

THE HEALTH PROFESSIONS COUNCIL

Chief Executive and Registrar: Mr Marc Seale

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MINUTES of the eighth meeting of the Health Professions Council held at **10.30am on Wednesday 11 December 2002** at Park House, Kennington Park Road, London, SE11 4BU

PRESENT: Professor Norma Brook (President)
Mrs S Chaudhry
Miss M Crawford
Ms H Davis
Ms C Farrell
Miss A Foster
Professor A Hazell
Dr R Jones
Mr C Lea
Professor Sir John Lilleyman
Miss M MacKellar
Mr I Massey
Dr J Old
Mr K Ross
Miss P Sabine
Mrs J Stark
Mrs B Stuart
Dr A Van Der Gaag
Professor D Waller
Mr A Yule

IN ATTENDANCE:

Mr P Baker, Finance Director
Mrs A Barnes, Director of Legal Services
Mr T Berrie, Director
Dr P Burley, Director of Education and Policy (Part)
Ms N O'Sullivan, Secretary to Council
Mr C Middleton, Director of Communications
Mr G Milch, Director
Miss L Pilgrim, Director
Miss D Thompson, Human Resources Director (Part)
Mr M Seale, Chief Executive and Registrar

Item 1.02/171 INTRODUCTION AND WELCOME

Professor Brook welcomed Ms K Burlock, Mr D Bird, Ms C Holmes, Miss T Owen, Mrs R Mead and Miss P Saunders, non-Council members, who were attending the meeting.

Item 2.02/172 APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Council members: Professor J Harper, Professor J Lucas, Mrs C McGartland (alternate Miss Davis attending) Mr W Munro (alternate Mr Massey attending), Ms J Manning, Mr N Willis.

Item 3.02/173 APPROVAL OF AGENDA

The Council agreed the agenda.

Item 4.02/174 MINUTES

It was agreed that the minutes of the seventh meeting of the Health Professions Council be confirmed as a true record and signed by the President.

Item 5.02/175 MATTERS ARISING

- 5.1 Item 8.12 – Recruiting, Managing and Training of Partners
- 5.1.1 The Council noted that advertisements for partners had been placed in the national and regional newspapers and also in the journals of the professional bodies. All those currently carrying out ‘partner’ duties under the authority of the Professions Supplementary to Medicine Act 1960 had been informed that they would need to reapply if they wished to continue as a partner for the HPC. A letter had also been sent to all clinical scientists on the register regarding the recruitment process. The deadline for receipt of completed applications was 10 January 2003. Shortlisting of applicants would take place during February and interviews would be held in March. Council members would be involved in the shortlisting and interview process. To date the response to the advertisements had been very positive.
- 5.1.2 The Council noted that it would be useful to have an indication of dates to keep free for interviews as soon as possible.
- 5.1.3 The Council noted Council members who wished to undertake the work of partners could do so in the capacity of their membership of Council and therefore did not have to apply.

5.2 Item 10 – Committee Membership

- 5.2.1 Professor Brook noted that the vacancy on the Conduct and Competence Implementation Working Party had not been filled and asked those Council members eligible for membership of the Committee to put themselves forward.

Secretary's note: Professor C Lloyd subsequently volunteered to serve on the Working Party.

5.3 Item 15 – Minutes of the Finance and Resources Committee

Professor Brook noted that a letter had been circulated to all members regarding their availability to attend a financial training day on Thursday 30 January 2003 at 10am. Members were requested to respond indicating their availability as soon as possible. Further dates would be offered to those unable to attend on 30 January.

5.4 Item 20 – Update to the Council on European Directives EEC 89/48 and 92/51

- 5.4.1 The Council noted that Professor Brook had written to the European Commission outlining the Council's concerns at the proposal to allow migrant healthworkers from within the European Union to work in another member state without the requirement to register in that state, provided their stay was for less than 16 weeks. To date no reply had been received.
- 5.4.2 It was agreed that a copy of the letter would be circulated to all Council members.

