

**Council**

**The 87<sup>th</sup> meeting of the Health and Care Professions Council will take place as follows:-**

**Date:** Tuesday 3 December 2013

**Time:** 10:30am

**Venue:** The Council Chamber, Health and Care Professions Council, Park House,  
184 Kennington Park Road, London SE11 4BU

**Members:** Anna van der Gaag (Chair)  
Pradeep Agrawal  
Jennifer Beaumont  
Frank Burdett  
Mary Clark-Glass  
John Donaghy  
Sheila Drayton  
Julia Drown  
Richard Kennett  
Jeff Lucas  
Morag MacKellar  
Arun Midha  
Penelope Renwick  
Keith Ross  
Robert Templeton  
Eileen Thornton  
Joy Tweed  
Diane Waller

**Enquiries:** Claire Gascoigne, Secretary to Council  
020 7840 9710  
claire.gascoigne@hcpc-uk.org

## Part 1 – Public Agenda

- |    |   |                           |
|----|---|---------------------------|
| 1. | <b>Chair's welcome and introduction</b>   | verbal                    |
| 2. | <b>Apologies for absence</b>  | verbal                    |
| 3. | <b>Approval of agenda</b>   | verbal                    |
| 4. | <b>Declaration of Members' interests</b>  | verbal                    |
| 5. | <b>Minutes of the Council meeting of 17 October 2013</b><br>Claire Gascoigne – Secretary to Council | enclosure 1<br>HCPC119/13 |
| 6. | <b>Chair's report</b><br>Anna van der Gaag – Chair of HCPC  | enclosure 2<br>HCPC120/13 |
| 7. | <b>Chief Executive's report</b><br>Marc Seale - Chief Executive and Registrar                       | enclosure 3<br>HCPC121/13 |

## Items for discussion/approval

### Strategy and Policy

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|-----|--|----------------------------|
| 8.  | <b>Government response to the Francis Report</b><br>Marc Seale - Chief Executive and Registrar                                     | enclosure 4<br>HCPC123/13  |
| 9.  | <b>Outcomes of consultation on HCPC registration fees and HCPC Registration and Fees Rules</b><br>Selma Elgaziari – Policy Officer | enclosure 5<br>HCPC124/13  |
| 10. | <b>Consultation on profession-specific standards of proficiency for hearing aid dispensers</b><br>Selma Elgaziari – Policy Officer | enclosure 6<br>HCPC125/13  |
| 11. | <b>Indicative Sanctions Policy</b><br>Kelly Holder – Director of Fitness to Practise   | enclosure 7<br>HCPC126/13  |
| 12. | <b>Data Retention Policy</b><br>Kelly Holder – Director of Fitness to Practise   | enclosure 8<br>HCPC127/13  |
| 13. | <b>Fitness to Practise Management Information Pack</b><br>Kelly Holder – Director of Fitness to Practise                           | enclosure 9<br>HCPC128/13  |
| 14. | <b>Pensions Auto-Enrolment</b><br>Teresa Haskins – Director of Human Resources   | enclosure 10<br>HCPC129/13 |
| 15. | <b>Procurement Policy</b><br>Wangari Farrelly – Procurement Manager  | enclosure 11<br>HCPC130/13 |

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|-----|---|----------------------------|
| 16. | <b>Expense Policy update</b><br>Charlotte Milner – Head of Financial Accounting             | enclosure 12<br>HCPC131/13 |
| 17. | <b>Review of Financial Regulations</b><br>Alan Carr – Interim Director of Finance           | enclosure 13<br>HCPC132/13 |
| 18. | <b>Opening of corporate credit card facility</b><br>Alan Carr – Interim Director of Finance | enclosure 14<br>HCPC133/13 |
| 19. | <b>Communications Report</b><br>Jacqueline Ladds – Director of Communications               | enclosure 15<br>HCPC134/13 |

### Corporate Governance

- |     |  |                            |
|-----|--|----------------------------|
| 20. | <b>Chair of the Audit Committee</b><br>Jonathan Bracken – Solicitor to Council                                     | enclosure 16<br>HCPC135/13 |
| 21. | <b>Minutes of the Audit Committee held on 26 September 2013</b><br>Jeff Lucas – Chair of the Committee             | enclosure 17<br>HCPC136/13 |
| 22. | <b>Minutes of the Fitness to Practise Committee held on 10 October 2013</b><br>Keith Ross – Chair of the Committee | enclosure 18<br>HCPC137/13 |

### Items to note

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|-----|--|----------------------------|
| 23. | <b>PSA report on candour</b><br>Michael Guthrie – Director of Policy and Standards | enclosure 19<br>HCPC138/13 |
| 24. | <b>Any other business</b><br>Previously notified and agreed by the Chair           |                            |
| 25. | <b>Date &amp; time of next meeting:</b><br>Thursday 6 February 2014 at 9:30am.     |                            |
| 26. | <b>Resolution</b><br>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;

- (a) information relating to a registrant, former registrant or application for registration;
- (b) information relating to an employee or office holder, former employee or applicant for any post or office;

- (c) 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;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;
- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (f) action being taken to prevent or detect crime to prosecute offenders;
- (g) the source of information given to the Council in confidence; or
- (h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Council's functions.'

| Item | Reason for Exclusion |
|------|----------------------|
| 27   | B, H                 |

## Part 2 – Private Agenda

27. **Minutes of the private part of the Audit Committee held on 26 September 2013**

Jeff Lucas – Chair of the Committee

enclosure 20  
HCPC139/13

28. **Any other business for consideration in private**

Previously notified and agreed by the Chair