

ACTION POINTS

HEALTH PROFESSIONS COUNCIL

PUBLIC MEETINGS 2006-2007

	Action point (and location in minutes)	For the attention of	Action by (date)	Outcome
1.	<u>Council Nomination to the Council for Healthcare Regulatory Excellence</u> Agreed to nominate the HPC President to CHRE 11 July - Public minutes 6.2	MJS	12 July 2006	Actioned
2.	<u>Process for the Appointment of Additional Members to Council if Person Elected as President is a Registrant</u> Agreed that clarification should be sought from the Privy Council regarding the process it would use for the appointment of an additional registrant member to Council 11 July Public minutes 10.4	MJS	12 July 2006	Resolved Appointment process undertaken by Appointments Commission
3.	<u>Meetings with Professional Bodies of professions registered with the HPC</u> Agreed that the Executive would ensure that lay members were informed of dates of upcoming meetings 11 September - Public minutes 8.4	MJS	September 2006	Actioned 12 and 18 September

4.	<u>Equality and Diversity Project</u> Agreed that the Executive would provide a project update to the Council meeting on 14 December 2006 11 September - Public minutes 12.5	CP	14 December 2006	actioned
3.	<u>Equality and Diversity Project</u> Agreed that the Executive should consider a process for monitoring whether the organisation was meeting its duties under current legislation and should report back to Council regarding this matter 11 September Public minutes 12.6	MJS	14 December 2006	Ongoing
5.	<u>Proposed Consultation Paper on Revision of Guidance Notes for Aspirant Groups</u> Agreed that the consultation would start in December 2006 11 September Public minutes 13.3	CS	December 2006	Consultation to commenced 1 December 2006 until 1 March 2007
6.	<u>HPC Performance Appraisal System for Partners</u> Agreed that a further update would be provided to Council in one year 11 September - Public minutes 17.2	YH	September 2007	Included on draft Council agenda for September 2007

7.	<u>Fee Changes Outcome</u> Agreed that the allocation of costs particularly in relation to initial registration should be considered at the next meeting of the Finance and Resources Committee 4 October -Public minute 9.12	SL	20 November 2006	Actioned
8.	<u>Draft Fee Rise Consultation Document</u> The Council agreed that the draft consultation document should be amended to incorporate the agreed changes and that the amended document should be circulated by email to Council for electronic sign-off 4 October - Public minutes 10.13	Action MG/NO'S	As soon as possible	Actioned
9.	<u>Process for the Appointment of an Additional Member to Council if the Person Elected as President is a Registrant</u> The Council agreed that this issue should be considered further at the December meeting of Council 4 October - Public minutes 11.4	Action NO'S	14 December 2006	Agreed with President that this should be raised under matters arising at 14 December Council meeting
10.	<u>Chief Executive's Report</u> The Executive would prepare a position paper for the Education and Training Committee regarding the situation regarding graduates from some professions who were unable to	RT	RT to confirm	Included on draft ETC agenda for 28 March 2007

	secure employment in the NHS & who were setting themselves up in private practice. (14 December - Public minute 7.4)			
11.	<u>Chief Executive's Report</u> The Chief Executive would be writing to the Privy Council, Professional Bodies and the DH regarding the compensation payment from HPC's ex-auditors. (14 December - Public minute 7.5)	MJS	December 2006	Completed
12.	<u>Equality and Diversity Project</u> Noted that regular reports regarding progress on the equality and diversity project would be provided to Council. Update to March 2007 Council meeting. (14 December - Public minute 8.6)	MG	29 March 2007	Included on agenda
13.	<u>Review of Standards of Proficiency for ODPs</u> Council approved the workplan & noted that a consultation paper on the revised standards (if any) would be submitted to Council for approval in May 2007. (14 December -Public minute 9.2)	MG	31 May 2007	Will be considered by the Education & Training Committee in September 2007 and Council in October 2007

