
Council

Minutes of the 86th meeting of the Council meeting held as follows:-

Date: Thursday 17 October 2013

Time: 13:30 pm

Venue: Annesley Conference Room, Slieve Donard Hotel, Downs Road,
Newcastle, County Down, BT33 0AH

Present: 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
Penelope Renwick
Joy Tweed

In attendance:

Alan Carr, Interim Director of Finance
Brendon Edmonds, Acting Director of Education
Claire Gascoigne, Secretary to Council
Guy Gaskins, Director of Information Technology
Michael Guthrie, Director of Policy and Standards
Teresa Haskins, Director of Human Resources
Kelly Johnson, Director of Fitness to Practise
Jacqueline Ladds, Director of Communications
Marc Seale, Chief Executive and Registrar
Louise Shewey, Executive Assistant to the Chief Executive and Chair
of Council

Item 1.13/139 Chair's welcome and introduction

- 1.1 The Chair welcomed all members and observers to the meeting.

Item 2.13/140 Apologies for absence

- 2.1 Apologies for absence were received from Arun Midha, Diane Waller, Eileen Thornton and Keith Ross.

Item 3.13/141 Approval of agenda

- 3.1 The Council approved the agenda, subject to the consideration of the addendum in relation to the Code of Corporate Governance (HCPC98/13). It was agreed that the Fitness to Practise Management Information Pack (HCPC104/13), would be discussed following the Communications Report (HCPC94/13).

Item 4.13/142 Declaration of Members' Interests

- 4.1 Council members had no interests to declare.

**Item 5.13/143 Minutes of the Council meeting of 17 September 2013
(report ref:- HCPC108/13)**

- 5.1 The Council considered the minutes of the 85th meeting of the Health and Care Professions Council.
- 5.2 The Council agreed the minutes.

Strategy and Policy

Item 6.13/144 Information Technology Policy (report ref:- HCPC110/13)

- 6.1 The Council received a paper for discussion/approval from the Executive.
- 6.2 The Council noted that the IT policy has been updated to reflect the information technology and services that are now being used at the HCPC. It sets out more clearly the acceptable use of the HCPC Information Systems. The scope of the policy has also been extended to include Council Members, Partners and contractors.
- 6.3 The Council noted that the policy has been created following a document review of the related policies for six of the other health and care regulators in the UK as well as a legal review by the HCPC lawyers. The policy completed the employee consultation in August and was discussed and recommended to Council by the Finance and Resources Committee on September 10 2013.

6.4 In discussion, the following points were made:-

- the main change to the policy is the use of corporate email, which will now be prohibited for personal use. This is to satisfy legislation around privacy and monitoring;
- some employees responded to the consultation requesting a clearer rationale for the changes. As a result, a more detailed FAQ document was provided;
- the social media policy was run alongside the IT policy during employee consultation;
- a few line managers raised concerns about the effect of the social media relaxation on productivity. Training will be provided within departments where necessary by management on what is deemed 'acceptable use'; and
- the consultation involved employees only. The Council felt that Council Members could have been included in the consultation before the policy was presented for approval, as the policy's scope has been extended to include Council Members, Partners and contractors.

6.5 The Council approved the Information Technology Policy.

**Item 7.13/145 Changes to the Guidance on Health and Character
(report ref:- HCPC111/13)**

- 7.1 The Council received a paper for discussion/approval from the Executive.
- 7.2 The Council noted that at its meeting in July 2013 it considered a paper on the implications of changes to the Rehabilitation of Offenders Act 1974 on the HCPC's processes and documentation. It noted that some consequential amendments that will need to be made to the HCPC's guidance on health and character in light of those changes.
- 7.3 The Council noted that the Education and Training Committee considered and agreed to approve the proposed changes, and recommend them to the Council, at its meeting on 12 September 2013.
- 7.4 The Council noted that as the proposed changes to the guidance are minor and reflect a change in legislation, a public consultation is not necessary.
- 7.5 The Council approved the changes to the Guidance on Health and Character.

Item 8.13/146 Consultation on profession specific standards of proficiency for paramedics (report ref:- HCPC112/13)

- 8.1 The Council received a paper for discussion/approval from the Executive.
- 8.2 Council noted that the review of the profession specific standards follows from the Council's approval of new generic standards of proficiency in March 2011. A consultation paper and draft standards for paramedics was considered by the Education and Training Committee on 12 September 2013.
- 8.3 The Council agreed that standard 2.6 should be amended to remove 'prescription only'.
- 8.4 The Council approved the consultation document and draft standards of proficiency for paramedics for public consultation, subject to the amendment agreed in paragraph 8.3 and any necessary minor editing changes and formal legal scrutiny.

Item 9.13/147 Results of profession specific standards of proficiency consultation for speech and language therapists (report ref:- HCPC113/13)

- 9.1 The Council received a paper for discussion/approval from the Executive.
- 9.2 The Council noted that, following a review of the standards by the Royal College of Speech and Language Therapists, the HCPC publicly consulted on the draft standards for speech and language therapists between 5 April and 28 June 2013. The Council noted that decisions on the revision of the standards were also informed by the Chair of the Council and the speech and language therapist member of the Education and Training Committee.
- 9.3 The Council noted that 83 responses to the consultation were received. 82% were made by individual professionals registered with the HCPC and 18% were made on behalf of organisations.
- 9.4 The Council discussed the response rate for individual registrants. It was noted that many registrants will channel their comments into their professional body's response to a consultation, rather than responding independently.
- 9.5 The Council agreed that standards 13.3 and 13.4 would be amended to include 'education' so that the standards were to 'recognise the role of other professions in education, health and social care' and 'understand the structure and function of education, health and social care services in the UK'.

- 9.6 The Council approved the consultation response analysis and draft standards of proficiency for speech and language therapists for publication, subject to any necessary minor editing changes and the amendment outlined in paragraph 9.5.

Corporate Governance

Item 10.13/148 Minutes of the Finance and Resources Committee held on 10 September 2013 (report ref:- HCPC114/13)

- 10.1 The Council received a paper for discussion/approval from the Executive.
- 10.2 The Council approved the recommendations therein.

Item 11.13/149 Minutes of the Education and Training Committee held on 12 September 2013 (report ref:- HCPC115/13)

- 11.1 The Council received a paper for discussion/approval from the Executive.
- 11.2 The Council approved the recommendations therein.

Items to note

The Council noted the following item:-

Item 12.13/150 Annual report on the implementation of the Welsh Language Scheme (report ref:- HCPC116/13)

Item 13.13/151 Any other business

- 13.1 There were no further items for consideration.

Item 14.13/152 Date & time of next meeting:

- 14.1 The next meeting of the Council would be held on Tuesday 3 December 2013 at 10:30.

Item 15.13/153 Resolution

- 15.1 The Council agreed to adopt the following resolution:-

‘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
16	B
17	H

Item 16.13/154 Minutes of the private part of the Finance and Resources Committee held on 10 September 2013 (report ref:- HCPC117/13)

16.1 The Council considered and approved the recommendations contained within the minutes of the private part of the Finance and Resources Committee held on 10 September 2013

Item 17.13/155 Minutes of the private part of the Education and Training Committee held on 12 September 2013 (report ref:- HCPC118/13)

17.1 The Council considered and approved the recommendations contained within the minutes of the private part of the Education and Training Committee held on 12 September 2013

Item 18.13/156 Any other business

18.1 There were no further items for consideration.

Chair: ...Anna van der Gaag

Date: ...03 December 2013