

The Health Professions Council

COUNCIL MEETING

Thursday 29 March 2007

10.30 am

The thirty-seventh meeting of the Health Professions Council will be held at the following location:

The Council Chamber
The Health Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

The Council meeting will be held in two parts. Part One will be open to members of the public. Part Two will be held in private.

Niamh O'Sullivan,
Secretary to Council
Monday 19 March 2007

Health Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

Telephone: 020 7840 9711
Fax: 020 7820 9684
email: niamh.osullivan@hpc-uk.org

Agenda – Part One – Open to Members of the Public

- | | | |
|----|----------------------------------------------------------------------------------------------------------------|------------------------------|
| 1. | Apologies for Absence | Verbal |
| 2. | Approval of Agenda | Verbal |
| 3. | Minutes of the Council meeting held on 14 December 2006
From Niamh O’Sullivan – Secretary to Council | Enclosure 1
Paper HPC1/07 |
| 4. | Matters Arising
From Niamh O’Sullivan – Secretary to Council | Enclosure 2
Paper HPC2/07 |
| 5. | President’s Report | Verbal |
| 6. | Chief Executive’s Report | Enclosure 3
Paper HPC3/07 |

Items for Discussion/Approval

Strategy and Policy

- | | | |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 7. | Annual Budget 2007/8
From Marc Seale – Chief Executive | Enclosure 4
Paper HPC4/07 |
| 8. | Key Decisions from the Health Professions Council Fees Consultation
From Marc Seale – Chief Executive | Enclosure 5
Paper HPC5/07 |
| 9. | The Health Professions Council (Registration and Fees) (Amendment) Rules 2007
From Marc Seale – Chief Executive | Enclosure 6
Paper HPC6/07 |
| 10. | Trust, Assurance and Safety – The Regulation of Health Professionals in the 21st Century¹
From Marc Seale – Chief Executive | Enclosure 7
Paper HPC7/07 |
| 11. | The Health Professions Council Strategy
From Marc Seale – Chief Executive | Enclosure 8
Paper HPC8/07 |
| 12. | Consultation on Standards of Conduct, Performance and Ethics (SCPE)
From Michael Guthrie – Policy Manager | Enclosure 9
Paper HPC9/07 |
| 13. | Consultation on Confidentiality Guidance for Registrants
From Michael Guthrie – Policy Manager | Enclosure 10
Paper HPC10/07 |
| 14. | Publication of Case to Answer Information on HPC Website
From Kelly Johnson – Director of Fitness to Practise | Enclosure 11
Paper HPC11/07 |
| 15. | Revised Registration Application Forms and Guidance Notes | Enclosure 12 |

¹ All members to bring copies of the document to the meeting

	From Claire Harkin	Paper HPC12/07
16.	Update on Equality and Diversity Project From Michael Guthrie – Policy Manager	Enclosure 13 Paper HPC13/07
Corporate Governance		
17.	HPC President's Fees From Marc Seale - Chief Executive and Registrar	Enclosure 14 Paper HPC14/07
18.	Members' Skills Audit From Niamh O'Sullivan- Secretary to Council	Enclosure 15 Paper HPC15/07
19.	Pilot Annual Committee Self – Assessment From Niamh O'Sullivan- Secretary to Council	Enclosure 16 Paper HPC16/07
20.	Audit Committee Standing Orders From Niamh O'Sullivan – Secretary to Council	Enclosure 17 Paper HPC17/07
21.	Non-Council and Committee Members' Performance and Development Review System From Niamh O'Sullivan – Secretary to Council	Enclosure 18 Paper HPC18/07
22.	Re-appointment Process for Non-Council Committee Members From Niamh O'Sullivan – Secretary to Council	Enclosure 19 Paper HPC19/07
23.	Chairs' Committee From Marc Seale – Chief Executive	Enclosure 20 Paper HPC20/07
24.	Financial Regulations From Marc Seale – Chief Executive	Enclosure 21 Paper HPC21/07
25.	Council Gifts and Inducements Policy From Niamh O'Sullivan – Secretary to Council	Enclosure 22 Paper HPC22/07
26.	Risk Assessment Register Update From Simon Leicester – Director of Finance	Enclosure 23 Paper HPC23/07
27.	Nomination of Vice-Chairman of Communications Committee From Niamh O'Sullivan– Secretary to Council	Enclosure 24 Paper HPC24/07
28.	Nomination to the Step-Up Committee of the Hearing Aid Council From Niamh O'Sullivan– Secretary to Council	Enclosure 25 Paper HPC25/07
29.	Revision of Governance Documents following Council Decision to Abolish Role of Vice President From Niamh O'Sullivan– Secretary to Council	Enclosure 26 Paper HPC26/07

