

Council

Minutes of the 100th meeting of the Health and Care Professions Council as follows:-

Date: Wednesday 23 September 2015

Time: 2pm

Venue: The Council Chamber, Health and Care Professions Council, Park House,
184 Kennington Park Road, London SE11 4BU

Present: Elaine Buckley (Chair)
Stephen Cohen
Richard Kennett
Sonya Lam
Eileen Mullan
Joanna Mussen
Joy Tweed
Nicola Wood
Stephen Wordsworth

In attendance:

John Barwick, Acting Director of Fitness to Practise
Heidi Bullimore, Internal Communications Manager
Nicole Casey, Acting Director of Policy and Standards
Guy Gaskins, Director of Information Technology
Andy Gillies, Director of Finance
Abigail Gorringer, Director of Education
Teresa Haskins, Director of HR
Jacqueline Ladds, Director of Communications
Louise Lake, Director of Council and Committee Services
Greg Ross-Sampson, Director of Operations
Marc Seale, Chief Executive and Registrar
Michael Tutt, Finance Business Partner

Public Agenda – Part 1

Item 1.15/171 Chair's welcome and introduction

- 1.1. The Chair welcomed Council members and those seated in the public gallery to the 100th meeting of Council. The Chair wished to place on record at this milestone meeting her congratulations to the Chief Executive, Executive Management Team, Council member past and present, employees, legal teams and partners for all that had been achieved since the establishment of HPC.

Item 2.15/172 Apologies for absence

- 2.1 Apologies for absence was received from Robert Templeton and Graham Towl.

Item 3.15/173 Approval of Agenda

- 3.1 The Council approved the agenda.

Item 4.15/174 Declaration of Members' interests

- 4.1 Nicola Wood declared an interest as a non-executive Director of the Board of the Information Commissioner's Office.

Item 5.15/175 Minutes of the Council meeting of 29 and 30 June 2015 (report ref:-HCPC106/15)

- 5.1 The Council considered the minutes of the 99th meeting of the Health and Care Professions Council.
- 5.2 The Council agreed the minutes, subject to the amendment of a small typographical error.

Item 6.15/176 Matters Arising (report ref:-HCPC107/15)

- 6.1 The Council noted those matters arising from the meetings held on 29 and 30 June 2015.
- 6.2 The Council noted that the format of the report would be changed going forward so that it included all ongoing and open actions outstanding from previous meetings.

Item 7.15/177 Chair's report (report ref:-HCPC108/15)

7.1 The Council received a report from the Chair.

7.2 During discussion, the following points were made:-

- The Council noted that it had been a busy time for the Chair since she took up post on 1 July 2015 and in addition to the meetings listed in the paper, there had been numerous 'internal' meetings. The Chair thanked those that her provided support during this transition period;
- The Council noted that the meeting with Nick Clarke and William Vineall from the Department of Health had been an introductory meeting. A key message arising from the meeting was that the government wished to reduce the cost of regulation;
- The Professional Standards Authority Summit held on 14 September was in relation to duty of candour, professionalism and what the regulators could do in this regard. The Council noted that it was now important for the boards and Trusts to ensure that the culture supported this approach. It was also noted that this was being further facilitated by education in this area;
- The Chair met with the Chair of the GMC and the Council noted that there was a strong sense of collaboration particularly in relation to research in the area of CPD;
- In response to a question about whether the Chair had been lobbied on any particular subject, the Council noted that our stakeholders were looking to HCPC to help debate and seek clarity on social work practice and education;

7.3 The Council noted the report.

Item 8.15/178 Chief Executive's report (report ref:-HCPC109/15)