Action NO'S

Item 6.02/176 PRESENTATION FROM NICK GOODMAN – ELECTORAL REFORM SERVICES

- 6.1 The Council received a presentation from Mr Goodman of Electoral Reform Services regarding the services which that organisation could provide for the HPC in running the Council election scheme.
- 6.2 The Council noted that the cost of the scheme would depend on the size of the electorate. It would be useful for the Council to consider the use of internet voting as this was a method which may be increasingly used in the future. Registrants would need to be kept fully informed regarding the details of the election scheme to be put in place.
- 6.3 Professor Brook thanked Mr Goodman for his presentation.

Item 7.02/177 PRESIDENT'S REPORT

- 7.1 Professor Brook noted that she had attended a conference about consultant therapists at which she had made a number of useful contacts.
- 7.2 She also noted that the Welsh Health Minister Ms J Hutt had launched the event held in Cardiff on 9 December to publish the feedback from the UK-wide consultation and the key decisions taken by the Council. This had been very successful. She thanked staff members for all their hard work in organising the event.
- 7.3 Professor Brook also noted that a recent meeting with Mr J Hutton, Minister of State for Health, had been very useful.

Item 8.02/178 CHIEF EXECUTIVE'S REPORT

- 8.1 The Council noted that the Chief Executive's operational report for the November/December period would be included in the Chief Executive's Operational report that would be presented at the January 2003 Council meeting.
- 8.2 Mr Seale noted that the judicial review, of the Chiropractors Board decision to dismiss six charges of professional misconduct relating to the conduct of a chiropractor (registered in the United Kingdom) that had occurred in New Zealand, had been concluded. It was held that the Disciplinary Committee had jurisdiction to hear complaints relating to a chiropractor's conduct in New Zealand and that the Professions Supplementary to Medicine Act 1960 did not impose any geographical limit. A copy of the report would be presented at the next Council meeting.

Action: MJS

Item 9.02/179 COUNCIL MEMBERS PERFORMANCE AND DEVELOPMENT REVIEW SYSTEM

- 9.1 The Council received a paper from the Executive.
- 9.2 The Council noted that the performance and development review system would apply to all Council members including alternate members.
- 9.3 The Council noted that the system would be introduced as an eleven month pilot beginning in February 2003. The pilot scheme would be evaluated and the feedback received would assist the Council in developing a scheme most appropriate to its needs.

- 9.4 The Council agreed that there was a need for a summary of all the feedback to Council members so that the review system could help Council evaluate its performance as a whole.
- 9.5 The Council also agreed that Ms Farrell should work with Miss Thompson to develop a paper on Council objectives and the criteria for sound judgement. This work should be completed by Monday 16 December 2002.
- 9.6 The Council agreed that to the introduction of the review system in February 2003 subject to the suggested amendments.

Action: CF/DT

Item 10.02/180 PRODUCTION OF GUIDANCE NOTES

- 10.1 The Council received a paper from the Executive.
- 10.2 Mr Middleton noted that three different audiences had been identified for the proposed brochures i.e.(i) the public, (ii) registrants and (iii)employers/assessors/visitors/educational institutions. Accordingly it was suggested that different sizes of brochure should be produced for each audience.
- 10.3 It was intended that the Plain English 'Crystal Mark' be applied to those brochures aimed at the public and that all the brochures should be simple and clear.
- 10.4 The Council noted that there would be brochures for people with learning difficulties.
- 10.5 The Council agreed the following with regard to the brochures:
- (i) Adoption of the templates for the three brochure types;
 - (ii) Adoption of the outline for the brochures as proposed in the paper;
 - (iii) Commitment to producing plain English brochures no matter the audience;
 - (iv) Commitment to 'Crystal Mark' of brochures aimed at the public by the Plain English Society;
 - (v) Colour coding by theme of each document for ease of reference.

Item 11.02/181 CONSULTATION PAPERS RECEIVED SINCE THE LAST MEETING

- 11.1 The Council received a report on consultation papers received at the HPC since the last meeting.

- 11.2 The Council noted that the Department of Health consultation on the General Medical Practice and Specialist Medical Education Training and Qualifications Order 2003 could have future implications for the Health Professions Council. Ms Farrell agreed to study the document and to comment as necessary.

Action:CF

Item 12.02/182 MINUTES OF THE REGISTRATION COMMITTEE HELD ON 12 NOVEMBER 2002.

The Council received the minutes of the Registration Committee held on 12 November 2002.

Item 13.02183 MINUTES OF THE COMMUNICATIONS COMMITTEE HELD ON 18 NOVEMBER 2002

- 13.1 The Council received the minutes of the Communications Committee held on 18 November 2002.
- 13.2 Miss Foster noted that feedback had been received from registrants in Northern Ireland expressing disappointment at the cancellation of the feedback event (due to the suspension of the Stormont government) which had been scheduled to take place in Northern Ireland in November 2002.
- 13.3 The Communications Committee agreed that a letter should be sent to representatives in Northern Ireland suggesting an event to be held in 2003.
- 13.4 Miss Foster noted that, for a variety of reasons, a number of Committee members had experienced difficulty attending meetings in the recent past. However in order to avoid the problem of inordinate meetings there were plans to expand the membership of the Committee by inviting another member to join.
- 13.5 Miss Foster also noted that a video conferencing facility had been included in the plans for the redevelopment of Park House. This would allow members to participate in a meeting by video-link if they were unable to attend.
- 13.6 The Council agreed the standing orders for the Communications Committee.
- 13.7 The Council noted that following the agreement of standing orders for all statutory and non-statutory committees, these would be produced in booklet form and issued to all members. The standing orders for the Audit Committee had still to be agreed.

Action: PB/LP

**Item 14.02/184 MINUTES OF THE CONSULTATION STEERING GROUP
HELD ON 19 NOVEMBER 2002**

- 14.1 The Council received the minutes of the Consultation Steering Group held on 19 November 2002.
- 14.2 The Council noted that the business of the Group had now been concluded and that this was the final meeting.

**Item 15.02/185 MINUTES OF THE FINANCE AND RESOURCES
COMMITTEE HELD ON 26 NOVEMBER 2002**

- 15.1 The Council received the minutes of the Finance and Resources Committee held on 26 November 2002.

15.2 Mr Lea presented the Standing Financial Instructions and noted that the Finance and Resources Committee had agreed that these instructions should be adopted subject to ratification by Council and the subsequent addition of an addendum setting out financial limits.

15.3 The Council agreed the adoption of the Standing Financial Instructions.

**Item 16.02/186 MINUTES OF THE EDUCATION AND TRAINING
COMMITTEE HELD ON 12 NOVEMBER 2002**

The Council received the minutes of the Education and Training Committee held on 12 November 2002.

**Item 17.02/187 MINUTES OF THE EDUCATION AND TRAINING
COMMITTEE HELD ON 27 NOVEMBER 2002**

The Council received the minutes of the Education and Training Committee held on 27 November 2002.

Item 18.02/188 ANY OTHER BUSINESS

There was no other business.

Item 19.02/189 DATE AND TIME OF NEXT MEETING

- 19.1 The next meeting of the Council would be held at 11am on Tuesday 21 January 2003.

19.2 Further meetings would be held on the following dates:

Friday 7 March (11am)

Wednesday 2 April 2003 (11am)

Wednesday 4 June 2003 (11am)

Wednesday 17 September 2003 (11am)

**Wednesday 8 October 2003 and Thursday 9 October 2003 -
'away day' – (start time tba)**

Thursday 11 December 2003 (start time tba)

Tuesday 2 March 2004 (11am)