

**Agenda Item 14**

**Enclosure 14**

**Health and Care Professions Council  
04 July 2019**

**Unconfirmed minutes of the Education and  
Training Committee of 5 June 2019**

**To note**

**From Stephen Wordsworth, Chair of the  
Education and Training Committee**

## Education and Training Committee

**Minutes of the 87<sup>th</sup> meeting of the Education and Training Committee held as follows:**

**Date:** Wednesday 5 June 2019

**Time:** 10:30am

**Venue:** Room K, Health and Care Professions Council, Park House,  
184 Kennington Park Road, London SE11 4BU

**Members:** Maureen Drake  
Luke Jenkinson  
Penny Joyce  
Sonya Lam  
Stephen Wordsworth (Chair)

**In attendance:**

Claire Amor, Secretary to the Committee  
Roz Allison, Head of Communications  
John Barwick, Executive Director of Regulation  
Olivia Bird, Policy Manager  
Brendon Edmonds, Head of Education  
Richard Houghton, Head of Registrations  
Jacqueline Ladds, Executive Director of Policy and External Relations  
Tracey Samuel-Smith, Education Manager

## Public Agenda

### **Item 1 - Chairs welcome and introduction**

1.1 The Chair welcomed the Committee and Executive to the meeting.

### **Item 2 - Apologies for absence**

2.1 No apologies were received.

### **Item 3 - Approval of agenda**

3.1 The Committee approved the agenda.

### **Item 4 - Declaration of members' interests**

4.1 Members had no interests to declare.

### **Item 5 - Minutes of the meeting of 22 May 2019 (ETC 12/19)**

5.1 The Committee approved the minutes of the 86<sup>th</sup> meeting of the Education and Training Committee.

### Items for discussion/approval

### **Item 6 - Registration Department performance report October 2018 to March 2019 (ETC 13/19)**

6.1 The Committee received a paper from the Head of Registration.

6.2 The Committee noted the following points:-

- in the reporting period all KPIs were met except for paper renewals, emails and phone calls;
- the shortage of fully trained Registration Advisors attributed to service standards not being met as well as actively prioritising available resource to fulfil the department's regulatory functions; and
- the reporting period included the renewal of social workers. The renewal of large groups significantly increases communication volumes.

6.3 The Committee noted that concern about social workers not renewing due to the expected transfer to a new regulator, did not materialise. Extensive communications activity supported the renewal.

6.4 The Committee discussed Registration team turnover. It was noted that the Department is rarely at full complement as many employees progress to other roles in the HCPC. Fixed term contracts were in use to prepare for the

anticipated reduction in resource requirement when social work regulation transfers.

- 6.5 The Committee noted that the registration transformation project aimed to improve the registration experience and reduce the impact of high contact volumes.
- 6.6 The Committee noted that the feedback from registrant assessors who have used the new CPD online portal has been positive. Remote assessment days would reduce travel costs and enhance flexibility for assessors.
- 6.7 The Committee agreed that the report provided good assurance on the performance of the Registration Department.

### **Item 7 – Any other business**

- 7.1 There was no further business.

### **Item 8 – Date and time of next meeting**

- 8.1 10.30am – 11 September 2019 at Park House, SE11 4BU

### **Item – Resolution**

The Committee is invited to adopt the following:

'The Committee 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.'

<b>Item</b>	<b>Reason for Exclusion</b>
10	h

**Chair** .....

**Date** .....

Unconfirmed