

Council

Minutes of the 117th meeting of the Health and Care Professions Council as follows:-

Date: Wednesday 21 March 2018

Time: 1pm

Venue: Rooms D & G, Health and Care Professions Council, Park House,
184 Kennington Park Road, London SE11 4BU

Present: Elaine Buckley (Chair)
Stephen Cohen
Maureen Drake
Kathryn Foreman
Sonya Lam
Eileen Mullan
Gavin Scott
Robert Templeton
Stephen Wordsworth

In attendance:

Claire Amor, Secretary to Council
John Barwick, Acting Director of Fitness to Practise
Olivia Bird, Policy Officer
Kayleigh Birtwistle, Quality Compliance Auditor
Siobhan Carson, Case Team Manager
Roy Dunn, Head of Business Process Improvement
Brendon Edmonds, Head of Educational Development
Guy Gaskins, Director of Information Technology
Andy Gillies, Director of Finance
Abigail Gorringe, Director of Education
Eva Hales, Assurance and Development Manager
Sarah Harris, Kingsley Napley
Teresa Haskins, Director of Human Resources
Nicola Hill, Kingsley Napley
Kelly Holder, Director of Fitness to Practise
Brian James, Head of Case Progression and Conclusion
Louise Lake, Director of Council and Committee Services
Benedict Newman, Quality Compliance Officer

Sarah Ritchie, Policy Officer
Greg Ross-Sampson, Director of Operations
Laura Ryan, Kingsley Napley
Katherine Timms, Acting Director of Policy and Standards

Public Agenda

Item 1.18/28 Chair's welcome and introduction

- 1.1. The Chair welcomed Council members and those seated in the public gallery to the 117th meeting of Council.

Item 2.18/29 Apologies for absence

- 2.1 Apologies were received from Sue Gallone, Joanna Mussen and Graham Towl.
- 2.2 The Chair informed the Council that the Chief Executive would be unable to attend the meeting, as he was giving evidence to the Williams Review into the application of gross negligence manslaughter in the NHS.

Item 3.18/30 Approval of Agenda

- 3.1 The Council approved the agenda.

Item 4.18/31 Declaration of Members' interests

- 4.1 No interests were declared.

Item 5.18/32 Minutes of the Council meeting of 7 February 2018

- 5.1 The Council considered the minutes of the 116th meeting of the Health and Care Professions Council.
- 5.2 The Council agreed the minutes.

Item 6.18/33 Matters arising

- 6.1 The Council noted those matters arising from the meeting held on 7 February 2018.
- 6.2 The Council noted the report.

Item 7.18/34 Chair's report

- 7.1 The Council received a report from the Chair.
- 7.2 During discussion the following points were noted:-
 - in the reporting period, there had been success increasing engagement in Wales;
 - the Chair, Chief Executive and Director of Communications met with the Welsh Secretary of State for Health and Social Care in February. This was an informative and positive meeting and the HCPC offered

its support and assistance with the implementation of the recommendations from the recent parliamentary review of health and social care in Wales;

- the HCPC sent a letter of congratulations to the newly appointed Chief Therapist for Wales, Ruth Crowder, a meeting has been arranged for June 2018; and
- the HCPC wrote to congratulate and propose meetings with two newly appointed ministers, Nadhim Zahawi, Parliamentary Under Secretary of State for Children and Families, and Stephen Barclay, Minister of State for Health. In response, the HCPC received thanks for its cooperation on the Social Work England project.

7.3 The Council noted that the Chief Executive, Marc Seale, has been appointed as Honorary Professor of Practise at the University of Cumbria. The Council congratulated Marc on this appointment.

7.4 The Council noted the report.

Item 8.i.18/35 Chief Executive's report

8.i.1 The Council received a report from the Executive. The Director of Communications provided an overview of the report in the Chief Executive's absence.

8.i.2 The Council noted the following points:-

- for the 10 months to 31 January 2018, income is on track, and operating expenditure is 0.3% under forecast;
- the PSA plans to undertake a targeted review of HCPC's performance in the next audit cycle. The initial data set for the review has been submitted;
- FTP improvement plan activities are underway with project management support;
- the root cause of the workflow bug impacting on the CPD module project has been identified by Microsoft after a detailed investigation. A resolution is currently being tested;
- the HCPC have entered into a Memorandum of Understanding (MOU) with the Health Inspectorate Wales (HIW);
- planned education approval activity for 2018-19 is high, with 55 approval cases already scheduled (compared to 24 scheduled at the same time last year). Many of these cases are linked to degree

apprenticeships and commissioning changes for occupational therapy and physiotherapy education in England; and

- employee turnover is currently 28%, above the national average of 23%.

- 8.i.3 The Council discussed the employee turnover rate. It was noted that a recent recruitment campaign for Case Managers was successful, with a number of appointments resulting. The Council requested that the Executive consider how to enhance the performance commentary in this area.
- 8.i.4 The Council discussed the explanation for the FTP overspend of £74k relating to transcription services. The Council requested this be examined for clarity and reported back to the Council in May 2018.
- 8.i.5 The Council discussed FTP performance. It was noted that a high number of new cases were received in January. This increase has impacted on caseload figures, combined with additional closure checks slowing down the case closure process. The caseload level should flatten out over the coming months as the added levels of case closure assurance are embedded.
- 8.i.6 The Council discussed performance reporting for FTP. It was agreed that overall performance assurance from the various reports considered by Council should be 'joined-up' to give a sense of the overall performance journey.
- 8.i.7 The Council discussed the increase in education approval activity expected in 2018-19. It was noted that resourcing levels are being monitored and provider requests are being pushed back when resource is at its limit. It was noted that this high caseload will affect the overall scope of the final 2018-19 work plan as resources will need to prioritise the day-to-day operation of the approval and monitoring processes.
- 8.i.8 The Council noted that the Education and Training Committee discussed the desirability of introducing charges for approval activity in November 2017 and agreed to receive further information at its meeting in June 2018. It was noted the Social Work England's (SWE) legislation allows for charging and that education provision is becoming more market driven with greater competition. The Council requested that the Education and Training Committee further examine this area and make a recommendation to Council.
- 8.i.9 The Council welcomed the MOU with HIW. It was noted that an MOU is not in place with Health Improvement Scotland, though approaches to establish this have been made. The Council requested that a summary paper of the HCPC's current MOUs and their benefits be presented at a future meeting. The Council agreed it would then consider any gaps where MOUs should be pursued.

8.i.10 The Council discussed the planned literature review on health and care professionals returning to practice, co-funded with the Scottish Government. It was noted the outcomes of this work would inform a future review of the HCPC's approach to returners to practise. The Council discussed the current focus on encouraging more returners to practise to help workforce shortages. The Council agreed that this area be added to the list of future areas for Council consideration.

8.i.11 The Council noted the report.

Item 8.ii.18/36 Social Work England

8.ii.1 The Acting Director of Policy and Standards provided the Council with an overview of recent developments in the establishment of SWE. The following points were noted:-

- Lord Patel of Bradford, a former social worker, will chair SWE. Recruitment for a Chief Executive is currently underway;
- the Chief Executive recently met with the Department of Health and Social Care (DoHSC) and the Department for Education (DfE) to discuss the issue of legacy FTP cases transferring to SWE. The issue of the HCPC's being unable to offer undertakings as a resolution to appropriate cases was raised as a potential detriment to registrants if these cases remain with the HCPC as SWE will have this ability;
- it has been agreed in principle that the DfE will reimburse via a grant the direct costs HCPC incurs on the project to transfer social worker regulation. A draft agreement has been received;
- the Audit Committee considered the most recent iteration of the social work risk register at its meeting in March 2018. The Committee agreed to add three new risks, the risk of non-payment of grant invoices, the risk of social workers refusing to renew with the HCPC and the risk of reputational damage if the project to establish the new regulator encounters difficulty; and
- a response to the DfE consultation on the statutory regulations for SWE has been drafted for submission. The response has been informed by comments from the Council via e-mail owing to the short turnaround time.

8.ii.2 The Council discussed the risks added to the social worker risk register by the Audit Committee. It was noted that a communications plan has been developed to help mitigate the risk of social workers non-renewal, the HCPC has also agreed to transfer to SWE any fee income received in advance so that social workers do not have to pay twice. Regarding the reimbursement of costs it was noted that no costs will be incurred by HCPC until an agreement is reached, it was anticipated that an agreement would be signed in April 2018.

- 8.ii.3 The Council noted the issue raised regarding the HCPC's legislation not providing for undertakings, like the legislation for SWE. The Council agreed that a Section 60 order enabling a change to the HCPC's legislation should be pursued with the DoHSC in discussions regarding the transfer. It was noted that the benefits of the HCPC having the ability to issue undertakings had been raised regularly in discussions with the Department of Health.

Item 8.iii.18/37 Corporate Plan

- 8.iii.1 The Council received a report from the Executive. The report contained a final draft of the Corporate Plan for 2018-2020.
- 8.iii.2 The Council noted that amendments agreed at its meeting in February 2018 have been incorporated into the final draft.
- 8.iii.3 The Council noted that the next planning cycle would begin in July 2018. It was agreed that key milestones would be incorporated into the next iteration of the Corporate Plan.
- 8.iii.3 The Council approved the Corporate Plan. The Council requested that the Chief Executive link the Corporate Plan, KPIs and performance data in his report in July 2018.

