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<b>Council</b>
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**Minutes of the 84<sup>th</sup> meeting of the Council meeting held as follows:-**

**Date:** Thursday 4 July 2013

**Time:** 10:30 am

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

**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  
Arun Midha  
Penelope Renwick  
Keith Ross  
Eileen Thornton  
Joy Tweed  
Diane Waller

**In attendance:**

Bolaji Banjo, Appointments Project Manager  
Liz Craig, PA to the Director of Education  
Louise Devlin, Education officer  
Brendon Edmonds, Acting Director of Education  
Selma Elgaziari, Policy Officer  
Claire Gascoigne, Secretary to Committees  
Michael Guthrie, Director of Policy and Standards  
Louise Hart, Director of Council and Committee Services\*

\*Acting as Secretary to Council

Teresa Haskins, Director of HR  
Amal Hussein, Education Officer  
Brian James, Head of Assurance and Development, FtP  
Kelly Johnson, Director of Fitness to Practise  
Jacqueline Ladds, Director of Communications  
Tim Moore, Director of Finance  
Greg Ross-Sampson, Director of Operations  
Marc Seale, Chief Executive and Registrar  
Charlotte Urwin, Policy Manager

**Item 1.13/72 Chair's welcome and introduction**

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

**Item 2.13/73 Apologies for absence**

- 2.1 Apologies were received from Robert Templeton.

**Item 3.13/74 Approval of agenda**

- 3.1 The Council approved the agenda, subject to the consideration of the amended paper in relation to the Annual report (item 24).

**Item 4.13/75 Declaration of Members' Interests**

- 4.1 Keith Ross declared an interest since his wife is a Council member of the PSA.

**Item 5.13/75 Minutes of the Council meeting of 27 March 2013 (report ref:- HCPC54/13)**

- 5.1 The Council considered the minutes of the 83<sup>rd</sup> meeting of the Health and Care Professions Council.
- 5.2 With reference to the final bullet point of the minute on the Communications Progress report (item 12), it was noted that the Communications Department contributes to the outcomes of the other departments rather than 'supports the work of the other department.' Council agreed to the amendment.
- 5.3 In relation to minute 10.3, bullet 4 on the 'Update on the revalidation research programme', it was noted that CPD is not linked to Fitness to Practise within the Health and Social Work Professions Order 2001 and it was this distinction that needed to be made clear in the minute. Council agreed to the amendment.

- 5.4 In response to a query about whether an announcement had been made by Government in relation to Traditional Chinese Medicine, (see minute under the Chief Executive's report, item 8), the Council noted that no announcement had yet been made.
- 5.5 The Council agreed the minutes, subject to the amendments set out above.

**Item 6.13/76 Chair's report (report ref:- HCPC55/13)**

6.1 The Council received a report from the Chair.

6.2 During discussion, the following points were made:-

- The event held after the previous meeting of Council in May in relation to the Francis Inquiry was well received. The video content from the seminar was now available on HCPC's You tube channel;
- The research event held in Edinburgh on 26 June, the day prior to the CLEAR conference, received positive feedback from professional bodies, regulators and international colleagues who attended. It was an opportunity for HCPC to present ongoing research work and lead the debate on research in regulation;
- It was noted that the meeting with Christine Braithwaite from the PSA on 3 July was an opportunity to discuss the information that the PSA had on their website in relation to the voluntary registration scheme. It was an opportunity for HCPC to make suggestions to ensure clarity on the difference between statutory regulation and voluntary registration;
- It was noted that the meeting with the British Orthopaedic Foot and Ankle Society and the Society of Chiropodists and Podiatrists was an opportunity to discuss annotation of the register and discuss in more detail the HCPC approach to regulation;
- The Council noted that Francis Paterson QC from the Law Commission gave a presentation at the CLEAR event in Edinburgh and stated that the expectation was for the Law Commission to publish the draft bill in February 2014. Therefore any further legislative reform would be incorporated into this work.

