THE HEALTH PROFESSIONS COUNCIL

Chief Executive and Registrar: Mr Marc Seale

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MINUTES of the twenty-eighth meeting of the Health Professions Council held at **noon on Wednesday 5 October 2005** at the Dunadry Hotel and Country Club, 2 Islandreagh Drive, Dunadry, Co Antrim, Northern Ireland

PRESENT: Professor N Brook (President)

Mr P Acres

Mr J Camp

Mrs S Chaudhry

Mr R Clegg

Ms G Darwent

Ms H Davis

Mr M C Davies

Mrs S Drayton

Ms C Farrell

Dr C H Green

Professor J Harper

Professor T Hazell

Dr R Jones

Miss M MacKellar

Mr P McFadden

Mr W Munro

Mr K Ross

Miss P Sabine

Mrs. B. Stuart

Mr S Taylor

Ms A Turner

Dr A van der Gaag

Professor D Waller

IN ATTENDANCE:

Alternate Council Members

Mr O Altay, Alternate Council Member

Mrs P Blackburn, Alternate Council Member

Ms D Haggerty, Alternate Council Member

Professor C Lloyd, Alternate Council Member

Mr A Mount, Alternate Council Member

Ms H Patey, Alternate Council Member

Mrs J Pearce, Alternate Council Member

Mr D Proctor, Alternate Council Member

Mrs J Sheridon, Alternate Council Member

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HPC Executive Management Team

Mr R Dunn, Director of Corporate Services

Miss L Foster, Human Resources Manager

Miss K Johnson, Director, Fitness to Practise

Mr S Leicester, Finance Manager (part)

Mr C Middleton, Director of Communications

Ms N O'Sullivan, Secretary to Council

Mr G Ross-Sampson, Director of Operations

Mr M Seale, Chief Executive and Registrar

Ms R Tripp, Policy Manager

Baker Tilly Accountants

Mr D Blacher, Partner

Ms S Martin, Assistant Manager, Forensic Services

Ms J Sheppherd, Internal Audit Manager

National Audit Office

Ms V Choppen, Audit Manager

Item 1.05/376 INTRODUCTION AND WELCOME

1.1 Professor Brook welcomed all members and non-members to the meeting. She noted that Mrs Clark-Glass would not be attending due to a recent bereavement.

Item 2.05/377 APOLOGIES FOR ABSENCE

2.1 Apologies for absence were received from the following Council members; Mrs S Chaudhry, Mrs M Clark-Glass, Dr R Jones, Mrs R Levenson, Professor J Lucas, Miss G Pearson, Mrs F Taylor, Miss E Thornton, Mr M Woolcock.

Item 3.05/378 APPROVAL OF AGENDA

3.1 The Council approved the agenda.

Item 4.05/379 MINUTES

4.1 It was agreed that the minutes of the twenty seventh meeting of the Health Professions Council be confirmed as a true record and signed by the President subject to the following amendment;

6.6 The Council finally approved the Standards of CPD (effective from August 2005), that the first audit should take place in August 2008......

Item 5.05/380 MATTERS ARISING

5.1 7.1- Matters Arising – Ethnic Monitoring

The Council noted that a further paper on this issue would be considered at the February 2006 meeting of the Finance and Resources Committee.

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5.2 7.2 – Matters Arising – VAT on Council Members' Expenses
The Council noted that £260 attendance allowance was the maximum daily rate which could be claimed for attendance at Council and Committee meetings.

5.3 <u>Item 9.3 – Chief Executive's Report</u>

The Chief Executive reported that the issue of the delay in the agreement of the model contract for programme providers had not been raised at the last meeting with the Department of Health as there had been no education representatives at that meeting. It would be included on the agenda for the next meeting.

Action: MJS

- 5.4 <u>Item 12.6 Restructuring of the Health Professions Council</u>
 The Committee noted that Ms R Mead, Project Manager, New Regulation Projects, Department of Health, had been invited to attend the meeting but would be unable to attend as her flight had been cancelled.
- 5.5 <u>Item 14.4 Finance and Resources Committee Standing Orders</u>
 The Council noted that the amendments which had been agreed at the last meeting had been incorporated in the Finance and Resources Committee Standing Orders.

