

**unconfirmed**

**THE HEALTH PROFESSIONS COUNCIL**

Chief Executive and Registrar: Mr Marc Seale

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MINUTES of the seventh meeting of the Health Professions Council held at **11am on Wednesday 13 November 2002** at Park House, Kennington Park Road, London, SE11 4BU

PRESENT: Professor Norma Brook (President)  
Mrs S Chaudhry  
Ms H Davis  
Ms C Farrell  
Miss A Foster  
Dr R Jones (items 13 - 22)  
Mr C Lea  
Professor C Lloyd  
Professor Sir John Lilleyman  
Professor J Lucas  
Miss M MacKellar  
Miss J Manning  
Mr I Massey  
Dr J Old  
Mr K Ross  
Miss P Sabine  
Mrs B Stuart  
Mr N Willis  
Professor D Waller (items 13-22)  
Mr A Yule

**IN ATTENDANCE:**

Mr P Baker, Finance Director  
Mrs A Barnes, Director of Legal Services  
Mr T Berrie, Director  
Mr J Bracken, Bircham Dyson Bell  
Dr P Burley, Director of Education and Policy  
Miss C Gooch, Consultant, Newchurch  
Ms N O'Sullivan, Secretary to Council  
Miss G Malcolm, Director of Operations  
Mr C Middleton, Director of Communications  
Mr G Milch, Director

Miss L Pilgrim, Director  
Mr G Ross-Sampson, Project Manager  
Miss C Savage, Director  
Miss D Thompson, Human Resources Director  
Mr M Seale, Chief Executive and Registrar

**Item 1.02/149 INTRODUCTION AND WELCOME**

Professor Brook welcomed Mr D Bird, Mrs R Mead and Miss P Saunders, non-Council members, who were attending the meeting.

**Item 2.02/150 APOLOGIES FOR ABSENCE**

Apologies for absence were received from the following Council members: Mr R Clegg, Miss M Crawford (alternate Mrs C Lloyd attending), Professor J Harper, Professor A Hazell, Mrs C McGartland (alternate Miss H Davis attending) Mr W Munro (alternate Mr I Massey attending), Mrs J Stark, Dr A Van der Gaag (and alternate Mrs J Pearce)

**Item 3.02/151 APPROVAL OF AGENDA**

The Council agreed the agenda.

**Item 4.02/152 MINUTES**

It was agreed that the minutes of the seventh meeting of the Health Professions Council be confirmed as a true record and signed by the President subject to the following amendment:

9.1 The Council noted that a request had been received from Mrs N McArdle of the Department of Health and Social Services and Public Safety (DHSS&PS) in Northern Ireland that she and other Government Officials should attend Council meetings as observers.

**Item 5.02/153 MATTERS ARISING**

The Council noted that letters had been sent to Mrs McArdle at the Department of Health and Social Services and Public Safety (DHSS&PH) in Northern Ireland and Ms Gilbert as the National Assembly for Wales (NAW) outlining Council's decision regarding observer status.

**Item 6. 02/154PRESIDENT'S REPORT**

- 6.1 Professor Brook thanked Council members and alternates for working together to make the Council 'Away Day' on 9 &10 October a success.
- 6.2 Professor Brook reported that she and the Chief Executive had met representations of AMICUS to discuss issues around the consultation.

- 6.3 Professor Brook also reported that exploratory discussions were being held with representatives of various groups regarding the regulation of new professions and that she and the Chief Executive had met with a number of Sonographers to discuss the regulation of Sonography as a profession. These discussions were at a very early stage.
- 6.4 Otherwise Professor Brook had attended a conference on complimentary medicine which included an item on the regulation of complimentary medicine and also a conference regarding the setting up of standards of proficiency.

**Item 7.02/155 CHIEF EXECUTIVE'S REPORT**

- 7.1 The Council received a paper from the Chief Executive.
- 7.2 Mr Seale reported that the consultation feedback event which had been planned to take place in Belfast on 5 November 2002 had been cancelled due to the suspension of the Northern Ireland Assembly. Consideration was being given to holding a meeting for registrants in Northern Ireland in the new year.
- 7.3 Mr Seale expressed his thanks to the Department of Health for agreeing to provide the HPC with a grant of £1.96 million to cover start-up and capital costs during 2002/2003.
- 7.4 Mr Seale noted the management information attached to his report which included financial information, information on allegations notified to the HPC and investigations, a monthly report on UK and International registration and a breakdown of registrants by country. This information was being used to monitor the performance of individual departments within the HPC and to understand the cause of problems and delays.