6.3 The Council noted the report.

## **Item 7.13/77 Chief Executive's report (report ref:- HCPC56/13)**

7.1 The Council received a paper from the Executive.

7.2 During discussion, the following points were made:-

- The Council noted that meetings with Ministers in Northern Ireland and Wales had been successful and the Executive was grateful to Council members for their input;
- It was noted that the European legislation in relation to regulated professions would be in place by November, with the expectation that domestic legislation would be introduced within two years. It was possible that this would resolve the language testing issue;
- With reference to page 2b of the statistics, the Council noted the increase in education programme approval visits during the current year;
- In relation to the decrease in the number of approved social work programmes, as set out on page 2a, the Council noted that this was mainly as a result of the education provider deciding to withdraw the programme;
- The Council noted the update in relation to the High Court caseload as set out within the Fitness to Practise update;
- In response to a question about the high number of 'Prosecution of Offences' the Council noted that 54% of these were less than one month old and were mainly in relation to chiropodists;
- In relation to the work on producing supporting guidance on CPD, qualifications and on clinical supervision as outlined in the Policy and Standards update and which arose out of the Winterbourne Review, the Council noted that HCPC were asked to work with the CQC on this piece of work. It was decided not to 'joint-badge' the work to ensure that the focus of the project was on the quality of the outputs. The Executive led on the production of the supporting guidance on clinical supervision. Whilst we engaged constructively with the project, it may have been approached differently had HCPC led the project. Useful lessons had been learned from this project in relation to joint work. Care needed to be taken with similar work to ensure that we did not go beyond our own remit. It was agreed that any lessons learnt from the project would be shared with Council;

- In response to a question about whether there was a move towards an increase in postgraduate qualifying programmes in social work, the Council noted that this was not anticipated in the next three years although it was possible in the longer term;
- It was noted that there had been an increase of 10,000 telephone calls to the Registration Department compared to the same period two years ago. The Council wished to thank the Executive for providing more detailed, accurate statistics in this area.

7.3 The Council noted the report.

## Strategy and Policy

### **Item 8.13/78 Financial Strategy (report ref:- HCPC57/13)**

- 8.1 The Council received a paper for discussion/approval from the Executive.
- 8.2 The Council noted that the financial strategy was discussed by the Finance and Resources Committee on 10 March 2013 and recommended to Council.
- 8.3 It was noted that this was a 'living' document and so needed to be continually updated. Furthermore, the document needed to be considered in conjunction with the strategic intent and revised accordingly. It was agreed that in future, this should be considered alongside the Finance workplan.
- 8.4 The Council approved the financial strategy.

### **Item 9.13/79 Consultation on HCPC registration fees (report ref:- HCPC58/13)**

- 9.1 The Council received a paper for discussion/approval from the Executive.
- 9.2 The Council noted that the consultation was seeking the views of stakeholders on proposals to increase the registration fees. It was noted that the existing fees were introduced in April 2009 and, if agreed, the proposals would mean that they would have remained unchanged for five years. The reason HCPC was proposing an increase in fees was in order to ensure that we continue to function effectively as a regulator.
- 9.3 The Council further noted that the proposal was to increase the fee by £4 (an increase of 5.3%) which would increase the renewal fee from

£76 to £80 per year. The percentage increase compares favourably to inflation of 13.7% over the last four years. It was noted that if the proposals outlined in the document were agreed, the fees would be increased from 1 April 2014. HCPC would continue to have the lowest renewal fee of the independent statutory regulators of health and care professions.

9.4 During the course of discussion, the following points were made:-

- The suggestion was made that a sentence needed to be included within the consultation document about the proposed increase being modest given the rates of inflation since 2009. The Council concurred with the suggestion;
- The suggestion was made that some further work should be done on the costs associated with the readmission and restoration processes since they are currently the same cost although they require different levels of work;
- Given that HCPC has introduced a greater level of checks in relation to international applications, the suggestion was made that the costs for these applications should be reviewed;
- A query was raised in relation to the figures in paragraph 3.8 since they indicated an income increase of 7% per annum yet the proposed fee increase was 5.3% as set out on page 5 of the document. After discussion, it was agreed that the figures would be taken out of the document, but a statement clarifying that the organisation would be running at a deficit should there be no fee rise would be included. Furthermore, it was agreed that a further meeting would be held to discuss the figures and any possible discrepancies;
- It was noted that under the Law Commission proposals, any future fee rises may be in the gift of the Council and would not require Parliamentary approval.

9.5 Subject to those amendments agreed above, the Council agreed the attached consultation document (subject to minor editing amendments and final legal scrutiny) and agreed that a consultation should be held on proposals to increase the registration fees.

