

**unconfirmed**  
**THE HEALTH PROFESSIONS COUNCIL**

Chief Executive and Registrar: Mr Marc Seale

Park House  
184 Kennington Park Road  
London SE11 4BU  
tel: +44 (0)20 7840 9711  
fax: +44 (0)20 7840 9807  
email: [niamh.osullivan@hpc-uk.org](mailto:niamh.osullivan@hpc-uk.org)

MINUTES of the forty-sixth meeting of the Health Professions Council held at **12.30 pm on Thursday 29 May 2008** at Park House, 184 Kennington Park Road, London, SE11 4BU.

Present: Dr A van der Gaag (President)  
Mr P Acres  
Mr O Altay  
Ms P Blackburn  
Professor K Bryan  
Mrs M Clark-Glass  
Mr R Clegg  
Mr P Douglas  
Mrs S Drayton  
Ms E Ellis  
Ms C Farrell  
Ms D Haggerty  
Professor T Hazell  
Professor J Lucas  
Ms M MacKellar  
Mr A Mount  
Mr K Ross  
Ms P Sabine (from agenda item 7)  
Professor G Smith  
Mrs B Stuart  
Professor A Turner  
Professor D Waller  
Mr N Willis

**In attendance:**

Ms A Creighton, Head of Education  
Mr G Gaskins, Director of IT  
Mr M Guthrie, Head of Policy and Standards  
Ms K Johnson, Director of Fitness to Practise  
Mr S Leicester, Director of Finance

Mr S Mars, Policy Officer  
Miss N O'Sullivan, Secretary to Council  
Mr S Rayner, Secretary to Committees  
Mr G Ross-Sampson, Director of Operations  
Mr M Seale, Chief Executive and Registrar

**Item 1.08/51 President's welcome and introduction**

- 1.1 The President welcomed all members to the meeting and also welcomed Mr R Kennett, non-Council committee member of the Audit Committee, and representatives from UKCP.

**Item 2.08/52 Apologies for absence**

- 2.1 Apologies for absence were received from the following Council members; Mr J Donaghy, Ms H Davis, Mr W Munro, and Prof J Harper

**Item 3.08/53 Approval of agenda**

- 3.1 The Council approved the agenda.

**Item 4.08/54 Minutes of the 27 March 2008 Council meeting**

- 4.1 It was agreed that the minutes of the forty-fifth meeting of the Health Professions Council be confirmed as a true record and signed by the President subject to the deletion of Professor A Turner's name from the list of those attending.

**Item 5.08/55 Matters arising**

- 5.1 The Council received a paper from the Executive setting out the matters arising from the previous meeting.
- 5.2 Item 5.2 – Matters arising  
The Council noted that issues relating to unregulated healthcare practitioners practising in the United Kingdom during the staging of the 2012 Olympics would be kept under review.
- 5.3 The Council noted the actions list as agreed at the last meeting.

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**Item 6.08/56 President's report**

- 6.1 The Council received a paper from the President.
- 6.2 The President noted that she had attended the launch of the Complementary and Natural Healthcare Council. The new lay Council operated a voluntary register and had an education board and a fitness to practise board and profession specific boards. To date four professions had joined the voluntary register.
- 6.3 The President also noted that she had held a productive meeting with Clare Chapman Director General, Workforce, at the Department of Health at which they had discussed ways of promoting employer support for continuing professional development in the professions regulated by HPC.

**Item 7.08/57 Chief Executive's report**

- 7.1 The Council received a paper from the Chief Executive.
- 7.2 The Chief Executive noted that the nomination period for the 2008 Council elections closed at 5pm on Thursday 15 May 2008.
  - 7.2.1 Two constituencies were uncontested having received one nomination. Dr Anna van der Gaag had been elected unopposed as the registrant Speech and Language Therapist member on the Council, Miss M MacKellar had been elected unopposed as the registrant dietician member on the Council. The Chief Executive congratulated both members on their re-election to the Council.
- 7.3 The Council noted that elections would be held in the Operating Department Practitioner and Clinical Scientists constituencies. Ballot papers would be sent to registrants in these two constituencies in the first week of June 2008.
- 7.4 The Chief Executive noted that the Registrations Department had been very busy during the Physiotherapists renewal period and that the Executive were currently working on a project to allow registrants to renew on-line. The Council noted that the professional bodies could play a very important role in alerting their members to the importance of renewing their registration on time. The Council also noted the importance of ensuring that

peaks of demand were taken account of in the capacity planning process.