14.	<u>Health Professions Council – Home Country Engagement</u> Council agreed that it would not be appropriate to establish an additional office in another location. Agreed to review this approach in two years time. (14 December -Public minute 11.3)	RT	December 2008	Included on draft agenda.
15.	<u>Standards of Education and Training Guidance</u> The Council agreed that the issue of appropriate qualification of programme leaders should be referred back to the Education and Training Committee for further discussion. (14 December - Public minute 13.5)	SM	28 March 2007	Discussed at 28 March 2007 ETC
16.	<u>Scenario Planning</u> Agreed to hold a workshop in February 2007 (14 December -Public minutes 14.3)	NO'S	February 2007	Workshop held on 23 February 2007
17.	<u>Council Members' Performance and Development Review System</u> Council agreed that all members should be appraised on an annual basis –with the option of telephone or face-to-face meeting. Agreed new system would be	AvdG/SB	March/April of each year	Ongoing

	<p>piloted to ensure its effectiveness. Results would be fed back to Council. (14 December Public minutes 15.5)</p>			
18.	<p><u>Committee Self-Evaluation</u> Council agreed that members who wished to feed back regarding the design and content of the form should contact the Secretariat with their comments.</p> <p>Council agreed to discuss a revised paper at March 2007 Council meeting.</p> <p>(14 December Public minutes 16.4)</p>	NO'S	29 March 2007	Discussed by Council on 29 March 2007
19.	<p><u>Role of the Vice-President</u> Agreed that a Council of the Council's governance documents would require amendment in the light of the decision to abolish the role of the vice-president.</p> <p>(14 December Public minutes 17.6)</p>	NO'S	29 March 2007	Completed
20.	<p><u>Standing Orders</u> Council agreed that governance issues should be included within the remit of the Audit Committee.</p> <p>Council agreed that a proposal regarding the agreed options would</p>	NO'S	29 March 2007	Completed

	be considered at the March 2007 Council meeting. (14 December -Public minutes 18.6)			
21.	<u>Chairs' Committee</u> Council agreed that a further paper which would outline the history to date and the benefits of the Chairmen's group should be considered at the March 2007 Council meeting. (14 December -Public minute 19.4)	MJS/NO'S	29 March 2007	Completed
22.	<u>HPC Risk Management</u> Council noted that the Audit Committee had agreed that is would keep the Council informed about HPC's risk management by way of biannual reports to Council. (14 December -Public minutes 20.4)	SL	Ongoing	Ongoing
23.	<u>Any Other Business</u> <u>External Auditors</u> Council ratified the Audit Committee agreement that the Audit Committee should undertake an annual evaluation of the external auditors. (14 December -Public minutes 46.2.3)	SL	Ongoing	Re-appointment of external auditors agreed by Audit Committee in February 2007
24.	<u>Any Other Business</u> <u>Skills for Health</u> Council agreed that the Chief Executive of Skills for Health should be invited to attend to the March meeting of Council (14 December -Public minutes 46.3.1)	MJS/RT	By 12 June 2007	Representatives of Skills for Health attended June meeting of the Education and Training Committee

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25.	<p><u>Consultation on Standards of Conduct, Performance and Ethics</u> The Council approved the revised text of the standards of conduct, performance and ethics for consultation (29 March = Minute 13.4 – public minutes)</p>	MG	May 2007	Consultation to started in June 2007
26.	<p><u>Consultation on Confidentiality Guidance for Registrants</u> The Council approved the text of the confidentiality guidance for registrants (29 March - Minute 14.3 – public minutes)</p>	MG	May 2007	Consultation started in June 2007
27.	<p><u>Publication of Case to Answer Information on the HPC website</u> The Council ratified the recommendation of the Conduct and Competence with regard to publication of case to answer information. (29 March - Minute 15.2)</p>	KJ	April 2007 ongoing	Action – Completed and ongoing
28.	<p><u>Update on Equality and Diversity Project</u> The Council agreed to publish a scheme in December 2007 (29 March -Minute 17.2(iii) – public minutes)</p>	MG	Ongoing & December 2007	Included on draft agenda

29.	<p><u>President's Fees</u> The Council agreed to the proposals laid out in the paper and that these arrangements should be reviewed by 3 October 2007. (29 March - Minute 18.5 – public minutes)</p>	MJS/NO'S	3 October 2007	Included on draft agenda
30.	<p><u>Members Skills Audit</u> The Council agreed the members' skills audit form and that it should be circulated to members for completion and return to the Secretariat (29 March - Minute 19.3 – public minutes)</p>	NO'S	April/May 2007	Completed
31.	<p><u>Committee Self-Assessment</u> The Council agreed the text of the document & that the use of the form should be piloted at upcoming committee meetings. Feedback on the process and any necessary amendments to the form should be considered at the away day in October 2007. (Included on draft agenda - Minute 20.3 – public minutes)</p>	Secretariat	April 2007 – ongoing	Included on draft agenda for away day

32.	<p><u>Non-Council and Committee Members' Performance Review</u></p> <p>The Council agreed that the revised system should be piloted and should be evaluated when the Council undertook an evaluation of the Council Members' Performance Review</p> <p>(29 March - Minute 22.6 – public minutes)</p>	Secretariat	April 2007 & September 2007 Council meeting	Included on draft agenda for September Council meeting
33.	<p><u>Reappointment Process for Non-Council Committee Members</u></p> <p>The Council agreed the reappointment process.</p> <p>(29 March - Minute 23.3 – public minutes)</p>	SB	April/May 2007	Completed
34.	<p><u>Financial Regulations</u></p> <p>The Council agreed that the Financial Regulations should be reconsidered by the Finance and Resources Committee and the Audit Committee and that following this they should be put to Council for ratification.</p> <p>(29 March - Minutes 25.4 – public minutes)</p>	CB/NO'S	June 2007 – ongoing	Ongoing

35.	<p><u>Risk Assessment Register Update</u></p> <p>The Council agreed that the possibility that the HPC could be called upon to fund a section 75 liability with regard to the Flexiplan pension scheme should be included under section 16 of the risk register.</p> <p>(29 March - Minutes 27.4 – public minutes)</p>	SL	April 2007	Risk Register updated
36.	<p><u>Revision of Governance Documents Following Council Decision to abolish role of Vice-President</u></p> <p>The Council agreed that the documents should be revised and that the role of the President should be updated.</p> <p>(Minute 30.4 – public minutes)</p>	NO'S	April 2007	Completed
37.	<p><u>Key Decisions from the Standards of Proficiency Consultation</u></p> <p>The Council agreed (i) the text of the consultation responses (ii) text of revised standards (iii) that the generic standards should apply to revised standards for ODPs, once revised (iv) revised standards to take effect from 1</p>	MG	May 2007	June 2007 and ongoing

	<p>November 2007</p> <p>(31 May – Public meeting minute 8.5)</p>			
38.	<p><u>Approval of Programmes Leading to Entitlements Under the Prescription Only Medicines (Human Use) Order 1997</u></p> <p>The Council agreed recommendation to the Education and Training Committee set out at minute 9.3</p> <p>(31 May – Public meeting minute 9.3)</p>	MG	September 2007	ETC will be asked to approve a draft consultation letter in September 2007 – included on draft agenda
39.	<p><u>Outcome of Consultation on Guidance Notes for Occupations Considering Applying for Regulation by HPC</u></p> <p>The Council agreed to the text of the document and that the guidance notes for applicant occupations should be amended and re-published in line with the decision outlined in the document</p> <p>(31 May – Public meeting minute 11.4)</p>	RT	June 2007	Ongoing
40.	<p><u>Review of Standards of Education and Training Professional Liaison Group: Workplan</u></p> <p>The Council agreed to</p>	SM	June 2007	Ongoing

	<p>the workplan and timetable of activities and that Professor Lloyd should chair the PLG. (31 May – Public meeting minute 12.2 and 12.3)</p>			
41.	<p><u>Standard of Education and Training 6.7.5 Consultation Response Document</u> The Council agreed to the text of the consultation document and the text of SET 6.7.5 with effect from the beginning of the next academic year (31 May –Public meeting minute 13.3)</p>	SM	June 2007	Ongoing
42.	<p><u>The Use of Council Members as Visitors</u> The Council agreed that Council members, alternates or committee members should no longer be used as visitors. That those Council members who acted as visitors should be given the required three months notice in order to terminate their contract as a Visitor (31 May – Public meeting minute 21.4)</p>	YH	June 2007	Ongoing