Minutes

- | | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 30. | Minutes of the Finance and Resources Committee held on 20 November 2006
From Robert Clegg – Chairman of the Committee | Enclosure 27
Paper HPC27/07 |
| 31. | Minutes of the Finance and Resources Committee held on 7 February 2007
From Robert Clegg – Chairman of the Committee | Enclosure 28
Paper HPC28/07 |
| 32. | Minutes of the Audit Committee held on 6 December 2006
From Robert Clegg – Chairman of the Committee | Enclosure 29
Paper HPC29/07 |
| 33. | Minutes of the Audit Committee held on 28 February 2007
From Paul Acres – Chairman of the Committee | Enclosure 30
Paper HPC30/07 |
| 34. | Minutes of the Communications Committee held on 27 October 2006
From Pat McFadden –Chairman of the Committee | Enclosure 31
Paper HPC31/07 |
| 35. | Minutes of the Communications Committee held on 27 February 2007
From Pat McFadden –Chairman of the Committee | Enclosure 32
Paper HPC32/07 |

Items to Note

- | | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 36. | Appointment of New Council Member to Audit Committee
From Niamh O’Sullivan– Secretary to Council | Enclosure 33
Paper HPC33/07 |
| 37. | Council Membership
From Niamh O’Sullivan– Secretary to Council | Enclosure 34
Paper HPC34/07 |
| 38. | Reports from Council Representatives at External Meetings
From Niamh O’Sullivan – Secretary to Council | Enclosure 35
Paper HPC35/07 |
| 39. | Minutes of the Health Committee held on 16 January 2007
From Tony Hazell – Chairman of the Committee | Enclosure 36
Paper HPC36/07 |
| 40. | Minutes of the Investigating Committee held on 23 January 2007
From Morag MacKellar – Chairman of the Committee | Enclosure 37
Paper HPC37/07 |
| 41. | Minutes of the Conduct and Competence Committee held on 22 November 2006
From Keith Ross– Chairman of the Committee | Enclosure 38
Paper HPC38/07 |
| 42. | Minutes of the Conduct and Competence Committee held on 30 January 2007
From Keith Ross– Chairman of the Committee | Enclosure 39
Paper HPC39/07 |
| 43. | Minutes of the Education and Training Committee held on 5 December 2006
From Eileen Thornton - Chairman of the Committee | Enclosure 40
Paper HPC40/07 |

Items for Information

- | | | |
|-----|---------------------------|--|
| 44. | Any Other Business | |
|-----|---------------------------|--|

45. **Date & Time of Next Meeting**
Thursday 31 May 2007 at 10.30am

Resolution

The Council is invited to adopt the following:

“The Council hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to the following;

- (i) information relating to a registrant, former registrant or application for registration;
- (ii) information relating to an employee or office holder, former employee or applicant for any post or office;
- (iii) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (iv) negotiations or consultation concerning labour relations between the Council and its employees;
- (v) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (vi) action being taken to prevent or detect crime to prosecute offenders;
- (vii) the source of information given to the Council in confidence; or
- (viii) any other matter which, in the opinion of the President, is confidential or the public disclosure of which would prejudice the effective discharge of the Council’s functions.