**Item 8.02/156 RECRUITING, MANAGING AND TRAINING OF PARTNERS**

- 8.1 The Council received a paper from the Executive.
- 8.2 The Council noted that the 'Partners' required to carry out the work of the HPC included legal assessors, medical assessors, registrant assessors, visitors, screeners (who may also act as mediators) and non-Council members of Practice Committee Panels. These would provide the expertise needed by the HPC. Partners would not have the same status as Council members nor would they be employees of the HPC. They would be the agents of Council.
- 8.3 The Council also noted that all those currently carrying out the 'Partner' duties did so under the authority of the PSM Act. This would lapse at the end of the first transitional period. The Executive would write to all existing partners advising them that they would need to

reapply if they wished to continue as a partner for the HPC and that if shortlisted they would be invited to attend an interview.

- 8.4 The Council noted the role briefs and requirements for partners. The role brief and requirement for screeners was still being developed and advice was being sought from the Institute of Arbitration. The HPC would not be advertising for screeners in the first round of advertisements.
- 8.5 The Council noted the timetable for the advertising of, and shortlisting and interviewing of, partners by 1 April 2003. This was the first stage of a rolling programme of recruitment. Advertisements would be placed in national newspapers in the four home countries and in the professional journals. Advertisements would also be placed on the websites of the professional bodies.
- 8.6 Successful candidates would undergo a programme of induction and training. Performance criteria and an appraisal system would be developed and a system dealing with those partners who failed to reach laid down performance targets would be put in place.
- 8.7 The recruitment process would follow best practice as set out in Department of Health guidelines. No decisions had been taken regarding interview venues but every attempt would be made to hold interviews at convenient locations for candidates from all four home countries. Candidates travel expenses would be paid by the HPC. The interview process would require a significant input from staff and members of the HPC.
- 8.8 The Council agreed that the HPC wished to recruit lay as well as registrant partners and that this needed to be given additional stress in the advertisements.
- 8.9 The Council agreed that all partner appointments should be for a period of three years and that this information should be included in the recruitment pack.
- 8.10 The Council agreed that a number of the essential abilities outlined in the training specification could be covered in the training provided and that the Executive should amend the role brief to reflect this. Other suggested amendments to the role brief should also be made by the Executive.
- 8.11 The Council also agreed that details of the allowances payable to partners should be published in the advertisements and on the website.
- 8.12. The Council agreed to authorise the Executive to progress with the recruitment process and to involve members as needed at different stages.

**Action: The Executive**

**Item 9.02/157 ANNUAL APPRAISAL OF MEMBERS OF COUNCIL**

- 9.1 The Council received a paper from the Executive.
- 9.2 The Council noted that a performance and development review system for Council members would be introduced initially as a pilot in February 2003.
- 9.3 The Council agreed that information on the draft process could be presented to the December meeting of Council for comment and approval.

**Action: DT**

**Item 10.02/158 COMMITTEE MEMBERSHIP**

- 10.1 The Council received a paper from the Executive.
- 10.2 The Council noted that Miss Eileen Thornton, alternate Physiotherapist, had resigned from the Conduct and Competence Implementation Working Party.
- 10.3 The Council agreed that the Chairman should take action regarding this matter.

**Action: NB**

**Item 11.02/159 CALENDAR OF COMMITTEE MEETING DATES**

- 11.1 The Council received a paper from the Executive.
- 11.2 The Council agreed the committee meeting dates as set out in the paper.
- 11.3 The Council agreed that the Executive should publish a calendar of meeting dates.

**Action: NO'S**

**Item 12.02/160 CONSULTATION PAPERS RECEIVED SINCE THE LAST MEETING**

The Council received a report on consultation papers received at the HPC since the last meeting.

