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<b>Council</b>
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**Minutes of the 102<sup>nd</sup> meeting of the Health and Care Professions Council as follows:-**

**Date:** Thursday 3 December 2015

**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 (items 1-8)  
Richard Kennett  
Sonya Lam  
Eileen Mullan  
Joanna Mussen  
Robert Templeton  
Joy Tweed  
Nicola Wood  
Stephen Wordsworth

**In attendance:**

Georgia Akuffo-Kumih, HR Business Partner  
Claire Amor, Information Governance Manager  
John Barwick, Acting Director of Fitness to Practise  
Ruth Cooper, Service and Complaints Manager  
Guy Gaskins, Director of Information Technology  
Andy Gillies, Director of Finance  
Abigail Gorringe, Director of Education  
Michael Guthrie, Director of Policy and Standards  
Jacqueline Ladds, Director of Communications  
Louise Lake, Director of Council and Committee Services  
Marc Seale, Chief Executive and Registrar

## Public Agenda – Part 2

### **Item 1.15/257 Chair's welcome and introduction**

- 1.1 The Chair welcomed Council members and those seated in the public gallery to the 102<sup>nd</sup> meeting of Council.

### **Item 2.15/258 Apologies for absence**

- 2.1 There were no apologies for absence.

### **Item 3.15/259 Approval of Agenda**

- 3.1 The Council approved the agenda.

### **Item 4.15/260 Declaration of Members' interests**

- 4.1 Nicola Wood declared an interest under item 9, the six monthly review of Information Governance, as a non-executive Director of the Board of the Information Commissioner's Office.

### **Item 5i.15/261 Policy and Standards Departmental Update**

- 5i.1 The Council received a report from the Executive.
- 5i.2 The Council noted the activities of the Policy and Standards department.
- 5i.3 During the discussion the following points were made:-
- Ministerial approval was still being awaited in relation to the consultation on the draft standards for use of exemptions by orthoptists;
  - The first data set would be sent to the PSA in the next few weeks in preparation for their performance review due to commence early in 2016. The new approach to the performance review means that every regulator will have an initial stages review carried out every five years;
  - The outcome of the consultation on 'Ethics for Regulators' carried out by the Committee on Standards in public life was due in March 2016;
  - The Council noted the ongoing work in relation to the review of the Standards of Proficiency for Social Workers. The consultation document will be presented to Council in March 2016;
- 5i.4 The Council noted the update.

### **Item 5ii. 15/262 Strategic Intent 2016-2020**

- 5ii.1 The Council received a report from the Executive.
- 5ii.2 The Council noted that the strategic intent for 2012-2015 expires at the end of this year. Following consideration at the October Council away day, some changes had been made to the document and this had been submitted for consideration. The revised version would cover the period 1 January 2016 to 31 December 2020.
- 5ii.3 During the discussion the following points were made:-
- A suggestion was made that reference needed to be made to the ongoing enhancements made to the organisation. After consideration, it was agreed that the reference to 'evidence-informed' research covered that point;
  - There was some discussion about the suggestion that there should be a reference to 'being fair and being seen to be fair' within the document. In response, it was noted that this is inherent in what the organisation does;
  - Concern was expressed that there was no reference to 'caring' or 'compassion' within the document or nothing that informs the public that the focus of the organisation is health and social care;
  - In response to the suggestions made, it was agreed that the document would be kept under review and consideration be given to these when it requires refreshing;
  - Some minor amendments were suggested in relation to the wording of the objectives. The Council agreed to incorporate these.
- 5ii.4 The Council approved the strategic intent for 2016-2020 (subject to the minor amendment) and agreed that it would be kept under review.

### **Item 5.iii 15/263 Understanding the prevalence of fitness to practise cases about paramedics and social workers in England**

- 5iii.1 The Council received a report from the Executive.
- 5iii.2 The Council noted that Paramedics and social workers in England are the professions whose fitness to practise is called into question most in proportion to the number of registrants. A draft research brief was proposed to explore why this was the case.
- 5iii.3 During the discussion the following points were made:-

- There was some discussion about the length of time expected to deliver this research and it was noted that the academic team would have other pressures that needed to be taken into account when deciding upon reasonable timeframe to deliver a piece of work;
- The suggestion was made that the reference to the words “over-represented” when talking about the prevalence of cases amongst paramedics and social workers in England was misleading and an alternative needed to be used throughout the document;
- The Council noted that we needed to be open to the suggestions that may arise from the report, for example, the researchers may recommend amending the standards of proficiency;
- It was agreed that the primary focus of research should be based on UK literature. It was noted that the Care Councils in Wales, Scotland and Northern Ireland would be consulted with;
- In response to a suggestion, the Executive undertook to explore the possibility of the research team providing a generic methodology output that HCPC could then use going forward;
- Some suggestions were made in relation to the research governance part of the brief and the shortlisting criteria, all of which would be followed up by the Executive.

