The implications of the equality and diversity scheme were discussed and the forthcoming work to be undertaken on the review of the Standards of Conduct, Performance and Ethics.
- 6.2 The Committee noted that the annual report would contain a section on each of the ftp committee's work. The Secretary to the Committee had circulated this report to all members for their comment and should contact

her directly if any changes or amendments were required. The Committee agreed that further emphasis was required on the increasing ftp costs due to an expanding caseload.

**Action: SB**

**Item 7.06/07 DIRECTOR OF FITNESS TO PRACTISE REPORT**

- 7.1 The Conduct and Competence Committee received the Director of Fitness to Practise report.
- 7.2 The Committee noted that two allegations had not been well founded. The details of which would be provided at the Committee's next meeting in September.

**Action: KJ**

- 7.3 The Committee noted that the case to answer rate had increased and was pleased to note that the ftp database was now in place. This would assist in the effective tracking and identification of such trends. The Committee agreed that it would be useful if the Director of Fitness to Practise gave a demonstration of the database's capabilities and uses at their next meeting in September.

**Action: KJ**

- 7.4 Training had been given to the ftp team by the NHS Counter Fraud Services. Additionally, a Panel Chairmen and Legal Assessor review day had been held providing updates on case law and decision making.
- 7.5 The Committee noted that three High Court cases were currently outstanding. One case had been listed for three days in the High Court. The expense of this case would need to be reviewed by the Council. A Council for Healthcare Regulatory Excellence (CHRE) case had been referred back to a Conduct and Competence panel for re-determination of sanction. The department had received notification of an additional case which had been referred by the CHRE. A report on the number of cases referred by CHRE across all of the healthcare regulators was anticipated to be provided by CHRE in due course.
- 7.6 The Committee noted that a number of appointments had been made to the ftp team which now consisted of a total of 11 employees.
- 7.7 The Committee noted that two cases had not been well founded. The cases highlighted a number of issues regarding particularisation of allegations.

- 7.8 The Committee noted that the number of allegations received for physiotherapists had significantly increased. The Committee noted that most allegations were made directly by employers
- 7.9 The Director of Fitness to Practise updated the Committee on a new legislative framework which had arisen from the Bichard Inquiry. The Bill was still being formalised but its aim was to set up a new body; the 'Independent Barring Board'. Part of the Bills aim was to integrate the coverage of the existing barred lists in England and Wales. The committee noted the potential implications for HPC.

**Item 8.06/08 FITNESS TO PRACTICE ANNUAL REPORT 2006**

- 8.1 The Conduct and Competence Committee received a paper from the Director of Fitness to Practise for discussion/approval.
- 8.2 The Committee noted that the HPC was obliged to produce an annual report once every calendar year. The Health and Investigating Committee had already reviewed the ftp annual report at their recent meetings. The document had been reviewed by members of the Executive and Council's Lawyers. The Committee were asked to submit any typographical errors identified via e-mail to the Director of Fitness to Practise by the deadline of 27<sup>th</sup> April 2006.

**Action: All committee members**

- 8.3 The Committee reviewed the changes which had been recommended by the other ftp committees.
- 8.4 The Committee noted that radiographers had been omitted from the list on p20 and needed to be included again. The abbreviation for the profession podiatrist had also been omitted on p4. On p5 the Committee agreed that the types of complaints should be listed first and then who could complain after. P7 – The word panel had been used a lot and was not clear whether it was a health, investigating or conduct and competence panel. The definition of a panel would be included with clarification as to which panel the text was referring to. The Committee discussed the repeated reference to alcohol offences as committed by registrants.
- 8.5 The Committee approved the ftp annual report subject to Council's approval.

**Item 9.06/09 ARTICLE 30 OF THE HEALTH PROFESSIONS ORDER 2001**

- 9.1 The Conduct and Competence Committee received a paper from the Director of Fitness to Practise to note.
- 9.2 The Committee noted that legal advice had been sought about when a striking off order could be made when a suspension order, which was imposed in respect of a competence or health allegations was reviewed under Article 30 of the Health Professions Order 2001.
- 9.3 The Committee noted the paper for their information.

**Item 10.06/10 SUPPLEMENTARY GUIDANCE TO THE STANDARDS OF CONDUCT, PERFORMANCE AND ETHICS**

- 10.1 The Conduct and Competence Committee received a paper from the Director of Policy for discussion/approval. She was presenting the paper in the absence of Mr Guthrie, Policy Officer who was at that time attending a conference.
- 10.2 The Committee noted that it was to consider the desirability of producing guidance to the standards of conduct, performance and ethics (SCPE). HPC had received queries regarding SCPE which indicated the need for specific guidance to be issued on a small number of discrete areas; confidentiality, consent, record keeping and drugs administration. The policy department had enough money within its budget to publish guidance in one of these areas in this financial year. The rest of them could be slowly integrated over time.
- 10.3 The Committee discussed the fact that there was a high incidence of poor record keeping in the cases which ftp dealt with and that further preliminary work could perhaps be undertaken here. The Committee was in agreement that further assessment of the most relevant issue for ftp was required listing the priority and rationale for each. The guidance notes issued by other regulators would also be reviewed for identification of themes. This would be reviewed at the Committee's next meeting in September. Feedback could also be obtained via the HPC newsletter and extranet.

**Action: MG/SB**

**Item 11.06/11 THE WORKPLAN FOR THE STANDARDS OF CONDUCT, PERFORMANCE AND ETHICS (SCPE)**

- 11.1 The Committee received a paper from the Director of Policy for discussion/approval.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2006-04-20	a	C&C	MIN	Conduct and Competence Committee minutes 20 April 2006	Final DD: None	Public RD: None

- 11.2 The Committee noted that the work plan was reviewed by the ftp Chairmen and Deputy Chairmen's meeting on the 3 March 2006. The Committee agreed to the proposal that it should lead the review taking into account the views of the Health and Investigating Committee as well as the Education and Training Committee. The review would be initiated via an on-line consultation period during which feedback about the standards would be invited from HPC's stakeholders. The review was also proposed to be an item of discussion at the Council Away Day on the 4 – 5 October 2006 subject to the President's approval.
- 11.3 The Committee noted that a professional liaison group (PLG) had not been proposed in this instance as there was a plentiful supply of expertise within the Council and internal knowledge. The need for an external group's input was therefore not required.
- 11.4 The Committee approved the work plan and recommended its approval by Council.

**Action: MG**

**Item 12.06/12 ANNUAL REVIEW OF ACTIONS TAKEN 11<sup>TH</sup> JULY 2005 – 7<sup>TH</sup> JULY 2006**

- 12.1 The Committee received a paper from the Secretary to the Committee to note.
- 12.2 The Committee reviewed the actions as taken from 11<sup>th</sup> July 2005 – 7<sup>th</sup> July 2006 and found it useful to see the work it had undertaken in the year.
- 12.3 The Committee specifically discussed the Foster and Donaldson review and that its outcome could potentially be released next week at the NHS Conference where Patricia Hewitt was to give a keynote speech. If this did not transpire the results were anticipated for release by September 2006 at the latest.

**Item 13.06/13 ANY OTHER BUSINESS**

- 13.1 There was no other business.

**Item 14.06/14 DATE & TIME OF NEXT MEETING**

- 14.1 The next meeting of the Conduct and Competence Committee would be held at 11:00am on Tuesday 19<sup>th</sup> September 2006.