#### **Item 10.13/80 Fitness to Practise Annual Report (report ref:- HCPC59/13)**

10.1 The Council received a paper for discussion/approval from the Executive.

10.2 The Council noted that at its meeting in May 2013, the Fitness to Practise Committee made minor changes to the report.

10.3 During the course of discussion, the following points were made:-

- The Council noted that the requirement under Article 44(1)(b) was that the Council should publish a statistical report which 'indicates the efficiency and effectiveness' of the Fitness to Practise arrangements. In response, it was noted that a debate had been held at the Fitness to Practise Committee about making judgements on performance and it was concluded that the annual report should be a factual report with statistical evidence and HCPC should not draw any conclusions. However, it was agreed that the Fitness to Practise Committee could review the structure of the report in due course;
- With reference to the statement on page 12 "This change relates to the change in the standard of acceptance..." it was agreed that an explanatory note would be added to the document to make it clear that we had not changed the bar in terms of the standard of acceptance but instead the change related to the practise note being revised as a policy document;
- The suggestion was made in relation to the two case studies on pages 40-42 that an explanatory note should be added outlining why two similar cases resulted in very different outcomes. The Executive concurred with this suggestion and stated that they could highlight the Picker research undertaken which emphasises the need to consider each case on its own merits;
- Concern was expressed at the use of language under the paragraph relating to not well founded cases as set out on page 44 as follows:- "...which illustrates that the quality of allegations and investigations continue to improve..." thus suggesting an 'ideal' number. The Executive agreed to review this.

10.4 The Council approved the 2012-2013 Fitness to Practise annual report, subject to the amendments agreed during the course of discussion.

**Item 11.13/81 Rehabilitation of Offenders Act 1974 (report ref:- HCPC60/13)**

- 11.1 The Council received a paper for discussion/approval from the Executive.
- 11.2 The Council noted that the changes to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 affect the guidance provided by the HCPC and the manner in which it manages disclosed information relating to cautions and convictions. In consequence, changes need to

be made to the registration forms and associated guidance and the standard of acceptance for allegations.

11.3 During discussion the following points were made:-

- These changes were broadly in line with HCPC's restorative approach to Fitness to Practise;
- That it was important that this was communicated to Education Providers.

11.4 The Council approved the proposed amendments to the forms and related guidance and the revised Standard of Acceptance.

**Item 12.13/82 Service user and carer involvement in education and training programmes (report ref:-HCPC61/13)**

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

12.2 The Council noted that a consultation was held between 3 September 2012 and 7 December 2012 on a proposal to amend the standards of education and training and supporting guidance to require the involvement of service users in approved programmes. The Council further noted that at its meeting in June 2013, the Education and Training Committee recommended to the Council the text of the revised standard and guidance and the text of the consultation responses document, subject to minor amendments agreed at the meeting.

12.3 During discussion, the following points were made:-

- That the word 'made' needed to be inserted into bullet 4 under paragraph 9.18;
- In relation to the final bullet point under paragraph 9.18, the suggestion was made that the words "has improved" be replaced with the alternative words more in line with the text of the proposed guidance so it was clear that we were not making an assumption that actions carried out by the education provider had necessarily improved the programme. The Council concurred with this suggestion.

12.4 The Council agreed:-

- To amend the standards of education and training and supporting guidance to require the involvement of service users and carers in approved programmes (on a phased basis from the 2014-2015 academic year);

- To amend the standards for prescribing to require the involvement of service user and carers in approved prescribing programmes (from the 2015/2016 academic year);
- The text of the revised standard and guidance as set out on pages 32 and 33 of the consultation responses document (subject to minor editing amendments); and
- The text of the consultation responses document for publication on the HCPC website (subject to minor editing amendments).

