

Health Professions Council meeting – 3 July 2008

Annual review of actions taken in 2007-8: Public meetings

Executive summary and recommendations

Introduction

An annual review of the actions arising from meetings in 2007-8 is attached.

Decision

The Council is asked to note the actions that have been taken.

Background information

Please refer to individual papers and minutes for the background to decisions. Minutes and papers for previous public meetings are available on the HPC website at:

<http://www.hpc-uk.org/aboutus/council/archive/>

The Committee Chairmen's liaison group previously agreed that each committee should review actions on an annual basis. The review takes place at the last committee meeting in each cycle of the Council.

Resource implications

None.

Financial implications

None.

Appendices

List of actions arising from meetings in 2007-8.

Date of paper

23 June 2008.

ACTION POINTS

COUNCIL MEETING – 5 July 2007

	Action point (and location in minutes)	For the attention of	Action by (date)	Outcome
1.	The Health Professions Council Revised Strategy (5 July – Public meeting minute 8.4)	MJS/NO'S	3 October 2007	ongoing
2.	Standards of Proficiency for Psychologists The Council agreed that the membership of the PLG would be agreed by the Chair of the PLG with reference to the HPC President. (5 July – Public meeting minute 9.7)	MG	September 2007	PLG has completed its work
3.	Continuing Fitness to Practise The Council agreed that a PLG should be established and also agreed the workplan. (5 July – Public meeting minute 10.4)	MG		PLG ongoing
4.	Directive 2005/36EC Professional Qualifications Directive The Council agreed to the response to the			

	consultation. (5 July Public meeting minute 11.3)	SM	July 2007	Response submitted
5.	CAWT Emergency Planning Document The Council agreed to establish appropriate arrangements with CAWT via an exchange of letters (5 July –Public meeting minute 13.5)	MJS	July 2007	Completed
6.	Future Governance of Council The Council noted that a feedback form on the format of the meeting would be circulated to members (5 July – Public meeting minute 14.5)	NO'S/SB	July 2007	Completed
7.	Feedback from Council Member Self-Appraisal The Council noted that a similar paper should be included on the Council agenda on an annual basis. (5 July – Public meeting minute 17.4)	NO'S	July 2008	ongoing

ACTION POINTS

COUNCIL MEETING – 9 July 2007

	Action point (and location in minutes)	For the attention of	Action by (date)	Outcome
1.	<p>Any other business The Council agreed that consideration should be given as to whether it was necessary to hold two meetings in July, noting that it was the timing of the meetings and not the number that needed to be considered. This would be considered as an agenda item at a future Council meeting.</p> <p>(9 July – Public meeting minute 6.6)</p>	NO'S	December 2007	Agreed that one meeting in July sufficient

Action Points

Health Professions Council meeting 11 September 2007

	Action point (and location in minutes)	For the attention of	Action by (date)	Outcome
1.	<p>Minutes of the 9 July Council meeting - Matters Arising</p> <p>agreed that a training/strategy day should be held in February 2008, covering European law and HPC matters</p> <p>(11 September – public meeting minute 7.3.1)</p>	NO'S	October 2007	Completed February 2008
2.	<p>Minutes of the Board of Directors</p> <p>agreed that at least one additional Council member should become a director of 22/26 Stannary Street</p> <p>(11 September – public meeting minute 14.2)</p>	NO'S	October 2007	Completed November 2007
3.	<p>HPC – Health and safety policy for employees</p> <p>approved the introduction of the safety policy for employees including the introduction of an employee safety group</p> <p>(11 September – public meeting minute 15.2)</p>	LF/SH	Ongoing	ongoing

Date
2007-08-08

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Title
Executive Summary action points
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and Resources Committee 19 June
2008

Status
Draft
DD: None

Int. Aud.
Public
RD: None

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Action Points

Health Professions Council meeting 3 October 2007

	Action point (and location in minutes)	For the attention of	Action by (date)	Outcome
1.	<p>Revised standards of proficiency for operating department practitioners</p> <p>The Council agreed that a consultation should be held on proposed new standards for operating department practitioners and agreed the text of the consultation document.</p> <p>(3 October 2007 – public minute 6.4)</p>	MG	November 2007	Consultation in December 2007
2.	<p>Revised Standing Orders (SO) for the ETC</p> <p>The Council agreed that SO 12(i) should be amended so that the quorum would require not less than half the members of the Committee.</p> <p>(3 October 2007 – public minute 7.5)</p>	NO'S	October 2007	completed
3.	<p>Applied psychologists threshold level of qualification for entry to the Register – Updated consultation document</p>	MG	October 2007	Consultation completed February 2008

