

confirmed

The Health Professions Council

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MINUTES of the third meeting of the Conduct and Competence Committee held at **3.20pm on Wednesday 12 September 2007** in MR1, The Evangelical Alliance, Whitfield House, 186 Kennington Park Road, London, SE11 4BT.

Present

Mr K Ross (Chairman)

Mrs H Davis

Mr J Donaghy

Professor C Lloyd

Mr D Proctor

In attendance:

Dr A van der Gaag, President, Health Professions Council (HPC)

Ms N O'Sullivan, Secretary to Council

Mr M Chapman, Temporary Secretary to Committees

Item 1.07/17 Apologies for absence

- 1.1 Apologies were received from Mrs M Clark-Glass, Miss Pam Sabine and Mrs H Patey.

Item 2.07/18 Approval of agenda

- 2.1 The Committee approved the agenda.

Item 3.07/19 Minutes of the meeting held on Monday 23 April 2007

- 3.1 It was agreed that the minutes of the twenty-first meeting of the Conduct and Competence Committee should be confirmed as a true record and signed by the Chairman.

Item 4.07/20 Matters arising

- 4.1 The Committee received a paper from the Executive.
- 4.2 The Committee noted the actions list as agreed at the last meeting and that most of the action points had been addressed, except for action point 1 (to provide a scoping paper on a presentation from representative of the National Clinical Assessment Service) and action point 9 (a definition of case listings).
- 4.3 Item 5.3 – Matters arising – Presentation from Representatives of the National Clinical Assessment Service (NCAS)
The Committee noted that a consultation undertaken by the
- 4.3.1 National Clinical Assessment Service had only just closed and that this item would be presented to all Fitness to Practise Committees when they next met in November 2007.

Action:KJ/NO'S – November 2007

- 4.4 Item 15.2 – Risk Assessment
- 4.4.1 The Committee noted a paper containing the definition of case I listings which was tabled at the meeting.

Item 5.07/21 Chairman's report

- 5.1 The Chairman had nothing to report.

Item 6.07/22 Disposal of cases by consent

- 6.1 The Committee received a practice note (Disposal of Cases by Consent) and procedural forms for discussion/approval from the Director of Fitness to Practise.
- 6.2 The Committee noted that the Fitness to Practise Forum had discussed the practice note and forms and had recommended the document to the Conduct and Competence Committee for approval without modification.
- 6.3 The Committee approved the practice note and forms.

Item 7.07/23 Fitness to Practise hearing locations

- 7.1 The Committee received a practice note (hearing locations) for approval from the Director of Fitness to Practise.

7.2 The Fitness to Practise Forum discussed the practice note and recommended it to the Conduct and Competence Committee for approval without modification.

7.3 The Committee approved the practice note.

Item 8.07/24 Practise notes

8.1 The Committee received the following practices note for approval from the Director of Fitness to Practise;

- (i) Case Management and Directions
- (ii) Service of Documents
- (iii) Welsh Language
- (iv) Adjournments
- (v) Mediation
- (vi) Interim Orders
- (vii) Preliminary Hearings
- (viii) Disclosure of Witness Orders

8.2 The Committee noted that the Fitness to Practise Forum had discussed the practice notes. The Forum had recommended that the practice note entitled Interim Orders should be amended to include a reference to a right of appeal against an interim order. The other practice notes were recommended for approval without modification.

8.3 The Committee approved the practice note as recommended by the Fitness to Practise Forum.

Item 9.07/25 Committee self-evaluation

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

9.2 Members agreed to complete and return the self-evaluation forms to the Secretariat by September 17 2007.

9.3 The Committee noted that the results of the evaluation would be analysed and presented to the Committee at its meeting in November.

Action: NO'S – November 2007

Item 10.07/26 Committee membership

- 10.1 The Committee received a paper to note from the Temporary Secretary to the Committee.
- 10.2 The Committee noted that the Council had ratified the appointment of Mr John Donaghy to the Committee at its meeting on July 2007.
- 10.3 The Committee noted that Dr G Sharma had decided not to seek reappointment to the Committee and that any decision regarding Dr Sharma's replacement would be put on hold pending decisions regarding the governance arrangements for a new Council outlined in the White Paper 'Trust, Assurance and Safety, the Regulation of Health Professionals in the 21st Century.

Item 11.07/11 Dates of Conduct and Competence Committee meetings 2008-09

- 11.1 The Committee received a paper to note from the Temporary Secretary to the Committee.
- 11.2 Members noted an amendment to the enclosure whereby a meeting scheduled for Thursday 19 February 2009 was incorrectly published as occurring in 2008.

Item 12.07/12 Any other business

- 12.1 The Committee noted feedback on the Fitness to Practise Forum. from members. The Committee noted that items of importance to the Committee had not received as in-depth discussion or analysis as at previous Conduct and Competence Committee meetings. It was suggested that if members would like to discuss certain issues further in committee meetings this could be achieved by agreeing items to be included in the agendas of future committee meetings under approval of agenda.
- 12.2 The Committee agreed that further discussion on trend analysis, arising out of the paper on regarding paramedic fitness to practise cases could be discussed at the next meeting. This could be discussed as part of the Director of Fitness to Practise report.

Item 13.07/13 Date and time of next Conduct and Competence Committee meeting:

13.1 The next Conduct and Competence Committee will be held on 21 November 2007 and commencing at 11am.

13.2 Subsequent meetings will be held at 11.00 a.m. on:

Tuesday 19 February 2008

Wednesday 23 April 2008 (FtP Forum) – start time 10.30am

Confirmed