**Item 13.13/83 Outcomes of the consultation on criteria for approving AMHP programmes (report ref:- HCPC62/13)**

- 13.1 The Council received a paper for discussion/approval from the Executive.
- 13.2 The Council noted that the HCPC has taken on the statutory responsibility to approve approved mental health professional (AMHP) education programmes in England. This was previously the responsibility of the General Social Care Council (GSCC). It was noted that we have powers to set 'stand-alone' criteria for approving AMHP programmes, to publish those criteria and to communicate the criteria to education providers. It was noted that following a consultation exercise, Council's approval was sought to agree the criteria for approving AMHP programmes.
- 13.3 During the course of discussion, the following points were made:-
- That some members of the Education and Training Committee (ETC) had raised concerns about the proposed criteria and these concerns had been taken into consideration in drafting the revised paper now submitted to Council;
  - The Chair of ETC confirmed that the paper clearly addressed those issues raised.
- 13.4 The Council agreed to the criteria for approving AMHP programmes as set out in appendix one (subject to minor editing amendments and formal legal scrutiny); and the text of the consultation responses document (subject to minor editing amendments and formal legal scrutiny).

**The Council took a short break at 12:05pm and resumed discussion at 12:10 pm.**

**Item 14.13/84 Annotation of the Register - podiatric surgery (report ref:- HCPC63/13)**

- 14.1 The Council received a paper for discussion/approval from the Executive.
- 14.2 The Council noted that at their meeting on 10 May 2012, following a recommendation from the Education and Training Committee, agreed that we should annotate qualifications in podiatric surgery on our Register. Council's approval was now being sought on how the annotation would be described so that this could be communicated to stakeholders in good time and so that the decision could be included within the consultation document setting out the draft standards.
- 14.3 The Council agreed that the annotation should be described as 'podiatric surgery', as set out in paragraph 4.4 of the document.

**Item 15.13/85 Results of profession-specific standards of proficiency consultation for chiropodists and podiatrists (report ref:- HCPC64/13)**

- 15.1 The Council received a paper for discussion/approval from the Executive.
- 15.2 The Council noted that the draft standards for chiropodists and podiatrists were consulted upon between 17 December 2012 and 2 April 2013 and approval was now being sought to the consultation response analysis and revised draft standards for chiropodists and podiatrists.
- 15.3 A concern was expressed that some standards of proficiency (SOPs) mention immunisations (as set out under 15.7) whereas others do not. In response, the Council noted that generic and profession-specific standards of proficiency provided this flexibility. Furthermore, this requirement has been within the SOP's for chiropodists and podiatrists since 2002.
- 15.4 The Council approved the consultation response analysis and draft standards of proficiency for chiropodists and podiatrists for publication, subject to any necessary minor editing changes.

**Item 16.13/86 Results of profession-specific standards of proficiency consultation for prosthetists and orthotists (report ref:- HCPC65/13)**

- 16.1 The Council received a paper for discussion/approval from the Executive.
- 16.2 The Council noted that the draft standards for prosthetists and orthotists were consulted upon between 17 December 2012 and 2 April

2013 and approval was now being sought to the consultation response analysis and revised draft standards for prosthetists and orthotists.

- 16.3 The Council approved the consultation response analysis and draft standards of proficiency for prosthetists and orthotists for publication, subject to any necessary minor editing changes.

**Item 17.13/87 Consultation on profession-specific standards of proficiency for operating department practitioners (report ref:- HCPC66/13)**

- 17.1 The Council received a paper for discussion/approval from the Executive.
- 17.2 The Council noted that the consultation document was seeking the views of stakeholders on proposed change to the profession-specific standards of proficiency for operating department practitioners.
- 17.3 The Council approved approve the consultation document and draft standards of proficiency for operating department practitioners (subject to minor editing changes and legal scrutiny), for public consultation.

**Item 18.13/88 Indicative Sanctions Policy (report ref:- HCPC67/13)**

- 18.1 The Council received a paper for discussion/approval from the Executive.
- 18.2 The Council noted that at their meeting in March 2013, the review of the Indicative Sanctions Policy was due to be considered. That policy had been reviewed as per the usual review cycle. It was agreed at that meeting that the policy should be reviewed further in light of the Council's discussions on the duty of candour. That review has now been undertaken and a revised version of the Indicative Sanctions Policy was presented to Council for approval.
- 18.3 The suggestion was made that it would be more logical to have paragraph 8 preceding paragraph 7, a suggestion that Council concurred with.
- 18.4 The Council approved the Indicative Sanctions Policy, subject to the amendment set out under paragraph 18.3.