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	<p>The Council agreed the draft document for consultation</p> <p>(3 October 2007 – public minute 8.5)</p>			
	Action point (and location in minutes)	For the attention of	Action by (date)	Outcome
4.	<p>Indicative Sanctions Practice Note</p> <p>The Council agreed the revised practice note subject to the following amendment;</p> <p>‘The primary purpose of fitness to practise proceedings was to identify and secure measures to protect the public through proportionate action rather than to punish’.</p> <p>(3 October 2007 – public minute 9.3)</p>	KJ	October 2007	Completed
5.	<p>Standards for advocates</p> <p>The Council agreed that the title of the document should be changed to code of practice for advocates.</p> <p>(3 October 2007 – public minute 11.3)</p>	KJ	October 2007	completed
6.	<p>Council Membership of an external body</p> <p>The Council agreed that Mr M Woolcock should be nominated to represent Council on the Joint Royal Colleges Ambulance Liaison Committee.</p>	NO’S	October 2007	JCALC informed Oct 2007

	(3 October 2007 – public minute 13.2)			
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Action Points

Health Professions Council meeting 13 December 2007

	Action point (and location in minutes)	For the attention of	Action by (date)	Outcome
1.	<p>Council elections</p> <p>(i) The Council agreed that the CEO/Registrar should be appointed as the returning officer for 2008 elections (ii) that all statements of expenditure should be published on the HPC website. (13 December 2007 Council meeting – public minute 8.4)</p>	MJS/NO'S	April	Elections close 27 June 2008
2.	<p>Counsellors and psychotherapists</p> <p>(i) The Council agreed that HPC should commence a proactive process to investigate and make recommendations to the Secretary of State on the statutory regulation of Counsellors and Psychotherapists. (ii) that HPC should establish a Counsellors and Psychotherapists PLG in July</p>	RT/MG	ongoing	Work to establish PLG commencing

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	2008. This would be preceded by three months of research by the Policy and Standards dept. (13 December 2007 Council meeting – public minute 9.6)			July 2008
	Action point (and location in minutes)	For the attention of	Action by (date)	Outcome
3.	Post-registration qualifications The Council agreed that a further paper on this issue would be presented to the March 2008 meetings of the Education and Training Committee and the Council.	MG	26/27 March	Considered at 10 June 2008 meeting of Education & Training Committee. Agreed it would be useful to consider the issue in the light of the conclusions of the PLG on Continuing Fitness to Practise and that a further paper should be considered at the December meeting of the Committee.

Action Points

Health Professions Council meeting 20 February 2008

	Action point (and location in minutes)	For the attention of	Action by (date)	Outcome
1.	<p>HPC's Constitution Order</p> <p>The Council noted the importance of having an appropriate number of applicants from minority and home country groups on the Council...The Council agreed that the Executive should contact the four country governments regarding the recruitment campaign.</p> <p>(20 February 2008 Council meeting – public minute 5.5)</p>	MJS/NO'S	ongoing	completed
2.	<p>Draft HPC Response to Department of Health consultation on Health care and Associated Professions (Miscellaneous Amendments) No 2 Order 2008</p> <p>The Council agreed a number of amendments to the consultation response.</p> <p>(20 February 2008 Council meeting – public minute 7.5 & 7.6)</p>	RT	22 March 2008	Completed and submitted

Action Points

Health Professions Council meeting 27 March 2008

	Action point (and location in minutes)	For the attention of	Action by (date)	Outcome
1.	<p>Matters Arising</p> <p>(i) The Council noted that written questions had been posed in the National Assembly for Wales regarding home country membership of the Health Regulators Councils under the proposed new governance arrangements.</p> <p>(ii) The Council agreed that copies of these questions should be circulated to all members and posted on the member's extranet. (27 March 2008 Council meeting—public minute 7.2)</p>	NO'S	April 2008	Completed 15 April 2008
2.	<p>Regulation of new professions by HPC (Application from the Society and College of Radiographers for the Regulation of Sonographers)</p> <p>The Council agreed to invite the Society and College of Radiographers to present on their application at the next or subsequent Council meeting. (27 March 2008 Council meeting—public minute 11.8)</p>	MG	3 July 2008	Invitation to July meeting accepted by Society and College of Radiographers
3.	<p>Draft fee rise consultation document</p> <p>The Council agreed the following;</p>	SL/MG	April 2008	ongoing

<p>(i) the text of the consultation document (subject to minor editing changes prior to being published on the HPC website). (ii) the method of consultation as outlined in the paper.</p> <p>(27 March 2008 Council meeting—public minute 13.3)</p>			
<p>4. Revised standards of conduct, performance and ethics The Council agreed that the following;</p> <p>(i) text of the consultation responses document. (ii) the text of the revised standards pending further editing necessary to achieve the Plain English Campaign Crystal Mark. (iii) that the revised standards should be effective from 1 July 2008. (27 March 2008 Council meeting—public minute 14.3)</p>	CU	April 2008	ongoing
<p>5. Confidentiality guidance The Council agreed the following;</p> <p>(i) the text of the consultation responses document. (ii) the text of the revised guidance pending further editing necessary to achieve the Plain English Campaign Crystal Mark.</p> <p>(iii) that the revised guidance should be effective from 1 July 2008. (27 March 2008 Council</p>	CU	April 2008	ongoing

