

Council

Minutes of the 104th meeting of the Health and Care Professions Council as follows:-

Date: Wednesday 23 March 2016

Time: 10am

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

Present: Elaine Buckley (Chair)
Stephen Cohen
Maureen Drake
Eileen Mullan
Joanna Mussen
Graham Towl
Joy Tweed
Nicola Wood
Stephen Wordsworth

In attendance:

Claire Amor, Information Governance Manager
Guy Gaskins, Director of Information Technology
Andy Gillies, Director of Finance
Michael Guthrie, Director of Policy and Standards
Teresa Haskins, Director of Human Resources
Kelly Holder, Director of Fitness to Practise
Jacqueline Ladds, Director of Communications
Greg Ross-Sampson, Director of Operations
Marc Seale, Chief Executive and Registrar

Public Agenda – Part 2

Item 1.16/25 Chair's welcome and introduction

- 1.1. The Chair welcomed Council members and those seated in the public gallery to the 104th meeting of Council.

Item 2.16/26 Apologies for absence

- 2.1 Apologies for absence were received from Robert Templeton

Item 3.16/27 Approval of Agenda

- 3.1 The Council approved the agenda.

Item 4.16/28 Declaration of Members' interests

- 4.1 Nicola Wood declared an interest as a non-executive Director of the Board of the Information Commissioner's Office.

Item 5.i. 16/29 Consultation on revised Standards of Proficiency for Social Workers in England

- 5.i.1 The Council received a paper from the Executive.
- 5.i.2 The Council noted that at its meeting on 4 June 2015, the Education and Training Committee agreed a workplan for a review of the standards of proficiency for social workers in England. The Executive undertook a number of activities including surveys of stakeholders and a workshop, which took place in January 2016.
- 5.i.3 During the discussion the following points were made:-
 - The Education and Training Committee agreed to approve the draft revised standards and consultation document to Council for approval at its meeting of 3 March 2016;
 - the review is part of a cyclical review of all profession specific standards and was part way through when the announcement on social worker regulation was made in January 2016;
 - initial feedback has indicated that most stakeholders consider that the existing standards are robust, with only minor amendments required;
 - the registrant social worker Council member provided input into the review;

- the consultation will run between 1 April 2016 and 24 June 2016. The Committee and the Council will be invited to approve the final standards in September 2016; and
 - feedback which is relevant to all professions is used in future reviews for other professions.
- 5.i.4 The Council discussed the stakeholder groups invited to take part in the consultation. It was agreed that the consultation should be highlighted as a constructive way for those who feel the standards are not currently robust enough to effect change through participation.
- 5.i.5 The Council discussed communications activities to promote the consultation. It was agreed that key messages to be conveyed were :-
- the review is cyclical and is not a reaction to the announcement on social work regulation;
 - the HCPC remains the regulator of social workers in England until legislation is enacted; and
 - the benefits of multi-profession regulation.
- 5.i.6 The Council agreed the text of the consultation document and the draft revised standards for consultation.

Item 5.ii..16/30 HCPC Research Strategy

- 5.ii.1 The Council received a paper from the Executive.
- 5.ii.2 The Council noted that, at its away day in October 2015, the Council received a presentation on the research programme to date and requested that the Executive revise the research strategy and bring it to a future meeting.
- 5.ii.3 During the discussion the following points were made:-
- in 2009, the HCPC published its first research strategy. This set out the case for increasing the volume of commissioned research and identified some priority areas;
 - the strategy is designed to support the Strategic intent for 2016-2020 agreed by the Council at its meeting in December 2015;
 - objective 2 'to build internal capacity to manage effectively the delivery of research' will be partly achieved through external training, however identifying an appropriate provider has been challenging as

most courses focus on research delivery rather than management. Shadowing is currently in place with a Policy Officer;

- the ability to undertake research in house is desirable but access to peer review journals limits this ability
- lessons learnt from previous research projects include more focus in research briefs and more interrogation of research teams
- the use of 'perceptions' should be changed to 'views' as this was more empowered. Similarly 'experience' was preferable to the use of 'anecdotally'

5.ii.4 The Council discussed objective 3 on dissemination of research findings. It was noted that access to peer review journals was a challenge for the HCPC. Council members agreed that they would offer assistance and guidance from their own experience where possible.

