

**confirmed**

**The Health Professions Council**

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MINUTES of the twentieth meeting of the Investigating Committee held at **2.40pm on Wednesday 12 September 2007** in MR1, The Evangelical Alliance, Whitfield House, 186 Kennington Park Road, London, SE11 4BT.

**Present**

Miss M MacKellar (Chairman)

Miss C Farrell

Dr N Callaghan

Mrs D Haggerty

Mr W Munro

Professor D Waller

Mr M Woolcock

**In attendance:**

Dr A van der Gaag, President, Health Professions Council (HPC)

Ms N O'Sullivan, Secretary to Council

Mr M Chapman, Temporary Secretary to Committees

**Item 1.07/16 Apologies for absence**

- 1.1 Apologies were received from Mr R Clegg.

**Item 2.07/17 Approval of agenda**

- 2.1 The Committee approved the agenda.

**Item 3.07/18 Minutes of the meeting held on Thursday 19 April 2007**

- 3.1 It was agreed that the minutes of the nineteenth meeting of the Investigating Committee should be confirmed as a true record and signed by the Chairman subject to the amendment of the date of the next meeting.

#### **Item 4.07/19 Matters arising**

- 4.1 The Committee received a paper from the Executive.
- 4.2 Item 6.3 Director of Fitness to Practise Report  
The Committee noted that the audit report from PKF, HPC's internal auditor would be included on a forthcoming agenda as an item to note.

#### **Action: NO'S – 15 November 2007**

- 4.3 Item 6.4 – Matters Arising – Consultation with the Council for Healthcare Regulatory Excellence (CHRE)  
Members were informed that work with the CHRE regarding common datasets was continuing.

#### **Item 5.07/20 Chairman's report**

- 5.1 The Chairman noted that feedback regarding the Fitness to Practise Forum would be welcomed and consideration would be given to the timing of Forum and committee meetings.

#### **Action item: Secretariat**

#### **Item 6.07/21 Fitness to Practise hearing locations**

- 6.1 The Committee received a practice note (hearing locations) for approval from the Director of Fitness to Practise.
- 6.2 The Fitness to Practise Forum discussed the practice note and recommended it to the Investigating Committee for approval without modification.
- 6.3 The Committee approved the practice note.

#### **Item 7.07/22 Practise notes**

- 7.1 The Committee received the following practice notes for approval from the Director of Fitness to Practise:
- (i) Case Management and Direction
  - (ii) Service of Documents
  - (iii) Welsh Language
  - (iv) Adjournments
  - (v) Mediation
  - (vi) Interim Orders

- (vii) Preliminary Hearings
- (viii) Disclosure of Witness Orders

7.2 The Committee noted that the Fitness to Practice Forum had discussed the practice notes. The Forum had recommended that the practice note entitled Interim Orders should be amended to include a reference to a right of appeal against an interim order. The other practice notes were recommended for approval without modification.

7.3 The Committee approved the practice note as recommended by the Fitness to Practice Forum.

#### **Item 8.07/23 Committee self-evaluation**

8.1 The Forum received a paper for discussion/approval from the Temporary Secretary to the Committee.

8.2 Members agreed to complete and return the enclosed self-evaluation forms to the Secretariat by September 17 2007.

8.3 The Committee noted that the results of the evaluation would be analysed and presented to the Committee at its meeting in November.

### **Item 9.07/24 Committee membership**

- 9.1 The Committee received a paper to note from the Temporary Secretary to the Committee.
- 9.2 The Committee noted that the Council had ratified the re-appointment of Dr N Callaghan to the Investigating Committee as its registered medical practitioner.
- 9.3 The Committee noted that Mr S Taylor had resigned from the Council and therefore the Investigating Committee. Any decision regarding Mr Taylor's replacement would be put on hold pending decisions regarding the governance arrangements for a new Council outlines in the White paper 'Trust, Assurance and Safety, the Regulation of Health Professionals in the 21<sup>st</sup> Century.

### **Item 10.07/25 Dates of Investigating Committee meetings 2008-09**

- 10.1 The Forum received a paper to note from the Temporary Secretary to the Committee.

### **Item 11.07/26 Any other business**

- 12.1 There was no other business.

### **Item 12.07/27 Date and time of next Investigating Committee meeting:**

- 12.1 The next Investigating Committee will be held on 15 November 2007 and commence at 11am.
- 12.2 Subsequent meetings would be held at 11.00am on:  
Tuesday 12 February 2008  
Wednesday 23 April 2008 (FtP Forum start time tba)