	meeting—public minute 15.4)			
	Action point (and location in minutes)	For the attention of	Action by (date)	Outcome
6.	<p>Consultation on amendments to the Standards of Proficiency for Radiographers</p> <p>In line with the recommendation of the Education and Training Committee the Council agreed to the following;</p> <p>(i) to hold a consultation on amending profession-specific standard 2b.4 of the radiographers standards, as outlines in the document under consideration.</p> <p>(ii) the text of the consultation document. (27 March 2008 Council meeting—public minute 16.4)</p>	MG	April 2008	ongoing
7.	<p>Outcome of the consultation on standards of proficiency for operating department practitioners</p> <p>The Council agreed the following;</p> <p>(i) the text of the consultation responses document subject to any minor editing necessary before the consultation responses, and standards, were published.</p> <p>(ii) the text of the revised</p>	MG	June 2008	Consultation responses will be considered by the Education and Training Committee in September 2008 and Council in December 2008.

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Action Points

Health Professions Council meeting 29 May 2008

	Action point (and location in minutes)	For the attention of	Action by (date)	Outcome
1.	<p>Matters Arising</p> <p>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.</p> <p>(29 May 2008 Council meeting - public minute 5.8)</p>	MG/KJ	Ongoing	Ongoing
2.	<p>HPC Consultation process</p> <p>The Council agreed the following;</p> <p>(i) that a Policy Officer from the Policy and Standards Department should take on the role of consultation co-ordinator.</p> <p>(ii) that the consultation contact list should be reviewed on a regular basis and revised as necessary.</p> <p>(iii) that more information regarding HPC consultations should be published on the HPC website and also in the HPC electronic newsletter.</p> <p>(iv) that HPC should increase the availability of information in accessible formats.</p>	SM/MG	June 2008	Complete
		SM/MG	June 2008	Ongoing
		SM/MG	June 2008	Ongoing
		SM/MG	June 2008	Ongoing

	<p>(v) that consultations which were over five pages in length should include an executive summary and the outcome of consultations should be made clear</p>	SM/MG	June 2008	Ongoing
	<p>(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.</p> <p>(29 May 2008 Council meeting - public minute 8.2)</p>	SM/MG	June 2008	Ongoing
3.	<p>Draft HPC annual report</p> <p>(i) The Council 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.</p> <p>(ii) 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.</p> <p>(29 May 2008 Council meeting - public minute 9.3-4)</p>	CB/SL	26 June 2008	Ongoing - cleared by F&R committee on 19 June. Due at Audit committee on 26 June 2008.
		NOS	July 2008	Complete - item 21 of Council meeting of 3 July

<p>4. Election of President</p> <p>(i) 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).</p> <p>(ii) The Council also agreed that an interim President should be chosen by passing a resolution to this effect at the July 2008 Council meeting.</p> <p>(29 May 2008 Council meeting - public minute 10.2-3)</p>	<p>NOS</p> <p>NOS</p>	<p>September 2008</p> <p>July 2008</p>	<p>Ongoing - to be added to September Council agenda</p> <p>Complete - item 17 of Council meeting of 3 July</p>
<p>5. Council members' code of conduct</p> <p>The Council agreed the revised members' code of conduct</p> <p>29 May 2008 Council meeting - public minute 11.5)</p>	<p>NOS</p>	<p>May 2008</p>	<p>Ongoing</p>
<p>6. Revised professional liaison group operating manual</p> <p>The Council agreed the revised Professional Liaison Group Operating Manual.</p> <p>29 May 2008 Council meeting - public minute 12.3)</p>	<p>NOS</p>	<p>May 2008</p>	<p>Ongoing</p>

<p>7. Council membership</p> <p>The Council agreed that Sue Griffiths' position should be left vacant and that the situation should be reconsidered early in 2009 if there had been no progress regarding governance changes.</p> <p>29 May 2008 Council meeting - public minute 13.3)</p>	NOS	February 2009	Ongoing
<p>8. Amendment to Council meeting date</p> <p>The Council agreed that the Council and committee calendar for 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.</p> <p>29 May 2008 Council meeting - public minute 14.2)</p>	NOS	June 2008	Complete - changes included in calendar published on 6 June 2008
<p>9 Revised statement of intent for corporate social responsibility</p> <p>(i) The Council noted the importance of taking account of the statement of intent in future strategic discussions and when agreeing policies.</p> <p>(II) The Council agreed the document and noted that the updated document would be published on the HPC website.</p> <p>29 May 2008 Council meeting - public minute 15.5-6)</p>	<p>Council</p> <p>AC</p>	<p>Ongoing</p> <p>Mid July 2008</p>	<p>Ongoing</p> <p>Ongoing</p>

10	President's fees			
	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;	MS	Ongoing	Ongoing
	(ii) that the President should receive a maximum 60 days for 'non-meeting' days for the financial year 2007-2008	MS	Ongoing	Ongoing
	29 May 2008 Council meeting - public minute 16.3)			