8.1 The Council received a report from the Chief Executive.

8.2 During discussion, the following points were made:-

- The Council noted that the Chief Executive had just finished his CLEAR presidency;
- The Council noted that the government would now not proceed with the regulation of Public Health Specialists;
- The Council noted that the NMC wished to introduce 'undertakings' as part of the fitness to practice proceedings and these would be carried

out in public. It was possible that we may look to introduce something similar providing the mechanism delivers public protection. This would need to be done with a Section 60 Order. Consideration would be given at that time to also include an additional element changing the requirement so that registration appeal hearings did not need to be chaired by Council members. This was originally going to be added to the Section 60 Order in relation to Public Health Specialists;

- The Council noted that consideration was being given by the Department for Education to an accreditation system for social workers working with children. This could potentially cause a number of problems from a regulatory perspective including what happens to those individuals that fail the accreditation exam, the anomaly created for differing requirements to become a social worker and finally, how HCPC could approach a 'grandparenting' scheme were this to be introduced. It was noted that the Chair and Chief Executive have offered to continue the dialogue on this initiative ;
- It was noted that one potential way of incorporating the accreditation into regulation would be to create an annotation to the Register, rather like when a registrant has prescribing rights;
- That in order for the PSA to issue invoices in relation to the levy, the Privy Council was required to consult on the process for two weeks. Once this had been completed, we would expect to receive the annual invoice;
- The Council noted that should we respond to the Privy Council consultation, we would reiterate our original response submitted to the PSA in relation to the levy;
- The Council noted that the HCPC had been prudent and not committed too much resource to the Public Health Specialists project. The profession could now be removed from the registrant forecast figures;
- Concern was expressed at the recently published PSA report entitled 'Rethinking Regulation'. It was felt that many criticisms were unfairly levelled at all the regulators. The Council noted that we had not responded to the report but awaited with interest the Department of Health's response.

8.3 The Council noted the report.

Items for discussion/approval

Departmental Reports

Item 9.15/179 Fitness to Practise Report (report ref:-HCPC110/15)

9.1 The Council received a report from the Executive.

9.2 The Council noted the main activities of the Fitness to Practise (FtP) department. The report includes statistical information relating to case management and adjudication activity in July 2015 as well as length of time analysis.

9.3 During discussion, the following points were made:-

- The FtP department had a regular exchange with the CQC;
- The suggestion was made that the paper moved to an 'exception reporting' approach;
- The training provided by the Samaritans and MIND were in response to a need to raise awareness and provide case managers with the confidence to deal with particular circumstances;
- The Council noted that 47% of complaints came from members of the public. Whilst no analysis had been undertaken, this could be attributed in part to the ongoing communications work and in addition, but also a reflection that the highest number of complaints are received in relation to social workers;
- The Council noted that the number of case managers within the Fitness to Practise department was almost at full complement;
- As a result of the introduction of the (temporary) redaction team, case managers were now able to quality assure the redaction of documentation since their time had been freed up. Consideration would be given to embedding the new process on a permanent basis as the need had been clearly demonstrated;
- The Council noted that a number of changes had been made to the Fitness to Practise process, for example the changes to the standard of acceptance. The trend that was being observed was that more cases are closing at an earlier stage. However, it was not always possible to pinpoint the effect on one activity although the effectiveness of changes to the process could be evaluated in six months' time.

9.4 The Council discussed the paper and noted the contents.

Item 10.15/180 Human Resources Report (report ref:-HCPC111/15)

10.1 The Council received a report from the Executive.

10.2 The Council noted the main activities of the Human Resources department.

10.3 During discussion, the following points were made:-

- The Council noted that there had been a decrease in the number of lay partners as a result of a number of panel chairs coming to the end of their eight year term;
- There had been a better response to the advertisement for the HR Manager (Partners) since the advertisement had included a reference to flexible working being an option;
- Whilst it was the policy of HCPC to have reserve candidates for positions, this was not always possible if the pool of candidates had not been strong;
- Whilst there was no formal exit interview for partners, they were provided with the opportunity to give written feedback;
- At the request of Council, the Director of HR undertook to provide figures relating to the number of employees working compressed hours in future reports;
- The Director of HR undertook to share annual statistics in relation to the number of partners that have left.