5.ii.5 The Council discussed how success is measured for research projects. It was agreed that this was not for inclusion in the research strategy.

5.ii.6 The Council agreed the research strategy document subject to the amendments set out in paragraph 5.ii.3.

Item 5.iii.16/31 Policy and Standards Department Workplan 2016-2017

5.iii.1 The Council received a workplan for 2016-2017 for the Policy and Standards department.

5.iii.2 The Council noted the planned activities for 2016-2017 which include a review of the standards of proficiency for social workers in England and the standards of education and training and the extension of prescribing and medicines exemptions.

5.iii.3 The Council discussed the planned review of guidance on confidentiality. It was agreed that this was an important piece of work and as such should be listed separately within the workplan.

5.iii.4 The Council noted the Policy and Standards workplan for 2016-2017.

Item 6.16/32 Fitness to Practise Department Workplan 2016 -2017

6.1 The Council received a workplan for 2016-2017 for the Fitness to Practise department.

6.2 The Council noted the planned activities for 2016-2017 which include a review of the functions and operations of the directorate, independence of

HCPC's adjudication function and activity in relation to the regulation of social workers in England.

- 6.3 The Council discussed the planned work on independence in adjudication. It was noted that a paper on this proposal would be brought to Council in July 2016.
- 6.4 The Council noted the Fitness to Practice workplan for 2016-2017.

Item 7. 16/33 Operations Departmental Workplan 2016 – 2017

- 7.1 The Council received a workplan for 2016-2017 for the Operations department.
- 7.2 The Council noted the planned activities for 2016-2017 which include the ongoing registrations project, the internal renovation of 186 Kennington Park Road and the transition to ISO9001:2015.
- 7.3 The Council discussed the definition of a customer service failure at the HCPC as defined in the risk register. It was noted that EMT have sight of all complaints made and review these on a monthly basis for trends and process improvement.
- 7.4 The Council discussed the internal renovation of 186 Kennington Park Road in light of the recent announcement on social work regulation in England. It was noted the renovations were driven by a need to improve working areas for example allowing teams to sit together.
- 7.5 The Council noted the Operations workplan for 2016-2017.

Item 8.i. 16/34 Human Resources and Partner Department Workplan 2016 -2017

- 8.i.1 The Council received a workplan for 2016-2017 for the Human Resources and Partner department.
- 8.i.2 The Council noted the planned activities for 2016-2017 which include the completion of the HR and Partners system project, roll-out of a new organisational-wide e-learning system and running an estimated 90 recruitment campaigns.
- 8.i.3 The Council discussed risk 11.7 'employee and ex-employee litigation'. It was agreed that a key mitigation for this risk is line manager training.
- 8.i.4 The Council noted the Human Resources and Partners workplan for 2016-2017.

Item 8.ii. 16/35 Council Reappointment Panel

- 8.ii.1 The Council received a paper from the Executive.
- 8.ii.2 The Council noted that the terms of office of four current Council members will come to an end in December 2016. Two of these members are eligible to be reappointed for a further term.
- 8.ii.3 During the discussion the following points were made:-
- the terms of office of the current Chairs of the Education and Training and Audit Committees would come to an end in December 2016. It was agreed that the Committees needed to give consideration to succession planning;
 - ideally one of the new Council members to be recruited to replace the outgoing members should be a qualified accountant;.
 - it is good practice to inform applicants if they will be subject to an internet search; and
 - fitness to practise checks for registrant applicants were discussed. It was agreed that shortlisted lay applicants should be checked for fitness to practise issues with any regulator they are registered with.
- 8.ii.4 The Council approved the composition of the reappointments panel and the revised process document. The Council noted that a further paper would be presented in July.

Item 9. 16/36 Chief Executive's Summary of key issues

- 9.1 The Council noted the following points:-
- the uncertainty surrounding the regulation of social workers in England poses a challenge which may not be resolved in the near future;
 - the HCPC's financial position is healthy and efficiency savings from continuous improvement work make the HCPC the lowest cost regulator; and
 - presenting the departmental workplans alongside the budget enables the Council to see how they interact, along with the risk register and the strategic intent.
- 9.2 The Council discussed how the HCPC's achievements are communicated. It was noted that in 2016-17, the Communications department would be developing a brief guide to the HCPC which would then be updated annually.

The Council requested that a brief key messages document be provided to Council members.

- 9.3 In response to a question it was noted that developing a unit cost for an individual fitness to practise case was difficult because a typical case does not exist. Some comparison work had been undertaken with the aim of understanding if costs varied depending on the profession, this showed that costs were comparable. It was agreed that the Executive would explore the possibility of developing a unit cost again and report back to Council on its conclusions.

Item 10. 16/37 Standing Orders for Committees – Remunerations Committee

- 10.1 The Council received a paper from the Executive.
- 10.2 The Council noted that, at its meeting of 10 March 2016, the Remuneration Committee discussed its Standing Orders as set out in the Standing Orders for Committees. The Committee agreed that some minor amendments were required and that the Council should review the Standing Orders.
- 10.3 The Council agreed that the composition of the Remunerations Committee should be changed to the Chair plus three members with a quorum of any three members.
- 10.4 The Council agreed the new standing order 12.3 which enables the Remunerations Committee to agree its minutes by correspondence.
- 10.5 The Council noted that expressions of interest will be sought for a lay vacancy on the Education and Training Committee and for two members of the Remuneration Committee, one to join in January 2017.
- 10.6 The Council agreed to adopt the draft Standing Orders of Committees as set out in the paper and revoke the existing Standing Orders of Committees.

Item 11. 16/38 Minutes of the Audit Committee of 26 November 2015

- 11.1 The Council considered the minutes of the 52nd meeting of the Audit Committee.
- 11.2 The Council noted the minutes.

Item 12. 16/39 Minutes of the Audit Committee of 16 March 2016

- 12.1 The Council considered the minutes of the 53rd meeting of the Audit Committee.
- 12.2 The Council noted the minutes.

Item 13. 16/40 Minutes of the Education and Training Committee of 19 November 2015

- 13.1 The Council considered the minutes of the 68th meeting of the Education and Training Committee.
- 13.2 The Council noted the minutes.

Item 14. 16/41 Minutes of the Education and Training Committee of 3 March

- 14.1 The Council considered the minutes of the 69th meeting of the Education and Training Committee.
- 14.2 The Council noted the minutes

Item 15.16/42 Any other business

- 15.1 There were no additional items for consideration.

Item 16.16/43 Meeting evaluation

- 16.1 The following points were noted:-
- the Council needs to make clear decisions and communicate these to the Executive;
 - discussion should be focused on the agenda item. Other matters can be discussed in any other business or the meeting evaluation;
 - care needed to be taken when discussing sensitive matters, the option to move a discussion into private session was available;
 - the public meeting papers for all committees would be uploaded to all Council members iPads. Individual Committees would decide at each meeting if the private papers were suitable for distribution; and
 - a glossary of acronyms would be useful.

Item 17. 16/44 Date and time of next meeting:

Thursday 19 May 2016 at 2pm and Friday 20 May 2016 at 10am at Park House, 184 Kennington Park Road, London SE11 4BU.

Item 18. 16/45 Resolution

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:

Item	Reason for Exclusion
19	a

- (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.'

Summary of those matters considered whilst the public were excluded from the meeting

19.16/46 Private Minutes of the Education and Training Committee of 19 November

- 19.1 The Council agreed the minutes of the private part of the Education and Training Committee of 19 November 2015.

Chair: Elaine Bulckey

Date: 06.07.2016