THE HEALTH PROFESSIONS COUNCIL

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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

Item 1.04/146 INTRODUCTION AND WELCOME

1.1 Professor Brook welcomed all members and non-members to the meeting. She noted that alternate members had been invited to attend the meeting but could only act in their capacity as an alternate member and vote, if their corresponding registrant member was not at the meeting.

Item 2.04/147 APOLOGIES FOR ABSENCE

2.1 Apologies for absence were received from the following Council members; Mr M Barham, Miss M Crawford (and Professor C Lloyd) Dr R Jones (and Miss E Thornton) Professor J Lucas, Mrs C McGartland (and Ms H Davis), Mr I Massey, Ms J Manning (and Mr D Whitmore) Miss G Pearson, Mrs J Stark.

Item 3.04/148 APPROVAL OF AGENDA

3.1 The Council approved the agenda.

Item 4.04/149 MINUTES

4.1 It was agreed that the minutes of the nineteenth meeting of the Health Professions Council be confirmed as a true record and signed by the President.

Item 5.04/150 MATTERS ARISING

5.1 Item 5.5 - Matters Arising- Health, Disabilities and Registration Professional Liaison Group

5.1.1 The Council noted that dates for the first meeting of the Health, Disabilities and Registration Professional Liaison Group were being finalised.

5.2 Item 5.9 - Minutes of the Registration Committee held on 14 May 2004

5.2.1 The Council noted that a statement detailing the criteria on which the Registration Committee had based its approval of the tests to be used in determining an applicant's English Language Competence would be included on the agenda of the next meeting of the Education and Training Committee to be held on 13 October 2004.

5.3 Item 7.8 – Chief Executive's Report

5.3.1 The Council noted that a letter had been sent to the Department of Health expressing the HPC's concerns regarding the quality assurance partnership framework for healthcare.

5.4 Item 8.2 - Outcome of the Consultation on the Structure of the Register

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

5.5 Item 9.8 - Outcome of the Consultation on the Health Professions Council's Draft Election Rules

5.5.1 The Council noted that lay members were being asked to confirm whether they were willing to be reappointed to Council post the July 2005 elections and also the period for which they were willing to be reappointed. The Privy Council would write to all members regarding their reappointment.

5.6 Item 10.8 – Regulation of New Professions by the HPC

5.6.1 The Council noted that dates were being explored for an informal presentation from the Medical Illustrators to interested Council members at Park House. It was likely that this presentation would take place before the Council meeting in March 2005.

Action: CS

5.7 Item 21- Any Other Business

5.7.1 The Council noted that the register for Operating Department Practitioners was on schedule to open on 18 October 2004.

Item 6.04/151 PRESIDENT'S REPORT

6.1 The Council received an oral report from the President.

6.2 The President noted that she was the HPC representative on the Skills for Health Board and that she had recently attended a meeting of the Board. The Board was developing a strategy for the enhancement of professional skills and for developing new professions. Consideration was also being given to the development of a consistent education and training strategy for support workers. This had implications for the HPC's registration function and therefore it was important that the HPC was involved in the debate

6.3 The President also noted that she had attended the away day of Council for Healthcare Regulatory Excellence. This had concentrated on a review of the strategy for the past year and the development of a strategy for the coming year. The President noted that she keep Council updated as to how this developed.

Item7. 04/152 CHIEF EXECUTIVE'S REPORT

7.1 The Council received a paper from the Chief Executive.

7.2 The Chief Executive noted that the paper presented included only financial reports and that due to the short length of time since the last meeting of Council there would be no Chief Executive's report. The next report would be presented to the December meeting of Council.

7.3 The Chief Executive reported that the consultation on Continuing Professional Development (CPD) was progressing well. The events were very well attended and a number of interesting questions were being raised. The Chief Executive thanked those members who were participating in the events.

7.4 The Chief Executive noted that the HPCs financial situation was approximately in line with projections. The Registration Department was using a number of temporary staff during the busy re-registration period however with the completion of the re-registration cycle the use of additional temporary staff would decrease and this would be reflected in the financial figures in the future. The Chief Executive also noted that there had also been an underestimate in the budget for the Fitness to Practise Department and also in the budget for the CPD consultation. The organisation was in a good position with regard to the cash balances however it should be remembered that much of this was prepayments of registration fees and that the funds were therefore set aside for use in the future.

Item 8.04/153 REGULATION OF NEW PROFESSIONS BY THE HPC (Review of all Healthcare Scientist Applications)

8.1 The Council received a paper from the Executive for discussion/approval.

8.2 The Council noted that it was anticipated that a number of aspirant groups within healthcare science would seek regulation over the next four years. In order to manage the process the Council had agreed that the whole group of healthcare scientists would be split and that the first group which would include clinical perfusion scientists, clinical physiologists, clinical technologists and medical illustrators would be considered in autumn 2004.

8.3 The Council noted that although the above professions would be regulated as one group each profession would have a separate protected title.

8.4 The Council noted that the Department of Health would be consulting on the regulation of each of the professions and could take the decision not to regulate a profession following the consultations. The HPC would be included in each consultation and at that stage could comment on the title to be protected.

8.4 The Council agreed the following;

(i) To recommend to the Secretary of State for Health that the Clinical Technologists be regulated under the generic heading of Healthcare Scientists subject to the applicant professional body, Voluntary Register of Clinical Technologists (VRCT) in conjunction with the Department of Health reviewing and agreeing the routes of entry into the profession and that they meet the Standards of Proficiency.

(ii) To recommend to the Secretary of State for Health that the Clinical Perfusionists be regulated under the generic heading of Healthcare Scientists following the external quality assurance of the entry qualification.

(iii) To recommend to the Secretary of State for Health that the Clinical Physiologists be regulated under the generic heading of Healthcare Scientists subject to the applicant professional body, the Registration Council of the Clinical Physiologists (RCCP) in conjunction with the Department of Health ensuring that the routes of entry were harmonized and written into the legislation prior to the opening of the HPC Register.

(iv) To recommend to the Secretary of State for Health that the Medical Illustrators be regulated under the generic heading of Healthcare Scientists.

8.5 The President congratulated all the aspirant groups which had been recommended for regulation.

Action: MJS

Item 9.04/154 RECOMMENDATION FOR APPOINTMENT TO THE APPROVALS COMMITTEE.

9.1 The Council received a paper from the Secretary to Council for discussion/approval.

9.2 The Council noted that the Approvals Committee had agreed to increase its membership by one and that Mr Whitmore, alternate paramedic member on Council should become a member of the Committee. This was in accordance with the standing orders of the Committee.

9.3 The Council ratified the decision of the Approvals Committee.

Item 10.04/155PROFESSIONAL LIAISON GROUP – REVISION OF OPERATING MANUAL

10.1 The Council received a paper for discussion/approval from the Chief Executive.

10.2 The Council noted that as part of the decisions taken as a result of the 2002 consultation Council had agreed to the establishment of Professional Liaison Groups (PLGs) and also agreed an operating manual for the running of these groups. Three PLGs had now completed their work as a result of which it had become obvious that a number of amendments to the operating manual were required.

10.3 The Council considered the proposed amendments and agreed the following;

(i) That the establishment and terms of reference of all PLGs must be approved by Council.
(ii) That Council or Committee members who were appointed by the Council to a PLG would receive an attendance allowance (as appropriate) and expenses.

10.4 The Council noted that consideration should be given to the payment of attendance allowance to representatives from other bodies appointed to serve on a PLG.

10.5 The Council agreed that the Executive should prepare a paper for the December meeting of Council setting down the budgetary implications of this proposal.

10.6 The Council also agreed that references in the document to the 2002 consultation should be deleted.

Action: PB/NO'S

Item 11.04/156 MEMBERSHIP OF EXTERNAL GROUPS

11.1 The Council received a paper from the Executive for discussion/approval.

11.2 The Council agreed the following policy;

(i) Council and committee members should only be nominated to external bodies following formal consideration and agreement of the nomination at a meeting of the relevant statutory committee or of Council. Nominations by non-statutory committees to external bodies must be ratified by the parent committee.

(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 Institutions 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.

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.

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

VICE-PRESIDENT