- 7.5 The Council noted that the number of international applications had dropped but now appeared to be stable at about 150 per month.
- 7.6 The Council noted that an exercise to calculate the number of registrants graduating from approved courses each year would begin in the current financial year. This would allow a comparison of the numbers graduating with the number of new graduates registering with HPC.
- 7.7 The Chief Executive noted that the Health and Social Care Bill was amended on 10 April by the Grand Committee of the House of Lords to dissolve the Hearing Aid Council (HAC).
- 7.8 The amendment was moved by Lord Darzi who stated that the intention was to transfer HAC's professional responsibilities to the Health Professions Council in April 2009.
- 7.9 The Chief Executive noted that it was likely that the legislation relating to Practitioner Psychologists would be laid in the Scottish Parliament before the summer recess.
- 7.10 The Council noted that the Executive had held a successful disaster recovery exercise on the previous day. A paper on the lessons learned from the exercise would be presented to the Finance and Resources Committee.

## **Strategy and Policy**

### **Item 8.08/58 HPC consultation process**

- 8.1 The Council received a paper from the Executive for discussion/approval
- 8.2 The Council agreed the following;
  - (i) that a Policy Officer from the Policy and Standards Department should take on the role of consultation co-ordinator.

(ii) that the consultation contact list should be reviewed on a regular basis and revised as necessary.

(iii) that more information regarding HPC consultations should be published on the HPC website and also in the HPC electronic newsletter.

(iv) that HPC should increase the availability of information in accessible formats.

(v) that consultations which were over five pages in length should include an executive summary and the outcome of consultations should be made clear

(vi) that a summary of consultations undertaken should be published each year as part of the HPC annual report and that a thorough review should be undertaken every 5 years and presented to Council.

**Action: SM ongoing**

## **Corporate governance**

### **Item 9.08/59 Draft Health Professions Council annual report**

- 9.1 The Council received a paper from the Executive for discussion/approval
- 9.2 The Council agreed the document subject to a number of amendments.
- 9.3 The Council also agreed that the Audit Committee and the Finance and Resources Committee would be jointly responsible for reviewing the annual report and accounts and for agreeing any amendments.
- 9.4 The Council noted that the finalised document including the financial statements should be included on the agenda for the July 2008 Council meeting for approval.

**Action: SL – 3 July 2008**

### **Item 10.08/60 Election of President 2008**

- 10.1 The Council received a paper from the Executive for

discussion/approval

- 10.2 The Council agreed that the election of the President should be postponed until the Council meeting on 11 September 2008 and should be conducted in accordance with the procedure for such elections adopted by Council on 11 May 2006 (revised March 2007).
- 10.3 The Council also agreed that an interim President should be chosen by passing a resolution to this effect at the July 2008 Council meeting.
- 10.4 The Council noted that nominations for the member who would undertake the functions of the President on an interim basis would be sought at the July Council meeting.

**Action: NO'5 – 3 July 2008**

**Item 11.08/61 Revised council members' code of conduct**

- 11.1 The Council received a paper from the Executive for discussion/approval
- 11.2 The Council noted that the members' code of conduct was agreed at the March 2005 Council meeting. This was updated at the March 2007 Council meeting to take account of Council's decision not to have a Vice-President.
- 11.3 In line with good governance practice, documents should be reviewed periodically. The Executive had reviewed this document and had proposed a number of changes. The main addition was appendix B which covered complaints against members.
- 11.4 The Council noted that the addition of appendix B did not change the informal process for dealing with minor breaches which was set out in section 8 of the code.
- 11.5 The Council agreed the revised members' code of conduct.

**Item 12.08/62 Revised professional liaison group operating manual**

- 12.1 The Council received a paper from the Executive for discussion/approval

- 12.2 The Council noted that the original Professional Liaison Group Operating manual had been agreed in December 2004. Based on their experience of working with different professional liaison groups the Secretariat and the Policy and Standards Department had carried out a review of the manual. The main changes had been the addition of a section on the conduct of meetings and appendices setting out the process for the appointment of the chair of a professional liaison group and also the process for the appointment of members. There was also provision for the payment of an attendance allowance to external members in exceptional circumstances.
- 12.3 The Council agreed the revised Professional Liaison Group Operating Manual.

**Item 13.08/63 Council membership**

- 13.1 The Council received a paper from the Executive for discussion/approval
- 13.2 The Council noted that Professor S Griffiths, alternate Radiographer member on the Council had resigned in May 2008.
- 13.3 The Council agreed that, given the uncertainty regarding the timetable for the implementation of the proposed governance changes for the Health Professions Council and also given that there would be no alternate Council members on the reconstituted Council, that this position should be left vacant and that the situation should be reconsidered early in 2009 if there had been no progress regarding the governance changes and the timetable for those changes was still uncertain.
- 13.4 The Council noted its appreciation to Professor Griffiths for her service on the Council

**Item 14.08/64 Amendment to Council meeting date**

- 14.1 The Council received a paper from the Executive for discussion/approval
- 14.2 The Council agreed that the Council and committee calendar for

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2008/9 should be amended and that the Education and Training Committee to be held on Wednesday 25 March 2009 with the Council meeting being held on Thursday 26 March 2009.

