

ACTION POINTS
CONDUCT AND COMPETENCE COMMITTEE – 11 July 2005 – 7 July 2006

| | Action point (and location in the minutes) | For the attention of | Action by (date) | Outcome |
|----|---|-----------------------------|-------------------------------|--|
| 1. | The Committee nominated their Chairman and Deputy-Chairman and noted that the nominations would be put to Council for ratification at their meeting on 5 th October 2005, from 19 September 2005 (Public minutes, 2.3) | SB | 5 th October 2005 | Council approved the nominations for the Chairman and Deputy-Chairman of the Investigating Committee. |
| 2. | The Committee agreed to review the main findings of the Foster and Donaldson reviews at its meeting in January 2006 and requested a bulleted list of issues that the ftp dept may potentially need to incorporate into their processes, from 19 September 2005 (Public minutes, 6.1.2) | KJ | 25 th January 2006 | The results of the Foster and Donaldson reviews are now anticipated to be released in June 2006 so a substantive review has been postponed until this time. |
| 3. | The Committee agreed that a meeting between the ftp Chairmen and Deputy-Chairmen was required to flag up any potential issues that would transpire from a review of ftp functions, from 19 September 2005 (Public minutes, 6.1.3) | SB | 3 rd March 2006 | The meeting between the Chairmen and Deputy-Chairmen of the ftp committees took place on the 3 rd March 2006 where a review of the ftp annual report was undertaken and discussions held about equality and diversity, the Standards of Conduct, Performance and Ethics (SCPE) and the role of the Council for Healthcare Regulatory Excellence (CHRE). |
| 4. | The Chairman recommended that the Chief Executive formally wrote to the Department of | MJS | As soon as possible | The Department of Health stated that there was no need for any addition to the HPO since that |

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| | Health for an amendment to the Order so that a sanction of retraining or education could be applied. Whilst a panel may advise retraining there was no assurance that the registrant would carry this out, from 19 September 2005 (Public minutes, 6.1.4) | | | requirement could be made using the powers under Article 29 (5)(c) of the Health Professions Order (HPO) which provided for a condition of practice order to be made. There was no restriction on what would be required as a condition, so requiring retraining or education was felt to be a sensible use of this power. Other regulatory bodies such as the General Medical Council (GMC) had already used this power in such a way. The Committee agreed that this information should be communicated to those involved in the fitness to practise processes. |
| 5. | The Committee requested for copies of the Section 29 guidance at their next meeting, from 19 September 2005 (Public minutes, 7.6) | KJ | 16 th November 2005 | Section 29 guidance was provided at the C&C's November meeting. |
| 6. | The Committee requested for the length of case hearings to be monitored and the statistics provided for their review as a long term project, from 19 September 2005 (Public minutes, 7.9) | KJ | Ongoing | Ongoing |
| 7. | The Committee requested for copies of the ftp sanction notes to be sent via e-mail and in hard copy, from 19 September 2005 (Public minutes, 12.4) | KJ | As soon as possible | Copies of the ftp sanction notes were sent to all members for their information. |
| 8. | The Committee agreed that | MJS | 25 th January | The Chief Executive |

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| | a summary of the critical areas for the committees review over the next five years be provided by the Chief Executive, from 19 September 2005 (Public minutes, 13.4) | | 2006 | presented HPC's Strategic Intent to the Committee for their review and approval. This has now been approved by Council at its meeting in March 2006. |
| 9. | The Committee discussed the website terminologies used for ftp functions and agreed that standardization was required of those terms that had been imported from historical records from, 19 September 2005 (Public minutes, 14.2) | KJ | As soon as possible | The website has now been updated. |
| 10. | A paper would be provided at the Committee's next meeting illustrating the guidance provided for people making allegations from, 19 September 2005 (Public minutes, 14.3) | KJ | 16 th November 2005 | The paper 'Making a Complaint about a Health Professional' was provided for the Committee's discussion/approval at their November meeting. |
| 11. | The findings of the Foster and Donaldson reviews were anticipated for release by January 2006. The Committee agreed that it would be useful if the findings could be put on the HPC website and distributed to all Council/Committee members for their information, from 16 November 2005 (Public minutes, 5.1) | MJS | Once released | The findings of the Foster and Donaldson review have not yet been released but are now anticipated in June 2006. |
| 12. | The Committee discussed the paper 'Making a complaint about a Health Professional' and recommended some amendments. Specifically changes were required to a letter to make it clear that if | KJ | As soon as possible | The amendments have been incorporated into the letter. |

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| | there was no case to answer and a further complaint was lodged within three years against a health professional they could be subject to a retrial, from 16 November 2005 (public minutes, 10.6) | | | |
| 13. | The Committee discussed the introduction to the case management strategy and agreed that it would be useful if service levels were indicated on the document so to clarify processes. This would be incorporated into the ftp ISO processes, from 16 November 2005 (public minutes, 12.5) | KJ | As soon as possible | This has been incorporated into the ftp ISO processes. |
| 14. | The Committee agreed that it would be useful to examine the types of cases being heard by profession type. ODP's would be specifically analysed as they were one of the most recent aspirant groups to join the register. A summary would be provided of anecdotal evidence for the next meeting, from 25 January 2006 (public minutes, 7.7) | KJ | 20 April 2006 | |
| 15. | The Committee discussed the performance appraisal system for panel members and panel Chairmen. Specifically, the Committee discussed section 4 of the form where it related to decision making in providing comprehensive reasoning for decisions reached. This would necessitate the devolvement | LM | 20 April 2006 | The Partners Manager sought legal advice, and incorporated the appropriate amendments, the details of which were considered at Council's meeting in March and the appraisal system was approved. |

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| | <p>of information relating to the case which was not for the public domain and could contravene Article 6 of the Human Rights Act. The Partners manager would seek further legal advice on this matter, from 25 January 2006 (public minutes, 9.5)</p> | | | |
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Date
2006-04-10

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Dept/Cmte
C&C

Doc Type
PPR

Title
Conduct and Competence Action
Points 11th July 2005 - 7th July
2006

Status
Final
DD: None

Int. Aud.
Public
RD: None

ERROR: undefinedfilename
OFFENDING COMMAND: c

STACK: