

MINUTES of the seventh meeting of the Investigating Implementation Working Party held at 11.00 a.m. on Tuesday, 1st October 2002 in Meeting Room 1, Park House, 184 Kennington Park Road, London SE11 4BU.

Present: Mr.N.Willis (Chairman)
Mr.M.Barham
Miss M.Mackellar
Mrs.J.Pearce
Miss G.Pearson

In attendance: Mrs.L.A.Barnes (Working Party Secretary)
Mr.T.C.Berrie
Mr.M.Seale (Chief Executive & Registrar)
Mr.Stephen Hill (Newchurch)

Item 1. 02/42 APOLOGIES FOR ABSENCE

Received from Mr.M.Collins, Ms.C.Farrell, Mr.P.Frowen, Mr.C.Lea and Mr.W.Munro.

Item 2. 02/43 MINUTES

The minutes of the meeting held on 11th June 2002 were approved and signed by the Chairman.

Item 3. 02/44 APPROVAL OF AGENDA

The agenda was approved.

Item 4. 02/45 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

Item 5. 02/46 CONSULTATION EVENT

The Working Party received a Consultation Briefing Paper from Stephen Hill of Newchurch.

It was noted that approximately 4,000 people had attended the consultation events.

Newchurch was currently analysing feedback from these events and it was noted that to date, 2,400 responses had been logged on the database. 1,200 short questionnaires had also been received and it was anticipated another 1,800 could be added on. It was noted that 600 letters and emails, plus 600 notes from public and private meetings and, 200 long questionnaires had also been received. In answer to a

query from the Working Party, it was noted that approximately 99% of replies had come from registrants, with a limited number from members of the public.

Stephen Hill reported that generally, the public had appeared satisfied with the proposed Investigating Committee procedures. He also reported that there was nothing coming out of the consultation to worry about and that, as yet, there were no substantive decisions for the Working Party to make.

Newchurch's proposed timelines were noted and agreed. In considering the response to the consultation, Stephen Hill asked the Working Party for any recommendations to be sent to him via email, to Stephen.Hill@newchurch.co.uk, with a copy to Anne Barnes (anne.barnes@hpcuk.org).

The Working Party noted the date of the launch of the final document, which would take place in Northern Ireland on 5th November 2002 and asked for details to be advised as soon as possible.

It was noted that details of the HPC launch in April 2003 were yet to be confirmed, the date of which would be driven by the Minister for Health for Scotland. Details would be confirmed as soon as possible.

Item 6. 02/47 COUNCIL PROCESSES

The Working Party considered the Report from the Chief Executive & Registrar and noted that the Council had begun considering processes, brochures and guidance notes. It was noted that three kinds of documents were to be produced, i.e. operating manuals which would be for use by staff; brochures, which would be produced for members of the public, etc.; and, guidance documents which would be for use by those individuals who would be undertaking actual processes, e.g. guidance for legal, registrant and medical assessors; guidance for practice committees and their panels, etc. The Working Party would be required to work jointly with the other practice committees on the precise format of the manuals. All documents to be produced would be written in plain English, heading towards Crystal Mark Accreditation. It was agreed that the Working Party would meet again in January 2003 to discuss this issue.

It was reported that there would be a requirement to recruit a large number of partners and members of the Working Party would be encouraged to get involved in the process of setting up panels. It was important that the right people were recruited.

It was noted that Committee Chairmen would be required to make a contribution to the HPC Annual Report.

Item 7. 02/48 STANDING ORDERS

An amendment to Standing Orders for Investigating Committees to reflect the Council's decision to drop the use of statutory declarations by members of the public wishing to make a complaint, was **AGREED**.

Item 8. 02/49 CASES PENDING INVESTIGATION

The Working Party received a list of cases pending consideration by the Investigating Committee. A current list would be prepared for each meeting, as well as a list of cases to be heard by the Disciplinary Committee.

Item 9. 02/50 ANY OTHER BUSINESS

There was no other business.

Item 9. 02/51 DATE OF NEXT MEETING

The next meeting would be on Monday, 13th January 2003 at 11.00 am.

CHAIRMAN

