

Meetings of the Health Professions Council are held in public and non-members of Council can attend. Attached is a guidance note which it is proposed will be given to all non-members attending a meeting.

The Health Professions Council is asked to approve the guidance note.

GUIDANCE NOTES FOR NON-COUNCIL MEMBERS ATTENDING MEETINGS OF THE HEALTH PROFESSIONS COUNCIL

Non-Council members are welcome to attend the public meetings of Council however accommodation in the Council Chamber is limited therefore anyone wishing to attend a meeting should contact the Secretariat to reserve a place.

The agenda for Council meetings and minutes of the previous meeting are available on the HPC website at www.hpcuk.org. Other papers are available on request from the Secretariat.

Non-members of Council may only address Council on the specific invitation of the Chairman in which case they will be invited to sit at the Council table. In the event of an address being made without the permission of the Chairman, the Chairman may order the offending individual to be removed from the meeting or may order that part of the room which is open to the public to be cleared.

Smoking, eating and drinking is forbidden in the Council Chamber and to avoid undue disturbance non-council members should aim to arrive, if possible, for the beginning of the meeting and remain until the end.

All meetings of Council are open to the public except unless the business under consideration concerns:

- (1) information relating to a registrant, former registrant or applicant for registration;
- (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (3) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (4) negotiations or consultation concerning labour relations between the Council and its employees;
- (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (6) action being taken to prevent or detect crime or to prosecute offenders;
- (7) the source of information given to the Council in confidence; or
- (8) any other matter which, in the opinion of the President, is confidential or the public disclosure of which would prejudice the effective discharge of the Council's functions.

The Council will move into private session to discuss the above items at which time non-council members will be asked to leave the Council Chamber.

