

**CONFIRMED**

**The Health Professions Council**

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MINUTES of the twenty-sixth meeting of the Conduct and Competence Committee held at **1.30 pm on Wednesday 23 April 2008** in the new Council Chamber, Park House, 184 Kennington Park Road, London SE11 4BU.

**Present**

Mr K Ross (Chairman)

Mrs M Clark-Glass

Ms H Davis

Professor C Lloyd

Miss P Sabine

Mr D Proctor

**In attendance:**

Mr S Rayner, Secretary to the Committee

**Item 1.08/13 Apologies for absence**

- 1.1 Apologies for absence were received from Mr J Donaghy and Ms H Patey.

**Item 2.08/14 Approval of agenda**

- 2.1 The Conduct and Competence Committee (the Committee) approved the agenda, subject to the removal of item 10, the Case to answer practice note which was submitted to the Investigating Committee for clearance.
- 2.2 The Committee asked for clarification on the dates of future meetings. The Secretary to the Committee will circulate the dates to all members.

**Action: SR (by 30 April 2008)**

### **Item 3.08/15 Minutes of the Committee 19 February 2008**

- 3.1 It was agreed that the minutes of the twenty-fifth Conduct and Competence Committee should be confirmed as a true record and signed by the Chairman.

### **Item 4.08/16 Matters arising**

- 4.1 The Committee noted the action points arising from the last meeting.

### **Item 5.08/17 Chairman's report**

- 5.1 The Chairman had nothing to report.

### **Item 6.08/18 External review of complaints literature**

- 6.1 The Committee received a paper for discussion from the Executive.
- 6.2 The Committee noted that the Fitness to Practise Forum (the Forum) held earlier that day had discussed a scoping report on existing research on complaints mechanisms. The Forum had recommended publication of the report as an HPC monograph and had also recommended that the Director of Fitness to Practise should bring a proposal for further research to a future meeting of the Forum.
- 6.3 The Committee:
  1. approved the publication of the report as an HPC monograph;
  2. agreed that the Director of Fitness to Practise (FtP) should bring a proposal for further research to a future meeting of the Forum.

### **Action: KJ (ongoing to September 2008)**

### **Item 7.08/19 Fitness to Practise annual report 2007-2008**

- 7.1 The Committee received a paper for discussion and approval from the Executive.
- 7.2 The Committee noted that the Forum had recommended that the Committee should recommend that the Council approve the annual report, subject to certain editorial amendments identified by the Forum.
- 7.3 The Committee agreed to recommend the draft annual report to the Council, subject to the editorial amendments which had been identified by the Forum.

### **Action: KJ (ongoing to May 2008)**

### **Item 8.08/20 Equality and diversity scheme demographic data reports**

- 8.1 The Committee received a paper for discussion and approval from the Executive.
- 8.2 The Committee noted that the Fitness to Practise Forum had recommended that data on the diversity of registrants and complainants should be collected for a further year and that a report should be provided to the FtP Committees in April 2009.
- 8.3 The Committee requested that a discussion to be added to a future agenda on making use of the data collected in this exercise.
- 8.4 The Committee approved the recommendations of the Fitness to Practise Forum.

**Action: ES (ongoing to April 2009)**

**Action: SR (by September 2008)**

### **Item 9.08/21 Equal treatment practice note**

- 9.1 The Committee received a paper for discussion from the Executive.
- 9.2 The Committee noted that the Fitness to Practise Forum had recommended that the Committee should approve the practice notice on equal treatment, subject to the inclusion of a section on methods of support for people with disabilities, such as intermediaries.
- 9.3 The Committee agreed to approve the practice notice, subject to the amendment recommended by the Forum.

**Action: KJ (by end May 2008)**

### **Item 10.08/22 Preliminary hearings practice note**

- 10.1 The Committee received a paper for discussion from the Executive.
- 10.2 The Committee noted that the Fitness to Practise Forum had recommended that the Committee should approve amendments to the preliminary hearings practice note, to emphasise the discretionary nature of preliminary hearings and that matters could be dealt with by consent of the parties, where appropriate.
- 10.3 The Committee approved the amended practice notice.

**Action: ES (by end May 2008)**

The Committee noted the following papers, which had also been noted by the Fitness to Practise Forum:

**Item 11.08/23 Feedback report**

**Item 12.08/24 New publications**

**Item 13.08/25 Health and character review**

**Item 14.08/26 PKF accountants audit report**

**Item 15.08/27 Fitness to Practise 2008-2009 forecast**

**Item 16.08/28 Review of practise committee action points 2007-2008**

**Item 17.08/29 Any other business**

17.1 There was no other business

**Item 18.08/30 Date and time of upcoming Conduct and Competence Committees:**

18.1 Upcoming meetings of the Committee would be held on:

Wednesday 17 September 2008, 1030am (FtP Forum)

Friday 14 November 2008, 1100am

Thursday 12 February 2009 1100am

Friday 24 April 2009 1030am, (FtP Forum)

18.2 The Committee noted that it may be necessary to change the times of future meetings to fit better with the FtP work plan.

**Chair:**

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**Date:**

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