10.4 The Council discussed the paper and noted the contents.

Item 11.15/181 Information Technology Report (report ref:-HCPC112/15)

11.1 The Council received a paper from the Executive.

11.2 The Council noted the main activities of the Information Technology department.

11.3 During discussion, the following points were made:-

- In response to a question about the introduction of video conferencing, the Council noted that every employee will soon be able to use 'skype for business' provided that other end users have compatible equipment;
- The suggestion was made that video conferencing could be used for occasional meetings of Committee. In response, the Council noted that this would need to be considered in more detail and taking into account the wider corporate governance issues;

- The Council noted the huge success of the dual screen project that had now been rolled out across the organization.

11.4 The Council discussed the paper and noted the contents.

Item 12.15/182 Communications Report (report ref:-HCPC113/15)

12.1 The Council received a paper from the Executive.

12.2 The Council noted the main activities of the Communications department. This report sets out the main activities of the Communications Department since the last meeting of Council. It includes statistical information and highlights key work undertaken across the range of communication channels.

12.3 During discussion, the following points were made:-

- The Council noted that there was a communications and engagement plan for the revised guidance on conduct and ethics for students;
- Some work was required with some of the education providers in relation to the advertising protocol.

12.4 The Council discussed the paper and noted the contents.

Item 13.15/183 Education Report (report ref:-HCPC114/15)

13.1 The Council received a paper from the Executive.

13.2 The Council noted the main activities of the Education department. The report sets out the main activities of the Education Department in June, July and August 2015. It includes statistical information and highlights key work undertaken.

13.3 The Council noted the update in relation to subject benchmark statements, a component of QAA's (Quality Assurance Agency for Higher Education) Quality Code and noted that the Education and Training Committee would consider this area further.

13.4 The Council discussed the paper and noted the contents.

Item 14.15/184 Finance Report (report ref:-HCPC115/15)

14.1 The Council received a paper from the Executive.

14.2 The Council noted the main activities of the Finance department. The report sets out the main activities of the Finance Department since the June 2015

meeting of Council. It included statistical information and highlights key work undertaken.

14.3 During discussion, the following points were made:-

- The Council noted that after 9 years, Charlotte Avery would be leaving the organisation. Her invaluable role in developing good processes and maintaining strong financial controls was noted;
- The Council noted the favourable variance on income of £443k and on payroll of £242k, neither of which were likely to be reversed or were subject to timing differences;
- It was noted that budget holders would shortly be preparing the month 6 reforecast, based on the September management accounts, which would provide a better indication of the likely outturn for the full year;
- There was some discussion about the variance within the Chair's budget and it was noted that the variance was largely as a result of the season ticket purchased for the Chair which was a more economic way of covering travel expenses rather than individual train tickets being purchased;
- The Council were in agreement that it would be helpful to add additional detail of this sort to the commentary in the interest of openness and transparency;
- The Council noted that an apparent overspend on non-payroll costs in the Chief Executive's budget (page 13) was an error. The £73,750 accrued charge for the PSA levy which is shown as a separate line item on page 11 of the report had been incorrectly included within the Chief Executive's line on page 13;
- That rather than recruiting a procurement manager, we would now be looking to recruit a procurement officer, because we were now using framework agreements as our preferred procurement method, and those required procurement support at a more administrative level;
- Expenses for EMT are due to be published online in line with the new requirement of the Freedom of Information publication scheme.

14.4 The Council discussed the paper and noted the contents.

Item 15.15/185 Operations Report (report ref:-HCPC116/15)

- 15.1 The Council received a paper from the Executive.
- 15.2 The Council noted the main activities of the Operations department.
- 15.3 The Council discussed the paper and noted the contents.

Item 16.15/186 Policy and Standards Report (report ref:-HCPC117/15)

- 16.1 The Council received a paper from the Executive.
- 16.2 The Council noted the main activities of the Policy and Standards department.
- 16.3 The Council discussed the paper and noted the contents.