Item 6.05/381 PRESIDENT'S REPORT

6.1 There was no President's report.

Item 7.05/382 CHIEF EXECUTIVE'S REPORT

7.1 There was no Chief Executive's Report.

Item 8.05/383 RESTRUCTURING OF THE HEALTH PROFESSIONS COUNCIL

8.1 The Council noted that this item would be deferred as Ms Mead from the Department of Health, who had been due to give a presentation had been delayed while travelling to the meeting.

Item 9.05/384 POST-REGISTRATION QUALIFICATIONS

- 9.1 The Council received a paper for discussion/approval from the Executive.
- 9.2 The Council noted that the Health Professions Order 2001 stated that under article 19(6) "In respect of additional qualifications which may be recorded on the register the Council may establish standards of education and training and article 15(3) to (8) and articles 16 to 18

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- shall apply in respect of those standards as if they were standards established under article 15(1)(a)." This raised a number of issues which were outlined in the paper.
- 9.3 The Council noted that the issues raised were of such complexity that they warranted much in-depth discussion. The Council therefore agreed to establish a Professional Liaison Group (PLG) to take this matter forward. The PLG would produce an initial report which would outline what action was proposed. This report would be presented to Council for ratification. Following this the PLG would consider how to implement the actions proposed in the initial report before a formal consultation was undertaken.

Action: RT

Item 10.05/385 ATTENDANCE AT MEETINGS OF PROFESSIONAL BODY COUNCILS/BOARDS

- 10.1 The Council received a paper for discussion/approval from the Executive.
- 10.2 The Council noted that a number of registrant Council members had asked if the HPC had an agreed position with regard to their attendance at Council meetings of their respective professional bodies. In the past the HPC had treated such requests on an ad-hoc basis.
- 10.3 The Council noted that occasional attendance by Council members at meetings of Professional Body Councils/Boards was a valuable means of communication however it was important that the basis of members attendance at these meetings was made clear and that members were not regarded as the HPC representative on the Board of the Professional Body or the Professional Body representative on the Health Professions Council.
- 10.4 The Council agreed attendance allowance and expenses would only be payable by the HPC for attendance at meetings of Professional Body Councils/Boards where a formal request was received by the Health Professions Council from the Professional Body. In this case the invitation should be extended to both lay and registrant Council members. In all other cases attendance allowance and expenses would not be payable.

Item 11.05/386 NOMINATION OF CHAIRMAN AND DEPUTY CHAIRMAN OF THE HEALTH COMMITTEE

- 11.1 The Council received a paper for discussion/approval from the Executive.
- 11.2 The Council noted that the first meeting of the Health Committee following the Council elections, the Committee nominated Professor T

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Hazell to be Chairman of the Committee and Mrs J Pearce to be Deputy Chairman.

11.3 The Council ratified the decision of the Health Committee.

Item 12.05/387 NOMINATION OF THE CHAIRMAN AND VICE-CHAIRMAN OF THE APPROVALS COMMITTEE

- 12.1 The Council received a paper for discussion/approval from the Executive.
- 12.2 The Council noted that at the first meeting of the Approvals Committee following the Council elections the Approvals Committee nominated Professor J Harper to be Chairman of the Committee and Miss G Pearson to be Vice-Chairman.
- 12.3 The Council ratified the decision of the Approvals Committee

Item 13.05/388 NOMINATION OF THE CHAIRMAN AND DEPUTY CHAIRMAN OF THE CONDUCT AND COMPETENCE COMMITTEE

- 13.1 The Council received a paper for discussion/approval from the Executive.
- 13.2 The Council noted that at the first meeting of the Conduct and Competence Committee following the Council elections of July 2005, the Conduct and Competence Committee nominated Mr K Ross to be Chairman of the Committee and Ms H Davis to be Deputy-Chairman.
- 13.3 The Council ratified the decision of the Conduct and Competence Committee

Item 14.05/389 AUDIT COMMITTEE MEMBERSHIP

- 14.1 The Council received a paper for discussion/approval from the Executive.
- 14.2 The Council noted that at its meeting on 20 September 2005 the Finance and Resources Committee had agreed to recommend to Council that members of the Finance and Resources Committee should not be members of the Audit Committee. The reasoning behind the recommendation was that there needed to be a clear separation between the two committees.
- 14.3 The Council agreed the following;
 - (i) That members of the Finance and Resources Committee should not be members of the Audit Committee.

