

**Health Professions Council**  
**Council 29<sup>th</sup> March 2007**

**CHAIRS' COMMITTEE**

**Executive Summary and Recommendations**

**Introduction**

A paper was presented to the Council on 14<sup>th</sup> December 2006 proposing that the informal meetings of the Chairmen of the statutory and non-statutory Committees should be formalised.

It was agreed that before a decision was made, the Executive should provide additional information on the history and benefits of the Chairmen's Group.

History

The group has met five times: November 2005, and March, May, July and October 2006.

Benefits

The main benefit of the meetings has been to review issues around the workings of the HPC Committees. For example:

- Re-opening of 'closed' items
- Electronic minutes
- Invitation of non-Council members to the Partners Conference
- Use of external speakers at the Council "Away Day"
- Training day for Committee Chairs

It is the view of the Executive that the meetings have been very beneficial and should continue but under a formalised arrangement.

However, it is recommended that the group should be called the "Chairs Liaison Group" and the terms of reference should be to advise the Council and not to make recommendations.

**Decision**

The Council is asked to agree that

1. The name of the group should be the Chairs Liaison Group
2. The terms of reference should be to advise the Council
3. The Chairs of the Committees should continue to meet along the lines detailed in the paper presented to the Council on 14<sup>th</sup> December 2006.

**Background information**

None.

**Resource implications**

Provision of committee support by the Secretariat.

**Financial implications**

Four meetings per year will cost approximately £15,000 assuming that one meeting coincides with the Council “Away Day”.

**Appendices**

Council paper HPC 169/06 14<sup>th</sup> December 2006

**Date of paper**

19<sup>th</sup> March 2007

**CHAIR'S COMMITTEE**

**Executive Summary and Recommendations**

**Introduction**

Over the past year the chairmen of statutory and non-statutory committees have been meeting on an informal basis to discuss common issues arising from the work of their respective committees. The 'Chair's Group' had no formal status as a committee but was established following the 2005 Council Away Day with the aim of improving internal communications between committees and between Council and the Executive.

At its last meeting the group agreed to put a proposal to the Council to formalise the existence of the group and its remit.

The Council is asked to agree the following;

- (i) **Proposed Name:**  
Chair's Committee
- (ii) **Proposed Membership**  
President of Council & Chairs of all statutory and non-statutory committees (no substitutes to attend on behalf of members)
- (iii) **Meetings Schedule**  
As agreed by the Committee but likely to be four times per year in the month before a Council meeting.
- (iv) **Terms of Reference**  
To consider issues of common interest to committees and to make recommendations to Council
- (v) **Standing Orders**  
To be agreed by the Committee and put to Council for ratification.
- (vi) **Committee Support**  
To be provided by the Secretariat
- (v) **Reporting Process**  
Minutes to be considered by Council

## **Decision**

The Council is asked to agree the above proposals and to request that the Executive take this forward as appropriate.

## **Background information**

None

## **Resource implications**

Provision of committee support by the Secretariat

## **Financial implications**

4 meetings per year X 7 members. £300 attendance allowance and average £308 travel and subsistence. Total cost = £17,024.

## **Appendices**

None

## **Date of paper**

30 November 2006