**Item 15.08/65 Revised statement of intent for corporate social responsibility**

- 15.1 The Council received a paper from the Executive for discussion/approval
- 15.2 The Council had approved the corporate and social responsibility statement of intent in September 2007. A few minor changes were proposed to this document, following feedback from the HPC's solicitor and the Director of Human Resources.
- 15.3 The Council noted that corporate social responsibility had been included on the draft agenda for the October Council meeting and away day.
- 15.4 The Council noted that, for environmental reasons, the executive were piloting a project for the electronic distribution of Council papers which involved a number of members, with a view to introducing electronic distribution for the restructured Council, if the pilot was deemed to have been successful.
- 15.5 The Council noted the importance of taking account of the statement of intent for corporate social responsibility in future strategic discussions and when agreeing policies.
- 15.6 The Council agreed the document and noted that the updated document would be published on the HPC website.

**Item 16.08/66 President's fees**

- 16.1 The President declared an interest and left the room for this item.
- 16.2 The Council received a paper from the Executive for discussion/approval.

16.3 The Council agreed the following;

(i) that the President should receive a maximum 60 days allowance for 'non-meeting' days for the financial year 2008-2009;

(ii) that the President should receive a maximum 60 days for 'non-meeting' days for the financial year 2007-2008;

**Item 17.08/67 Minutes of the Finance and Resources Committee meeting held on 20 November 2007**

17.1 The Council received the minutes of the Finance and Resources Committee meeting held on 20 November 2007.

**Item 18.08/68 Minutes of the Finance and Resources Committee meeting held on 6 February 2008**

18.1 The Council received the minutes of the Finance and Resources Committee meeting held on 6 February 2008.

**Item 19.08/69 Minutes of the Finance and Resources Committee meeting held on 19 March 2008**

19.1 The Council received the minutes of the Finance and Resources Committee meeting held on 19 March 2008.

**Item 20.08/70 Unconfirmed minutes of the Finance and Resources meeting held on 24 April 2008**

20.1 The Council received the minutes of the Finance and Resources Committee meeting held on 24 April 2008.

**Item 21.08/71 Minutes of the Remuneration Committee held on 6 March 2008**

21.1 The Council received the minutes of the Remuneration Committee meeting held on 6 March 2008.

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**Item 22.08/72 Minutes of the Audit Committee meeting held on 5  
December 2007**

- 22.1 The Council received the minutes of the Audit Committee meeting held on 5 December 2007.

**Item 23.08/73 Minutes of the Audit Committee meeting held on 27  
February 2008**

- 23.1 The Council received the minutes of the Audit Committee meeting held on 27 February 2008.

**Item 24.08/74 Minutes of the Communications Committee held on 25  
February 2008**

- 24.1 The Council received the minutes of the Communications Committee meeting held on 25 February 2008.
- 24.2 The Council noted that each member had received a copy of the CPD DVD. The Council also noted that the presentations being given by the HPC CPD Manager were very well received and that the feedback had been very positive.

**The Council noted the following:**

**Item 25.08/75 HPC equality and diversity scheme**

**Item 26.08/76 Health and Social Care Bill—Dissolution of the Hearing Aid  
Council**

**Item 27.08/77 Departmental workplans**

**Item 28.08/78 Re-appointment of lay members**

- 28.1 The Council congratulated to Professor Harper and Mrs Stuart on their reappointment to the Council.

**Item 29.08/79 Council away day 2008**

**Item 30.08/80 National Audit Office—Organisational Health Check**

**Item 31.08/81 Unconfirmed minutes of Education and Training  
Committee meeting held on 26 March 2008**

**Item 32.08/82 Minutes of the Fitness to Practise Forum meeting held on  
23 April 2008**

**Item 33.08/83 Minutes of the Conduct and Competence committee held  
on 23 April 2008**

**Item 34.08/84 Minutes of the Health Committee held on 23 April 2008**

**Item 35.08/85 Minutes of the Investigating Committee held on 23 April  
2008**

**Item 36.08/86 Notes of Chairs' Liaison group held on 23 April 2008**

**Item 37.08/87 Reports from council representatives at external meetings**

**Item 38.08/88 Any other business**

The next meeting of the Council will be held at 10.30am on the following  
dates:

Thursday 3 July 2008

Thursday 11 September 2008  
Council (and annual meeting)

Wednesday 1 October 2008  
Council meeting and away day

Thursday 2 October 2008                      Away day

Thursday 11 December 2008

Tuesday 10 February 2009                      Council strategy meeting

Wednesday 25 March 2009

Wednesday 20 May 2009

Monday 6 July 2009

President:

Date:

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