

**CONFIDENTIAL**

**UNCONFIRMED**

MINUTES of the fourth meeting of the HPC Consultation Steering Group held at Park House, 184 Kennington Park Road, London SE11 4BU on **Monday 10<sup>th</sup> June 2002**.

**Present:** Mr Colin Lea Chairman  
Miss Ann Foster  
Mrs Barbara Stuart  
Mr Neil Willis  
Mr Sandy Yule  
Prof. Rosemary Klem  
Ms Jeannette Towey  
Mr Stephen Hill

**In attendance:** Mr Marc Seale  
Mr Chris Middleton  
Miss Eleanor Price  
Miss Cathy Savage  
Miss Niamh O'Sullivan  
Miss Lucinda Pilgrim  
Mr Gerald Milch  
Mr Tom Berrie  
Dr Peter Burley

**Item 1 02/15 APOLOGIES FOR ABSENCE**

15.1 Apologies for absence were received from Prof. Norma Brook, Miss Mary Crawford, Miss Morag MacKellar, Prof. Diane Waller, Ms Giercia Malcolm and Mr Greg Ross-Sampson.

**Item 2 02/16 MINUTES OF THE LAST MEETING**

16.1 The minutes of the meeting held on 21<sup>st</sup> May 2002 were agreed and signed by the Chairman.

**Item 3 02/17 MATTERS ARISING not shown elsewhere on the agenda**

17.1 There were none.

**Item 4 02/18 NOTIFICATION OF ANY OTHER BUSINESS**

18.1 There was none.

**Item 5            02/19    UPDATE ON THE CONSULTATION DOCUMENTS**

19.1    Members of the Group had received the second draft of the Main document, the Mini Prospectus and the Question booklet. Newchurch requested further clarification or amendment of several sections of text within the Main document and comments therein would then be cross-referenced for correction against the corresponding sections within the Mini Prospectus and Question booklet.

**ACTION : Newchurch**

19.2    The Group noted the following information relating to further amendments of the documents:

- .1        Earlier alterations to the Main document had been circulated to the various Statutory and Non-Statutory Committees for further comment/agreement.
- .2        Consistency Standards would be applied to the documents following Newchurch's own internal quality assurance procedures.
- .3        Certain areas of text had been highlighted for further re-drafting by Newchurch in consultation with the respective Committees. These included the sections on *Elections to Council* and *The role of the Registrar*.
- .4        Cross-references of the text to annexes and specific sections within the Main document would be made.
- .5        Within the next few days, the documents would be at the final proofing stage ready for printing. Therefore, **final comments** on all the documents would be returned via the Secretary to Newchurch by **Thursday 13<sup>th</sup> June 2002**.

**ACTION: All members**

**19.3    Council Elections Process**

19.3.1    The Order in Council gave Council the right to seek to use by-elections to fill casual vacancies and in other situations, Council could exercise the right to appoint directly. An appropriate form of words would be drafted and circulated to members of the Group for comment before the 13<sup>th</sup> June 2002 deadline.

**ACTION: Newchurch**

**19.4    The role of the Registrar**

19.4.1    It was agreed to leave the text as presented.

The Group then perused the Main document and suggested changes as necessary.

**Item 6            02/20    UPDATE ON THE CONSULTATION COMMUNICATIONS**

- 20.1 Discussion then turned to the organisations that would be consulted during the consultation period. It was suggested that should members know of any additional organisations, these details would be passed to Chris Middleton or Greg Ross-Sampson.
- 20.2 The Communications team had despatched letters to MPs, Councillors, and Labour Backbenchers inviting them to attend the consultation event being held in their (or nearest) constituency.
- 20.3 The press release announcing the consultation exercise had been approved by the President and was ready for insertion in professional bodies' journals/newsletters.
- 20.4 An advertisement had been prepared for insertion in the local press of each consultation event location. The advertisement would be placed for 2 nights in each of the locations to be visited (evening editions). Budget permitting, the team would consider repeating the advertisements in surrounding areas.
- 20.5 A specific section on the consultation process would be included in the HPC website, which would incorporate an interactive questionnaire, to be completed on-line and submitted by return.

**20.6    Format of the Consultation Events**

- 20.6.1 The format of the events had been discussed at a previous meeting (*21<sup>st</sup> May 2002*). A presentation would be drafted for Prof. Brook and Mr Seale and Council Members would be present to field questions and queries.
- 20.6.2 It was noted that all venues were accessible to people with disabilities but attendees would be asked to submit any special requests at least 48 hours prior to an event.
- 20.6.3 The Main document and Question Booklet had been submitted to the Plain English Society who would provide advice and suggestions on the “wordy” sections of the documents, though being mindful of the legal language of the Order and how that translated. The documents, if met with approval by the Society would be awarded the *Crystal mark*.
- 20.6.4 An updated “50 top questions & answers” would be circulated to members of Council in preparation for each event.

**ACTION: CM**

**Item 7            02/21    UPDATE ON THE CONSULTATION EVENTS**

- 21.1 The list of consultation events as highlighted in the agenda was noted for information.

**Item 8        02/22   ANY OTHER BUSINESS**

There was none.

**Item 9        02/23   DATE OF NEXT MEETING**

The meetings scheduled for 26 June 2002 and 11 July 2002 have now been **cancelled**. It was agreed that the minutes of the Communications Committee meeting of 6<sup>th</sup> August 2002 would be distributed to members of the Steering Group for information.

**ACTION: CM, Members to  
note**

The fifth meeting of the **Consultation Steering Group** will be held in the Council Chamber, Park House, on Wednesday 11 September 2002 from 10.30am until approximately 12.30pm. Lunch will be available.

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**CHAIRMAN**