5iii.4 The Council approved the research brief subject to the incorporation of comments detailed under the discussion.

**Item 5.iv 15/264 Consultation on changing the local anaesthetic and prescription only medicine annotations**

5iv.1 The Council received a report from the Chief Executive.

5iv.2 The Council noted feedback that the ‘prescription only medicines’ annotation or administer the ‘local anaesthetics’ annotation for Chiropodists / Podiatrists is out of date and confusing for registrants and others. The Executive is proposing to rename the annotations to more closely reflect both exemptions in medicines legislation. A consultation of at least eight weeks is proposed. The consultation document was agreed and recommended to Council at the Education and Training Committee’s meeting on 19 November 2015. (Small minor amendments have been made to the document since then.)

5iv.4 The Council agreed:

- the text of the consultation document (subject to minor editing amendments and formal legal scrutiny); and
- a consultation period of at least eight weeks.

## **Item 6.15/265 Communications Departmental Update**

- 6.1 The Council received a report from the Executive.
- 6.2 The Council noted the main activities of the Communications Department since the last meeting of Council. It included statistical information and highlighted key work undertaken across the range of communication channels.
- 6.3 During the discussion the following points were made:-
- There was some discussion about those conferences attended by the Communications team and Council involvement and learning. It was agreed that the Communications team could alert Secretariat if there was a conference that it would be appropriate for Council members to attend. Additionally, if Council members were aware of a conference that they wished to attend, they needed to submit a training request form. In relation to learning from conferences, the Executive undertook to look into how useful information arising from a conference could be shared;
  - The Council noted the increased social media presence of HCPC particularly over the last year;
  - The Council noted the different ways in which the Communications department measured success, for example, the feedback received from events and meetings and on a global level, the IPSOS Mori opinion polling carried out every three years;
  - In response to a question about whether all registrants could be sent an electronic copy of 'In focus', the Council noted that legally this was possible providing we had an 'unsubscribe function', we just needed to await written legal advice before looking at the technical aspects of doing so;
  - The Council noted that the programme used to disseminate publications (dot mailer) enabled us to see how many people had actually opened the publication and which pages had been viewed;
  - The Executive undertook to look into disseminating the 'Issues Brief' more widely.
- 6.4 The Council noted the update.

## **Item 7.i. 15/266 Secretariat Departmental Update**

- 7i.1 The Council received a report from the Executive.

- 7i.2 The Council noted the main activities of the Secretariat department.
- 7i.3 The Council noted the update.

**Item 7ii. 15/267 Code of Governance**

- 7ii.1 The Council received a report from the Executive.
- 7ii.2 The Council noted some minor amendments have been made to the Code of Corporate Governance, although a review had not been carried out since the meeting of Council in September 2013. Following a discussion held at the annual Council away day in October in relation to increasing the size of the Audit Committee, the opportunity has been taken to review the Code of Governance.
- 7ii.3 In response to a question about whether the Scheme of Delegation requires all contracts that are being entered into to be authorised by the Council in advance, the Council noted that the procurement policy that was agreed by Council on 2 December meant that contracts above £100,000 would be entered by the Chief Executive with the prior approval of the Chair. The signing of the contract is the final stage in the procurement process, which includes (above £25,000) a tender panel who are responsible for the selection process. The Council as a whole is not required to authorise contracts in advance (other than contracts for land and buildings) however, the Council would have sight of the annual budgets and the departmental updates together with specific reports in relation to contracts and so they would normally be made aware of high value procurements that were underway. It was requested that legal advice on this matter should be reconfirmed and circulated to all Council members.

- 7ii.4 The Council agreed:-

That, subject to the amendments shown in those documents being made:

1. the draft Standing Orders of Committees presented to the Council are adopted and the existing Standing Orders of Committees are revoked; and
2. the draft Scheme of Delegation presented to the Council is adopted and the existing Scheme of Delegation is revoked.

**Item 7iii. 15/268 HCPC email addresses for Council members**

- 7iii.1 The Council received a report from the Executive.
- 7iii.2 The Council noted that the Executive did not recommend Council Members to have '@hcpc-uk.org' email address. However, should members wish to

have their personal, cloud-based email accounts added to their ipads, this could be facilitated.