Item 8.iv.18/38 Key Performance Indicators

- 8.iv.1 The Council received a report from the Executive. The report set out proposed Key Performance Indicators (KPIs), based on the Council's previous consideration of KPIs in February 2018.
- 8.iv.2 The Council noted reporting against the KPIs will start from the July 2018 Council meeting. The Council previously agreed that it will consider a performance report four times a year at its meetings in March, July, September and December.
- 8.iv.3 The Council discussed the basis of the KPIs. It was agreed that more information was required on the positioning of KPI targets, whether these were comfortable or stretching targets based on past performance. It was agreed that this could be provided through the accompanying commentary and long term trend analysis in future performance reports.
- 8.iv.4 The Council agreed that KPI monitoring would require longer than one year's reflective review for trend analysis.
- 8.iv.5 The Council noted that the FTP KPIs are based on performance in 2014-15, when all PSA standards were met. It is anticipated when this threshold level is again met, more stretching KPIs will be considered. The Council agreed that this would require review as PSA standard threshold levels are not

static. It was noted that previous Councils have considered the Executive's estimation of the ideal FTP case timeline.

- 8.iv.6 In response to a question it was noted that the reporting period referred to in the report was the last reporting quarter in isolation.
- 8.iv.7 The Council noted that future corporate planning cycles would revisit the KPIs, and that KPIs would be amended as and when appropriate.
- 8.iv.8 The Council agreed the KPIs as set out in the report.

Item 9.18/39 Registrant numbers forecast

- 9.1 The Council received a report from the Executive.
- 9.2 The Council noted the historical accuracy of the registrant numbers forecast and agreed it was a sound basis for the 5 year plan and budget process.
- 9.3 The Council noted the report.

Item 10.i.18/40 Five Year Plan

- 10.i.1 The Council received a report from the Executive.
- 10.i.2 The Council noted the following points:-
 - the assumed transfer date to SWE is September 2019. The costs of the transfer project, and accompanying grant income, are not included in the plan;
 - the plan includes income from the lease of office space within 186 Kennington Park Road to a tenant from July 2018;
 - the plan assumes that a section 60 order will be contained enabling the HCPC to dispose of FTP cases via undertakings, with effect from September 2020, saving 10% on panel costs;
 - the plan does not include the costs of the proposed EMT restructure;
 - the plan does not assume any increase in fees. The Executive has proposed a project to review HCPC's cost base and fee rates, which would report to Council in July, and form the basis for a decision on whether to consult on a fee increase; and
 - the plan demonstrates that the HCPC will be solvent and a going concern through 2019-20 and beyond, because of the cash balances held.

- 10.i.3 The Council discussed the assumption that a section 60 would be obtained to enable FTP undertakings in 2020. It was noted that this assumption was not based on any indication from government.
- 10.i.4 The Council noted that the 5 year plan does not factor in improvement in FTP performance, instead assuming a steady state.
- 10.i.5 The Council noted that the expected one off costs and annual savings of the EMT restructure estimated in the report differed from those stated in other papers. It was noted that the one off cost and the annual saving is dependent on consultation and final plans being confirmed. The Council requested that explanations be provided when estimates change.
- 10.i.6 The Council requested greater examination of payroll costs post social work transfer in the next iteration of the plan.
- 10.i.7 The Council noted that the Executive will present a revised 5 year plan to the Council in July 2018.
- 10.i.8 The Council noted the plan.

Item 10.ii.18/41 2018/19 budget

- 10.ii.1 The Council received a paper from the Executive. The Council noted that the Executive has further reviewed the budget in light of the feedback from Council in February 2018.
- 10.ii.2 The Council noted the following points:-
- the proposed budget shows a deficit of £95k. The budget does not include payroll savings expected to result from the proposed EMT restructuring;
 - it is likely that the savings will be greater than £95k. Therefore it is expected that if the budget were to be revised following the conclusion of the restructuring, it would show a small surplus;
 - payroll for the Executive Assistant to the Chief Executive and Chair post shows under the Secretariat Department, as well as the Chief Executive's Office, as the role is split between the two budgets;
 - historically bank interest income has not been included in the budget. The interest that will be received provides a small contingency. An alternative rationale for not including interest income in the budget is that the organisation should aim to break even excluding interest income, so that the interest income can act to maintain the real value of reserves; and