**Item 19.13/89 Practice Note: Finding Fitness to Practise Impaired (report ref:- HCPC 68/13)**

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

- 19.2 The Council noted that at the Fitness to Practise Committee meeting in May 2013, some revisions to the Practice Note: Finding that Fitness to Practise is "Impaired" were proposed and agreed. A review of the practice note was undertaken following a high court cases regarding an HCPC matter to provide a clearer explanation on evidence relating to culpability and mitigation and where character evidence would have relevance.
- 19.3 The Council approved the Practice Note: Finding that Fitness to Practise is "Impaired".

**Item 20.13/90 Reserves Policy (report ref:- HCPC 69/13)**

- 20.1 The Council received a paper for discussion/approval from the Executive.
- 20.2 The Council noted that policy was last approved by Council at the May 2012 meeting. It was further noted that the Finance and Resources Committee had recommended the policy to Council for approval and also agreed that the policy should be reviewed again in a year's time.
- 20.3 The Council agreed the Reserves policy and agreed that it should be reviewed again in one year's time.

**Item 21.13/91 The publication of remuneration information of senior HCPC employees in future Annual Reports and Accounts (report ref:- HCPC 70/13)**

- 21.1 The Council received a paper for discussion/approval from the Executive.
- 21.2 The Council noted that the amount of information in the HCPC's Annual Report and Accounts disclosed in relation to employee remuneration has been consistent since 2003 when the annual income was £4m and there were 51 FTE employees. The reason for this policy was, to quote the 2002 - 2003 Annual Report that: *"No other senior salaries are disclosed as decision making is vested in the Council members"*.
- 21.3 It was further noted that a brief review of other UK statutory regulators of health and care professionals policy on the publication of the remuneration of their senior employees revealed an inconsistent approach to disclosure of remuneration. Disclosure policy appears to be influenced by the size of the organisation in terms of annual income, total employee numbers, the nature of the organisations' registered charitable status and the relevant accounting requirements. However, although the decision making powers of the Council and Executive have not altered, the amount of information historically included by the HCPC in its Annual Report and Accounts is less than some other

comparable organisations. The view of the Executive was that we should bring our remuneration disclosure policy into line with our peers.

21.4 The Council agreed that in the April 2013 – March 2014 and all subsequent Annual Report and Accounts that the following employee remuneration information should be included:

- The information currently published on the Chief Executive and Registrar's remuneration package will continue to be published using the existing format;
- The taxable remuneration of all nine members of the HCPC's Executive Management Team (EMT) will be published, i.e. including the Chief Executive and his direct reports but excluding his Executive Assistant;
- The information will be presented in a table of salaries of £60,000 and above displayed in increasing bands of £10,000. The table will be anonymised, in that the names and job titles of individual EMT members will not be disclosed;
- The table will include data for the current year and the previous year for comparison purposes;
- A separate table of non-EMT HCPC employees will also be published using the same format as the table used for the EMT;
- A letter will be sent by the Chief Executive to the members of the EMT each and senior employee impacted by the change in policy to notify them of the impending change.

**Item 22.13/92 Communications Report (report ref:- HCPC 71/13)**

22.1 The Council received an update report from the Executive for discussion.

22.2 The Council noted that the report set out the work of the Communications Department since the last meeting of Council. It included statistical information for May and highlights activities undertaken in May and part of June across the range of communications channels.

22.3 During the course of discussion, the following points were made:-

- The suggestion was made that it would be useful to have further information on the google 'ad words' campaign as part of the next report, a suggestion Council concurred with;

- In response to a question about media in relation to high profile Fitness to Practise cases, the Council noted that there was an operational process in place and this involved working closely with the Fitness to Practise Department to determine whether it would be appropriate to make a comment or statement in relation to a media article or whether it would be more appropriate to have a 'reactive' statement in readiness;
- In response to a question about collaborative work, the Council noted that HCPC was starting to do some collaborative work, for example, joint stands with the Citizens Advice Bureau at events;
- The Council noted that whilst we do have links with the police which assist in preparing appropriate communications in the event of a high profile FtP case, we generally are alerted to these cases by employers.