Item 17.15/187 Secretariat Report (report ref:-HCPC118/15)

- 17.1 The Council received a paper from the Executive.
- 17.2 The Council noted the main activities of the Secretariat department.
- 17.3 The Council noted that the closing date for applications for the position of Council member had now passed and 37 eligible applications had been received. Shortlisting would be carried out on 5 October 2015 with interviews at the end of October.
- 17.4 The Council discussed the paper and noted the contents.

Item 18.15/188 Chief Executive's Summary of key issues

- 18.1 The Council noted that all updates had been covered as part of the departmental reports.

Corporate Governance

Item 19.15/189 Appointment of Audit Committee member (report ref:-HCPC119/15)

- 19.1 The Council received a paper from the Executive.
- 19.2 The Council noted that a vacancy on the Audit Committee has been created after Graham Towl stepped down. In July, Council Members were invited to express an interest by writing a short statement. The Chair of Council together with the Chair of the Audit Committee gave careful consideration to the statements received and were in agreement that Stephen Cohen should be recommended for appointment by the Council.

- 19.3 The Chair thanked those members of Council that had submitted expressions of interest to be a member of the Audit Committee.
- 19.4 The Council agreed to the appointment of Stephen Cohen onto the Audit Committee.

Item 20. 15/190 Minutes of the Audit Committee meeting held on Tuesday 8 September 2015 (report ref:-HCPC120/15)

- 20.1 The Council considered the minutes of the Audit Committee meeting held on Tuesday 8 September 2015.
- 20.2 The Chair of the Committee drew Council's attention to the Grant Thornton paper on the Registration transformation project which he noted was a very valuable report.
- 20.3 The Council noted the positive news received from the Privy Council in relation to the Accounts Direction;
- 20.4 The Council agreed the minutes.

Items to Note

The Council noted the following reports:-

Item 21.15/191 Perceptions and experiences of the HCPC's approach to continuing professional development standards and audits (report ref:-HCPC121/15)

Item 22.15/192 Exit Interview report (report ref:-HCPC122/15)

Item 23.15/193 Reports from Council representatives at external meetings (report ref:-HCPC123/15)

Item 24.15/194 Any other business

- 24.1 There were no further items for consideration.

Item 25.15/195 Resolution

- 25.1 The Council is invited to adopt the following:

'The Council hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to the following;

Item	Reason for Exclusion
26	b

- (a) information relating to a registrant, former registrant or application for registration;
- (b) information relating to an employee or office holder, former employee or applicant for any post or office;
- (c) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;
- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (f) action being taken to prevent or detect crime to prosecute offenders;
- (g) the source of information given to the Council in confidence; or
- (h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Council's functions.'

Summary of those matters considered whilst the public were excluded from the meeting

Item 26.15/196 HR Matter (report ref:-HCPC124/15)

- 26.1 The Council received a paper from the Executive.
- 26.2 The Council were updated in relation to an ongoing HR issue.
- 26.3 The Council discussed the paper and noted the contents and proposed course of action.

Chair:

Date:

Council

Minutes of the 100th meeting of the Health and Care Professions Council as follows:-

Date: Thursday 24 September 2015

Time: 9.30am

Venue: The Council Chamber, Health and Care Professions Council, Park House, 184 Kennington Park Road, London SE11 4BU

Present: Elaine Buckley (Chair)
Stephen Cohen
Richard Kennett
Sonya Lam
Joanna Mussen
Robert Templeton
Joy Tweed
Nicola Wood
Stephen Wordsworth

In attendance:

John Barwick, Acting Director of Fitness to Practise
Heidi Bullimore, Internal Communications Manager
Nicole Casey, Acting Director of Policy and Standards
Martha Chillingworth, Senior Project Manager
Laura Coveney, Policy Officer
Roy Dunn, Head of Business Process Improvement
Edward Foster, Stakeholder Communications Officer
Guy Gaskins, Director of IT
Andy Gillies, Director of Finance
Abigail Gorringer, Director of Education
Grant Imlach, Media and PR Manager
Liz Johnson, PA to the Director of Education
Jonathan Jones, Stakeholder Communications Manager
Jacqueline Ladds, Director of Communications
Louise Lake, Director of Council and Committee Services

Greg Ross-Sampson, Director of Operations
Marc Seale, Chief Executive and Registrar
Michael Tutt, Finance Business Partner
Edward Tynan, Policy Officer
Sarita Wilson, Head of FtP Service Improvement

Public Agenda – Part 1

Item 1.15/197 Chair's welcome and introduction

- 1.1. The Chair welcomed Council members and those seated in the public gallery to the 100th meeting of Council.

Item 2.15/198 Apologies for absence

- 2.1 Apologies were received from Eileen Mullan and Graham Towl.

Item 3.15/199 Approval of Agenda

- 3.1 The Council approved the agenda.

Item 4.15/200 Declaration of Members' interests

- 4.1 Nicola Wood declared an interest as a non-executive Director of the Board of the Information Commissioner's Office.

Items for discussion/approval

Strategy and Policy

Item 5.15/201 Registrant numbers forecast (report ref:-HCPC125/15)

- 5.1 The Council received a paper from the Executive.
- 5.2 The Council noted the contextual setting of HCPC's various documents and plans including the annual reports, the risk register, the departmental work plans and the strategic intent.
- 5.3 The Council noted that the registration numbers forecast looks to provide information around changes to numbers of registrants over time. The forecast is revised every year. This report does not calculate income but is used as a basis for this process within the Finance department and it supports the Five Year plan.

5.4 During discussion, the following points were made:-

- The forecast for international applicants was conservative as the trend is an increasing number of applications;
- Consideration should be given to putting a standard error on the figures;
- A number of assumptions were explored and the rationale behind the figures provided;
- In response to a question about whether organisations use these figures, the Council noted that they were used by Central Workforce Intelligence, Skills for Care and some professional bodies.

5.4 The Council noted the paper.

Item 6.15/202 5 year plan (report ref:-HCPC126/15)

6.1 The Council received a paper from the Executive.

6.2 The Council noted the Five year plan is a financial forecast which helps us to ensure that our finances are sustainable and to plan whether and when fee increases may be necessary. The Plan is updated annually and presented to Council.

6.3 In response to a question about direct debit payments, the Council noted that anecdotally registrants would prefer a monthly payment. It was noted that various payment options would be built into the functionality of the new registration system and a decision would be reached at a later stage on our approach.

6.4 The Council discussed the paper and noted the content.

Item 7.15/202 Registration transformation and Improvement Project: Full business Case (report ref:-HCPC127/15)

7.1 The Council received a paper from the Executive.

7.2 The Council noted that over the last 12 months, the Executive had been working to improve the processes related to the functions of the Registration department. Revised processes had been mapped, and a requirements catalogue collated with a view to replace the core Registration system.

7.3 By means of introduction to the project, the Executive outlined the following:- Budgets and finance behind the project; the governance of the project

including the project board; the anticipated timeline and the stakeholder engagement work.

During discussion, the following points were made:-

- Whilst there was no financial or reputational risk were the project to be delayed (since it would not be rolled out until it was completed), it would mean a delay in being able to utilise the existing registration workforce in a more efficient way. In addition, it was noted that the existing system remained fit for purpose and so could continue to support the registration processes until such time as the new system was rolled out;
- The Grant Thornton report on the project was a useful document and all those issues raised were brought to their attention by the project team. However, the Project Team disagreed with their suggestion to fast forward phase two of the project;
- There had been a significant increase in the market rate for software developers and this needed to be considered when putting together the project budget;
- The paper did not set out the more registrant-centric benefits. In response, the Council noted that it was difficult to quantify all these benefits. However, the vision was for an increased level of customer service with better delivery of service;
- The Council noted that the project would reduce manual input of data resulting in a reduction in opportunities for human error;
- It was noted that in drawing up the project plan, we had drawn from the experience of other regulators who had recently introduced a similar system although they had all taken a slightly different approach;
- The Council noted that the intention was to roll out phase one by November 2016. This was a discrete area relating to CPD and would be an opportunity to test out real time email, test the project team and the supplier with the option to alter the direction of travel at completion should this be necessary;
- Whilst the completion of phase one was planned for November 2016, it should be noted that a supplier had yet to be engaged. Once this had been done, a more definitive timeline could be provided;
- In response to a question about collaboration with other regulators, it was noted that legislation differed amongst the regulators so would not be possible. However, the system would be 'scaleable' and so it would be possible to regulate further professions;

- The Council highlighted the importance of evaluating the project at the end of phase one before progressing any further.

7.4 The Council discussed the paper and noted the content.

Item 8.15/203 PSA Performance Review 2014/15 (report ref:-HCPC128/15)

8.1 The Council received a paper from the Executive.

8.2 The Council noted in June 2015 the PSA published its annual performance review of the regulatory bodies for the year 2014/15, including its performance assessment of the HCPC.

8.3 During discussion, the following points were made:-

- There were some minor typographical errors which would be amended before submission;
- The Council were informed of the methodology and process for the annual performance review;
- In response to a question about whether we would now sign the joint regulators statement in relation to candour, the Council noted that this document was GMC-led and so contained terms such as “patients” and “health” which they were not inclined to amend to reflect our wider service-users and remit. Furthermore, the duty of candour had been incorporated into our standards of conduct, performance and ethics and so was part of our philosophy which we felt was a stronger approach than signing up to a joint statement. This had been fed back to the PSA at the meeting held with their Chief Executive;
- The Council noted that whilst the Fitness to Practise department continue to make progress against recommendations made by the PSA, they also continue to self-diagnose those improvements necessary to existing processes;
- We were still awaiting confirmation as to the process going forward for performance reviews. It was noted that the PSA were likely to take a risk-based approach although we were keen to continue with a regular review approach.

8.4 The Council discussed the paper and noted the content.

Item 9.15/204 Fitness to Practise Annual report 2015 (report ref:-HCPC129/15)

9.1 The Council received a paper from the Executive.

9.2 The Council noted the Fitness to Practise annual report contains statistical information alongside explanatory narrative and data sets. The report follows a similar format to previous reports.

9.3 During discussion, the following points were made:-

- This report no longer contained a separate section relating to transfer cases received from the GSCC since most of them have now concluded and those that have not are being counted in the statistics relating to the other casework;
- The Council noted that there had been an increase in the number of complaints received and whilst it was not possible to be definitive, it could be attributed to the increase in the size of the Register and the ongoing communications work highlighting our role. It was agreed that some narrative to explain the increase would be incorporated into the report;
- The Council noted that there was a memorandum of understanding (MOU) in place with the CQC. In response to a question about whether there was a similar arrangement in Scotland, the Council were informed that we had invited all system regulators to work together on similar MOU's. This could be included within the report although the report was a reflection of work undertaken in a particular year rather than looking ahead to ongoing work;
- A typographical error was noted in relation to a reference to the "vetting and barring scheme;"
- The Council noted that this document is important to educators, other regulators, registrants and was a popular publication at the 'Meet the HCPC' events. Furthermore, it was a requirement that under our legislation that this is produced every year;
- The suggestion was made that an explanation of the FtP process and why it took on average almost two years to conclude should be included at an appropriate place within the document. It was noted that this could also be covered off using other communication channels such as articles and blogs.

9.4 The Council discussed and approved the text for the 2014-15 Fitness to Practise Annual Report (subject to any necessary editorial or stylistic amendments).