- (ii) That the standing orders of the Finance and Resources Committee and the Audit Committee should be amended accordingly.
- (iii) That Council members who are not members of the Finance and Resources Committee should be asked to nominate themselves to be members of the Audit Committee.

Action:CB

Item 15.05/390 AMENDMENTS TO THE STANDING ORDERS OF THE AUDIT COMMITTEE

- 15.1 The Council received a paper for discussion/approval from the Executive.
- 15.2 The Council noted that at its meeting on 13 September 2005 it had agreed to ratify the revised standing orders of the Finance and Resources Committee so that the Audit Committee was no longer a subcommittee but reported directly to Council.
- 15.3 The Council also noted that at its meeting on 20 September 2005 the Finance and Resources Committee had agreed to recommend to the Council that members of the Finance and Resources Committee should not be members of the Audit Committee. Consequently it was necessary to amend the standing orders of the Audit Committee to reflect both these decisions.
- 15.4 The Council agreed to the revision of the Audit Committee standing orders.
- 15.5 The Council also agreed that the Secretary to the Finance and Resources Committee should email all Council members to ask them to put themselves forward for membership of the Audit Committee. Members of the Finance and Resources Committee who wished to sit on the Audit Committee would have to resign from the Finance and Resources Committee.

Action: CB

Item 16.05/391 AMENDMENTS TO THE STANDING ORDERS OF THE FINANCE AND RESOURCES COMMITTEE

- 16.1 The Council received a paper for discussion/approval from the Executive.
- 16.2 The Council noted that at its meeting on 20 September 2005 the Finance and Resources Committee had agreed to recommend to the Council that members of the Finance and Resources Committee should not be members of the Audit Committee. Consequently it was

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- necessary to amend the standing orders of the Finance and Resources Committee to reflect this decision.
- 16.3 The Council agreed to the revision of the Finance and Resources Committee standing orders.

Item 17.05/392 RATIFICATION OF A NEW MEMBER OF THE FINANCE AND RESOURCES COMMITTEE

- 17.1 The Council received a paper for discussion/approval from the Executive.
- 17.2 The Council noted that Miss P Sabine had resigned from the Finance and Resources Committee.
- 17.3 The Council agreed that Dr R Jones should be appointed to the Finance and Resources Committee in place of Miss Sabine.

Item 18.05/393 EXTERNAL AUDIT ARRANGEMENTS FOR THE 2004-2005 ACCOUNTS

18.1 The Council received a paper for information from the Executive.

Item 19.05/394 COUNCIL 'AWAY DAY' DISCUSSION TOPICS

19.1 The Council received a paper for information from the Executive.

Item 20.05/395 ANY OTHER BUSINESS

- 20.1 The Council noted that the Prescription Only Medicines (Human Use) Order 1997, and related NHS regulations had been amended to allow chiropodists and podiatrists, radiographers and physiotherapists to become supplementary prescribers. As a consequence of this legislation, the Health Professions Council would need to annotate the Register to indicate that a health professional had this additional competence.
- 20.2 The HPC had consulted on a proposed addition to the Standards of Proficiency for these professions. The Education and Training Committee had considered the responses to that consultation and had recommended the document entitled 'Responses and Decisions from the Consultation on a Proposed Addition to the Standards of Proficiency' to the Council for ratification.
- 20.3 The Council agreed to the proposed addition to the Standards of Proficiency and also agreed to publish the Key Decisions and Responses paper.

Action: RT

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Item 21.05396 DATE AND TIME OF NEXT MEETING

- 21.1 The next meeting of the Council would be at 10.30 a.m. on Tuesday 6 December 2005. This would be followed by the Annual Meeting at 2pm.
- 21.2 Further meetings would be held on the following dates;

Wednesday 1 March 2006

Thursday 11 May 2006

Thursday 6 July 2006

Friday 7 July 2006 (Annual Meeting)

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