22.4 The Council noted the update report.

#### Corporate Governance

##### **Item 23.13/93 National Audit Office audit completion report (report ref:- HCPC72/13)**

- 23.1 The Council received a paper for discussion/approval from the Executive.
- 23.2 The Council noted that the report from the NAO summarised the key matters from their audit of the 2012-13 financial statements. The 2012-13 financial statements were examined in accordance with international auditing standards issued by the Financial Reporting Council and the audit was completed in accordance with the audit planning report presented to the audit committee in September 2012.
- 23.3 It was noted that one risk highlighted by the NAO was in relation to procurement. However, we have now employed a Procurement manager and so this should mitigate any future risks in this area.
- 23.4 The Council approved the NAO Audit Completion Report for 2012/2013.

##### **Item 24.13/94 Annual report (report ref:- HCPC73/13)**

- 24.1 The Council received a paper for discussion/approval from the Executive.
- 24.2 The Council noted that HCPC's auditors, the National Audit Office, completed their audit and the Annual Report incorporated their

feedback. Mazars LLP have provided advice on taxation. It was further noted that the Finance and Resources Committee, on 18 June 2013, agreed to recommend the draft annual report and accounts to the Council for approval, subject to consideration by the Audit Committee. On 25 June 2013, the Audit Committee agreed to recommend the draft annual report and accounts to the Council.

24.3 During the course of discussion, the following points were made:-

- That some minor typographical errors had been identified and these would be corrected;
- The suggestion was made that this report be renamed 'The Finance and Resources annual report' although it was felt that by referencing the range of other publications within the introduction, this name would not be appropriate;

24.4 The Council approved the 2012-2013 annual report and accounts.

**Item 25.13/95 Secretary to Council (report ref:- HCPC74/13)**

25.1 The Council received a paper for discussion/approval from the Executive.

25.2 The Council noted that at their meeting in February 2009, approval was given to the appointment by the Registrar of Louise Hart as the Secretary of the Council and agreed that Louise Hart should assume the responsibilities of the Secretary with immediate effect.

25.3 The Council noted that since Louise Hart would commence maternity leave in September 2013 for one year, approval was needed to appoint someone to act as Secretary to Council in Louise's absence.

25.4 In accordance with Standing Order No 21, the Council agreed to the appointment by the Registrar of Claire Gascoigne as the Secretary to Council, starting on 16 September 2013 for one year.

**Item 26.13/96 Minutes of the Fitness to Practise Committee held on 23 May 2013 (report ref:- HCPC75/13)**

26.1 The Council received a paper for approval from the Executive.

26.2 The Council approved the recommendations therein.

**Items to note**

The Council noted the following items:-

**Item 27.13/97 Reports from Council representatives at external meetings (report ref:- HCPC76/13)**

**Item 28.13/98 Letter from the Department of Health: Adult Social Care Workers (report ref:- HCPC77/13)**

**Item 29.13/99 Letter from the Department of Health: Future Legislation (report ref:- HCPC79/13)**

**Item 30.13/100 Council members performance review – summary (report ref:- HCPC75/13)**

**Item 31.13/101 Regulation of public health specialists (report ref:- HCPC80/13)**

**Item 32.13/102 Review of the Social Work Student Suitability Scheme (report ref:- HCPC81/13)**

**Item 33.13/103 Research report on registrants' and service users' views on understanding and accessibility of the Standards of conduct, performance and ethics (report ref:- HCPC82/13)**

**Item 34.13/104 Minutes of the Education and Training Committee held on 6 June 2013 (report ref:- HCPC83/13)**

**Item 35.13/105 Any other business**

35.1 There were no further items for consideration.

**Item 36.13/106 Date & time of next meeting:**

36.1 The next meeting of the Council would be held on Tuesday 17 September 2013 at 10:30am.

**Item 37.13/107 Resolution**

37.1 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
38	h

**Item 38.13/108 Minutes of the private part of the Education and Training Committee held on 6 June 2013 (report ref:- HCPC84/13)**

- 38.1 The Council received a paper to note from the Executive.
- 38.2 The Council noted the minutes of the private part of the Education and Training Committee held on 6 June 2013.

**Item 39.13/109 Any other business**

- 39.1 The Council agreed to consider an additional item in private under exclusion (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.'
- 39.2 The Council gave consideration to an issue in relation to the paper on the consultation on HCPC registration fees. It was agreed that comparative references to other regulators should be removed from the consultation paper, considered under agenda item 9.

Chair: .....

Date: .....