Item 10.15/205 Outcomes of the consultation on the standards of conduct, performance and ethics (report ref:-HCPC130/15)

10.1 The Council received a paper from the Executive.

10.2 The Council noted that we have been reviewing our standards of conduct, performance and ethics to make sure they continue to be fit for purpose and up-to-date. We publicly consulted on the draft standards between 1 April 2015 and 26 June 2015. Overall, the responses were positive about the revised standards as a whole. However, there was some debate about some elements of the standards.

10.3 During discussion, the following points were made:-

- The revised standards had been discussed in full at the Education and Training Committee held on 10 September 2015 and some amendments had been made;
- The suggestion was made that there needed to be a standard relating to 'being frank with colleagues in providing feedback.' It was noted that this was already covered under the standard relating to 'openness and transparency;'
- The suggestion was made that this subject could be something covered by Radio 2 who were currently doing a series in relation to health. In response, the Council noted that there was a detailed communications plan in place in order to disseminate these revised standards.

10.4 The Council discussed and approved the paper.

Item 11.15/206 Indicative Sanctions Policy (report ref:-HCPC131/15)

11.1 The Council received a paper from the Executive.

11.2 The Council noted the Indicative Sanctions policy has been edited to improve readability, and has more detail on the considerations that panels should make in relation to both conditions of practice and suspensions.

11.3 The Council discussed the paper and approved the revisions to the Indicative Sanctions Policy.

Item 12.15/207 Fitness to Practise Publications Policy (report ref:-HCPC132/15)

12.1 The Council received a paper from the Executive.

12.2 The Council noted the Fitness to Practise Publications policy has been revised to enhance the sections on data protection and publication of outcomes of our hearings, as well as including a more detailed section on consent orders

12.3 The Council discussed the paper and approved the revisions to the Fitness to Practise Publications Policy.

Item 13.15/208 Practice Notes (report ref:-HCPC133/15)

- 13.1 The Council received a paper from the Executive.
- 13.2 The Council noted there are currently 33 Practice Notes. We aim to review each Practice Note on an annual basis, there are 3 stages. In most cases, there are little or no changes, or there is the requirement to edit the document to make it easier to understand or use. The Practice Notes are not reviewed in isolation. Most relate to an element of an HCPC policy, so the review cycle of the Practice Notes is linked to the review of policies, or any operational guidance for HCPC team members.
- 13.3 The Council discussed the paper and approved the revisions to the Practice Notes.

Item 14.15/208 Implementing the revised recognition of professional qualifications (RPQ) Directive - an update for Council (report ref:-HCPC134/15)

- 14.1 The Council received a paper from the Executive.
- 14.2 The Council noted the RPQ Directive is European Union (EU) legislation which established rules for holders of a professional qualification in one Member State to have access to and allow the pursuit of the profession in which they are qualified in another Member State. The HCPC applies these rules when we receive applications from European Economic Area (EEA) nationals or other relevant persons, with applicable professional rights and qualifications, who wish to practise in the UK in any of the professions we regulate. A review of the existing Directive was completed at European level in November 2013. Member States were given two years to implement the provisions of the revised Directive into their domestic law.
- 14.3 During discussion, the following points were made:-
- Some preliminary requirements under the revised Directive have been considered in the context of the registration transformation project, however, further work is needed in this area once all the required changes to our Registration department's operations and processes become more evident in the context of the revised Directive;
 - Under existing practices, we ask for certified translated documents in relation to International-EEA applications;
 - The European Professional Card (EPC) would only apply in the first instance to physiotherapists and so we were not anticipating a

huge increase in the number of International-EEA applications for that profession;

- Under the EPC procedure, the application process begins in the 'home' country rather than the 'receiving' or 'host' country.