**Item 13.02/161 MINUTES OF THE REGISTRATION COMMITTEE HELD ON 25 SEPTEMBER 2002.**

The Council received the minutes of the Registration Committee held on 25 September 2002.

**Item 14.02/162 MINUTES OF THE COMMUNICATIONS COMMITTEE HELD ON 27 SEPTEMBER 2002**

The Council received the minutes of the Communications Committee held on 27 September 2002.

**Item 15.02/163 MINUTES OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 29 OCTOBER 2002**

- 15.1 The Council received the minutes of the Finance and Resources Committee held on 29 October 2002.
- 15.2 The Council noted that a finance training day that was being organised by HPC's Auditors, BDO Stoy Hayward to take place in early November had been postponed. It was likely that the training day would take place in January. A number of possible dates would be circulated to Council members.
- 15.3 The Council noted that the time taken to pay members and staff expenses and invoices had gradually reduced throughout the year.

**Action: PB**

**Item 16.02/164 REGISTRATION UNDER THE PROFESSIONS SUPPLEMENTARY TO MEDICINE ACT 1960**

- 16.1 The Council received a paper from the Executive.
- 16.2 The Council agreed the following
  - (i) that applications for registration or restoration to Register under the Professions Supplementary to Medicine Act be determined by the Council;
  - (ii) that consideration of such applications be delegated to a committee comprised of a minimum of the Chairman of the Registration Committee and two other members of Council one of whom should be a registrant from the same part of the 1960 Act register as the applicant;
  - (iii) that the Committee shall report any decision to refuse registration or restoration to the next meeting of Council.

**Item 17.02/165 MINUTES OF THE HEALTH IMPLEMENTATION  
WORKING PARTY HELD ON 27 SEPTEMBER 2002**

The Council received the minutes of the Health Implementation Working Party held on 27 September 2002.

**Item 18.02/166 MINUTES OF THE INVESTIGATING IMPLEMENTATION  
WORKING PARTY HELD ON 1 OCTOBER 2002**

- 18.1 The Council received the minutes of the Investigating Implementation Working Party held on 1 October 2002.
- 18.2 The Council agreed that the Implementation Working Parties would work together to produce the brochures detailing their workings.

**Item 19.02/167 MINUTES OF THE EDUCATION AND TRAINING  
COMMITTEE HELD ON 16 OCTOBER 2002**

- 19.1 The Council received the minutes of the Education and Training Committee held on 16 October 2002

**Item 20.02/168 UPDATE TO THE COUNCIL ON EUROPEAN DIRECTIVES  
EEC 89/48 AND 92/51**

- 20.1 The Council received a paper from the Executive.
- 20.2 The Council noted the importance of regular information updates regarding proposals by the European Commission which impinged upon its public protection remit.
- 20.3 The Council agreed to write to the European Commission outlining the Council's concerns at the proposal to allow migrant healthworkers from within the European Union to work in another member state without the requirement to register in that state, provided their stay was for less than 16 weeks.

**Action: GM**

**Item 21.02/169 ANY OTHER BUSINESS**

- 21.1 The Council noted that an alternate member could only attend Council meetings in the capacity of voting member in the absence of the registrant member.
- 21.2 The Council agreed that alternate members should attend the annual October meeting of Council as non-voting members. Alternates loss of earnings allowance and expenses would be paid for attendance at this meeting.

- 21.3 The Council thanked the Chief Executive and the staff at the HPC for their continued hard work on behalf on the Health Professions Council.

**Action: NO'S**

**Item 22.02/170DATE AND TIME OF NEXT MEETING**

- 22.1 The next meeting of the Council would be held at 10.30am on Wednesday 11 December.

- 22.2 Further meetings would be held on the following dates:

**Tuesday 21 January 2003 (11am)**

**Friday 7 March (11am)**

**Wednesday 2 April 2003 (11am)**

**Wednesday 4 June 2003 (11am)**

**Wednesday 17 September 2003 (11am)**

**Wednesday 8 October 2003 and Thursday 9 October 2003 - 'away day' – (start time tba)**

**Thursday 11 December 2003 (start time tba)**

**Tuesday 2 March 2004 (11am)**