- 7iii.3 The request was made, and supported by the Executive, that any attachments sent to Council members be placed on their Ipads in addition to being emailed.
- 7iii.4 The Council agreed that they do not require '@hcpc-uk.org' email addresses. However, IT support will be provided should a member wish to have their personal, cloud-based email account made accessible from their HCPC ipad.

#### **Item 7.iv. 15/269 Committee Chairs**

- 7iv.1 The Council received a report from the Executive.
- 7iv.2 The Council noted that at the Education and Training Committee on 19 November, Joy Tweed was nominated as Chair subject to the ratification by Council. At the Audit Committee on Thursday 26 November, Richard Kennett was nominated as Chair subject to the ratification by Council.
- 7iv.3 The Council noted that ordinarily individuals would be appointed as Chairs for two years. However, since both Joy Tweed and Richard Kennett were due to conclude their final terms as Council members in December 2016, new Chairs would need to be appointed at that time.
- 7iv.4 The Council ratified both the decision of the Audit and the Education and Training Committees.

#### **Item 8. 15/270 Six monthly review of feedback and complaints**

- 8.1 The Council received a report from the Executive.
- 8.2 The Council noted the feedback received between 1 April 2015 and 30 September 2015 together with some corrective action that has been put in place as a result of stakeholder feedback. Logging and reviewing feedback is an ISO9001 requirement.
- 8.3 Some suggestions were made in relation to the presentation of the paper:-
  - (i) More distinctive colours needed to be used on the graph showing the number of complaints received across two year cycles;
  - (ii) It would be useful to have an additional pie chart under the section entitled "Number of complaints received by department and profession" which showed those professions that had gone through the renewal cycle during that reporting period;
  - (iii) It would be useful separate out those professions going through renewal and the remaining professions;
  - (iv) That the report could be presented in two halves with the first looking at comparisons across the professions and the second providing a review over the last six months.

8.4 The Council noted the contents of the report and requested that the Executive give consideration to the presentation of the paper.

**Item 9. 15/271 Six monthly review of Information Governance**

9.1 The Council received a report from the Executive.

9.2 The Council noted the main activities of the Information Governance team.

9.3 The Council noted the resources in place to cover any potential absence of the Information Governance Manager.

9.4 The Council noted the contents of the paper.

**Item 10. 15/272 IT Departmental Update**

10.1 The Council received a report from the Executive.

10.2 The Council noted the main activities of the Information Technology department which included an update in relation to service availability and the secure telephone payment service.

10.3 The Council noted the work of the Executive in order to maintain the security, confidentiality and integrity of data.

10.4 The Council noted the update.

**Item 11.i. 15/273 HR Departmental Update**

11i.1 The Council received a report from the Executive.

11i.2 The Council noted the main activities of the Human Resources department.

11i.3 During the discussion the following points were made:-

- The Council noted the recent issues that had been experienced in terms of recruitment to certain posts;
- Since the procurement policy had been agreed, a procurement officer would now be recruited;
- There had been a high level of interest in the recruitment of registration appeal panel members. Following a transparent short-listing exercise, candidates would undertake a competency-based interview;

- A new company had been appointed to run equality and diversity training at HCPC and this would be rolled out to Council members in due course.

11i.4 The Council noted the update.

#### **Item 11ii. 15/274 Equality and Diversity report: Employees and Partners**

11ii.1 The Council noted the Equality and Diversity report: Employees and Partners.

#### **Item 12.15/275 Chief Executive's Summary of key issues**

12.1 The Council noted that the Chief Executive and the Chair would be attending a meeting with Ben Gummer, Parliamentary Under Secretary of State for Care Quality on Wednesday 9 December 2015 and an update would be provided to Council as appropriate.

#### **Item 13.15/276 Any other business**

13.1 There were no additional items for consideration that day.

#### **Item 14.15/277 Meeting Evaluation**

14.1 The following points were noted:-

- The thematic approach to the presentation of the agenda had led to greater participation and debate;
- Council needed to be mindful of the effort put in by authors of papers and appropriate praise given;
- Where Council is in agreement with a recommendation contained within a paper, this needed to be vocalised in an active way rather than Council remaining silent;
- There was a danger that papers discussed in private at the end of the day may not be given full consideration.

14.2 The Chair updated Council as follows:-

- The Chair requested all those who had not yet completed the information security training to do so;
- The Chair gave a brief outline of the training session scheduled for January 2016 which included the DiSC assessment together with some

work on appraisals and sharing of information in relation to expertise and competencies.

**Item 15.15/278 Date and time of next meeting**

15.1 Wednesday 10th February 2016 at 2pm and Thursday 11th February 2016 at 10am at Park House, 184 Kennington Park Road, London SE11 4BU.

Chair: Elaine Buckley

Date: 12.04.2016