14.4 The Council discussed the paper and noted the contents.

Item 15.15/209 Fourth annual report on the implementation of the HCPC's Welsh Language Scheme (report ref:-HCPC135/15)

15.1 The Council received a paper from the Executive.

15.2 The Council noted each year the HCPC prepares an implementation report for the attention of the Welsh Language Commissioner. This is the fourth implementation report setting out the actions we have taken to implement our Scheme. The reporting period covers September 2014 to September 2015. We have also prepared an evaluation report of our Scheme which has been appended to the back of the report and a proposed timetable for the implementation of any outstanding actions under our Scheme.

15.3 During discussion, the following points were made:-

- The suggestion was made that we could be more proactive in relation to our obligations and potentially go over and above what was expected. For example, we could encourage some employees to learn Welsh if it would be beneficial and useful to their role. In response, the Council noted that under the new standards, there will be an expectation for authorities to be more proactive in offering Welsh language services.

15.4 The Council discussed the paper and noted the contents.

Item 16.15/210 Consultation on proposed amendments to the Registration and Fees and Practice Committee Rules (report ref:-HCPC136/15)

16.1 The Council received a paper from the Executive. An updated version of the Rules was tabled at the meeting.

16.2 The Council noted that as part of the 'Registration transformation and improvement project' amendments to the Registration and Fees Rules are proposed, for which a public consultation is required. A consultation document and a set of draft amendment Rules had now been prepared

16.3 The Council noted that it was proposed to remove the requirement for a character reference although this had been replaced with a declaration.

16.4 The Council:-

- (i) agreed the text of the consultation document (subject to minor editing amendments and formal legal scrutiny); and
- (ii) agreed the text of the draft set of amendment Rules for public consultation.

Item 17.15/211 Any other business

- 17.1 The Council were informed that they should expect to receive an email requesting that they undertake data security training. A full explanation and instructions of how to do so would be included within the email.
- 17.2 The Council were requested to leave their iPads in order that updates could be undertaken.
- 17.3 The Council noted that the Director of Council and Committee Services would be in touch to confirm detailed arrangements for the away day.

18.15/212 Meeting evaluation

- 18.1 The following suggestions were made in relation to the agenda and approach to Council meetings:-
 - agenda items should be grouped thematically;
 - The suggestion was made that the start time for day two of Council be moved to either 10am or 10:30am and members were requested to email the Director of Council and Committee Services with their views on the proposal;
 - Feedback received was that the presentation on Information Governance had been very useful and the suggestion was made that a programme of presentations be put together and these could be held at 12 noon on the first day of Council. Members were requested to send any suggestions in relation to topics for the presentation to the Director of Council and Committee Services.

Item 19.15/213 Date and time of next meeting

- 19.1 Thursday 15 October 2015 at 1:30pm at Llangoed Hall, Llyswen, Brecon, Powys, Wales LD3 0YP.

Item 20.15/214 Resolution

20.1 The Council is invited to adopt the following:

'The Council hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to the following;

- (a) information relating to a registrant, former registrant or application for registration;
- (b) information relating to an employee or office holder, former employee or applicant for any post or office;
- (c) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;
- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (f) action being taken to prevent or detect crime to prosecute offenders;
- (g) the source of information given to the Council in confidence; or
- (h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Council's functions.'

Item 21.15/215 Registration transformation and Improvement Project: Full business Case (report ref:-HCPC137/15)

21.1 The Council received a paper from the Executive.

21.2 The Council noted that over the last 12 months the Executive had been working to improve the processes related to the functions of the Registration department. Revised processes have been mapped, and a requirements catalogue collated with a view to replace the core Registration system.

21.3 The Council noted that it was deemed necessary to have an opportunity to discuss certain elements of the project in private, for example those that related to commercial contracts. Since a full discussion had been held in public and there were no further issues in relation to those elements of the project deemed to be commercially sensitive, no further discussion was required.

21.4 The

Item	Reason for Exclusion
21	c

Council noted the content of the paper circulated for

consideration in private.

Chair:

Date: