

**unconfirmed**  
**THE HEALTH PROFESSIONS COUNCIL**

Chief Executive and Registrar: Mr Marc Seale

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MINUTES of the twentieth meeting of the Health Professions Council held at  
**12 noon on Wednesday 6 October 2004** at the Seamill Hydro Hotel, Seamill,  
 Ayrshire, Scotland, KA23 6NB.

Professor Norma Brook (President)  
 Dr G Beastall  
 Mr J Camp  
 Mrs S Chaudhry  
 Mr R Clegg  
 Ms C Farrell  
 Prof. J. Harper  
 Professor T Hazell  
 Professor R Klem  
 Mr C Lea  
 Ms R Levenson  
 Miss M MacKellar  
 Mr W Munro  
 Dr J Old  
 Mrs J Pearce  
 Mr K Ross  
 Miss P Sabine  
 Mrs. B. Stuart  
 Mr G Sutehall  
 Dr A Van Der Gaag  
 Professor D Waller  
 Mr N Willis  
 Dr S Yule

**IN ATTENDANCE:**

Mr P Baker, Finance Director  
 Mr. J. Bracken, Bircham, Dyson, Bell  
 Ms S Butcher, Secretary to Committees  
 Mr R Dunn, Director of Information  
 Miss C Harkin, Manager, UK Registration  
 Miss K Johnson, Director, Fitness to Practise  
 Mr C Middleton, Director of Communications  
 Ms F Nixon, Director of Education and Policy  
 Ms N O'Sullivan, Secretary to Council  
 Mr G Ross-Sampson, Project Manager  
 Mr M Seale, Chief Executive and Registrar

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RD:	None								











- (ii) Members should only represent the HPC on external bodies during their term of membership of Council or the relevant committee.
  - (iii) The Secretary to the committee making the nomination should keep details of the name and address of the body to which the nomination had been made and the term of the nomination.
  - (iv) Details of the nomination would be displayed on the HPC website.
  - (v) Current membership of external bodies would be reviewed following the Council elections in July 2005 and thereafter annually following the elections.
- 11.3 The Council noted that committee secretaries would be compiling a list for each committee of committee representatives on external groups.

**Action: All Committee Secretaries**

- 11.4 The Council noted that the above policy did not alter the decision taken by Council in July 2004 that members should not be co-opted as representatives of the HPC onto the Boards or Council of other organisations without the specific agreement of Council.

**Item 12.04/157 MINUTES OF A MEETING OF THE EDUCATION AND TRAINING HELD ON 1 SEPTEMBER 2004**

- 12.1 The Council received the minutes of a meeting of the Education and Training Committee held on 1 September 2004.
- 12.2 The Council noted that there were no items for ratification.
- 12.3 The Council also noted that action had been taken to resolve outstanding issues relating to the Chiropody programme at the University of Plymouth.
- 12.4 The Council noted that the new approvals process was being used for all new approvals and that this was also being used in resolving outstanding conditions from programmes approved using the previous system.
- 12.5 The Council noted that responsibility for all dietetic placements had been handed over to Higher Education Institutes as of 1 September 2004.

**Item 13.04/158 MINUTES OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 21 SEPTEMBER 2004**

- 13.1 The Council received the minutes of the Finance and Resources Committee held on 21 September 2004.

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13.2 The Council noted the decision taken by the Finance and Resources Committee that no allowances would be paid to partners for preparation time.

13.3 The Council noted that members who had concerns about this issue should write to the Chief Executive. A paper outlining these concerns would be presented to the Finance and Resources Committee.

**Action: MJS/PB**

13.4 The Council also noted that a paper on the liability of self-employed HPC members and HPC partners to pay Value Added Tax (VAT) on attendance allowance should be presented to the next meeting of the Finance and Resources Committee.

**Action: PB**

**Item 14.04/159 COUNCIL FOR HEALTHCARE REGULATORY EXCELLENCE (CHRE)**

14.1 The Council received a paper for note from the Chief Executive.

14.2 The Council noted that following a request from CHRE a summary of their decisions would be posted on the Council members' section of the HPC website.

**Action: NO'S**

**Item 15.04/160 COUNCIL 'AWAY DAY'**

15.1 The Council received the following papers for note from the Executive.

**Agenda**

(i) Agenda for the away day;

**Corporate Governance**

(ii) HPC – Members Information and Guidance

(iii) HPC – Members Standards of Education and Training

**Structure of the Register**

(iv) Notes of the meeting held on 14 September 2004

(iv) Papers presented the meeting held on 14 September 2004 to discuss the structure of the register.

15.2 The Council noted that the Chief Executive would make a presentation to the away day on the structure of the register.

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**Item 16/04/161 ANY OTHER BUSINESS**

- 16.1 The Council noted that the Council for Healthcare Regulatory Excellence (CHRE) had referred the decision of an HPC Fitness to Practise panel to the High Court.

**Item 17.04/162 DATE AND TIME OF NEXT MEETING**

- 17.1 The next meeting of the Council would be at 10am on Tuesday 7 December 2004

- 17.2 Further meetings would be held on the following dates;

Wednesday 2 March 2005

Thursday 12 May 2005

Thursday 7 July 2005

Friday 8 July 2005 (Annual Meeting)

Tuesday 12 July 2005

Monday 18 July 2005

Tuesday 13 September 2005

Wednesday 5 October and Thursday 6 October 2005 'away day'

Tuesday 6 December 2005

Wednesday 1 March 2006

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