- the increase in project manager headcount is for internal HCPC projects rather than the project to transfer social worker regulation.
- 10.ii.2 The Council discussed the expected reduction in Partner fee costs for final hearings. The Council noted that the current focus and increased investment in the initial stages of a case are not expected to result in increased final hearings within the financial year.
- 10.ii.3 The Council queried the payroll cost increase, noting that this should include the 1% increase to pension costs due to the increase in statutory employer contribution. The Executive confirmed that the budget did reflect the increase in employer contributions.
- 10.ii.4 The Council noted that without the cost savings from the EMT restructure, the budget would not provide for a surplus, and Council questioned where savings would be made if the restructuring were not occurring. The Executive noted that extra funds had been allocated for FTP performance improvement, and if those extra funds were excluded the budget would show a surplus without the savings from EMT restructure.
- 10.ii.5 The Director of Finance was asked if the HCPC's finances were sustainable. He advised the Council that the budget was acceptable for the year, but that the 5 year plan showed that the HCPC is not sustainable in the medium to long term. The Executive would review and reduce costs, but it was unlikely that cost reductions alone could replace the lost income from social workers, so a fee increase was likely to be necessary.
- 10.ii.6 The Council approved the budget, noting that revisions would be expected over the coming financial year as the implications of the social work transfer become clearer.

Item 10.iii.18/42 Insurance Disclosures

- 10.iii.1 The Council received a paper from the Executive.
- 10.iii.2 The Council noted the duty to make a fair presentation of risk. Council members were asked to consider whether they know of any information which may require disclosure to the insurers, and if so, to inform the Director of Finance.
- 10.iii.3 The Council noted the paper.

Item 11.i.18/43 Minutes of the Education and Training Committee meeting held on 1 March 2018

- 11.i.1 The Council considered the minutes of the Education and Training Committee held on 1 March 2018. An overview of business considered was provided by the Chair of the Education and Training Committee.

Item 11.ii.18/44 Threshold level of qualification for entry to the Register for Paramedics

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

11.ii.2 The Council noted the following points:-

- the current threshold for paramedics is equivalent to Certificate of Higher Education;
- there is evidence that practice has changed over time, with paramedics requiring an increased depth of skills and knowledge which are out of step with the descriptors of qualifications at the current threshold;
- the HCPC consulted on change to the paramedic SET 1 level between 25 September and 15 December 2017;
- the consultation received a high response rate with wide consensus amongst stakeholders that the existing threshold does not reflect the needs of contemporary practice and the existing SET 1 is out of step with the level of education and training of the majority of entrants to the profession;
- The Education and Training Committee considered the consultation response at its meeting of 1 March 2018 and agreed to recommend the Executive's proposed response.

11.ii.3 The Council noted that as a result of the consultation the Executive proposes the following-

- the threshold level for paramedics to change to degree level (level 6/9/10 on the qualification frameworks);
- from 1 December 2018, HCPC will not accept any new applications for approval of paramedic programmes that are delivered at below degree level; and
- from 1 September 2021, HCPC will withdraw approval from existing programmes delivered below the new threshold level. They will not be able to take on any new cohorts.

11.ii.4 The Council expressed concern at the proposal to allow new programmes to begin the approval journey up until December 2018. It was felt that this would send conflicting messages to stakeholders on the need for change to SET 1 for paramedics.

11.ii.5 The Council noted that as the HCPC did not consult on a change to degree level, instead proposing change but leaving the level open, some providers may not be aware of the intention to change to degree level and as such

may have programmes in development that have not yet engaged with the HCPC for approval.

- 11.ii.6 The Council considered that allowing new programmes to gain approval at a level considered not to be demonstrative of safe and effective practice for that profession to the profession posed a public protection risk and that this should be the Council's primary consideration.
- 11.ii.7 The Council noted that communications messages accompanying the publication of the consultation response have been clear that the recommendation of the Education and Training Committee is subject to Council approval and is not a final decision.
- 11.ii.8 The Council agreed the following:-
- SET 1 for paramedics to change to degree level (level 6/9/10);
 - from 22 March 2018 the HCPC will not accept any new applications for approval of paramedic programmes that are delivered at below degree level. This does not apply to programmes already within the approval process;
 - from 1 September 2021, the HCPC will withdraw approval from existing programmes delivered below the new threshold level; and
 - the text of the appended consultation responses document (subject to minor editing amendments).

Item 12.i.18/45 Fitness to Practise Case Progression Plan 2018/19

- 12.i.1 The Council received a report from the Executive.
- 12.i.2 The Council noted that, as part of previous budget discussions, it agreed that an additional budget of £250k should be allocated to FTP improvement activity. The Council asked to receive detailed proposals for the extra funding and the expected benefits of this investment.
- 12.i.3 The Council noted the following points: -
- a mixed approach of targeted interventions is proposed to improve performance against the PSA key length of time measures.
 - the Executive proposes a mix of in house and outsourced case management pilot approaches dependent on the case profile difficulty. These pilots will operate alongside other initiatives set out in the FTP Improvement Plan;
 - it is proposed that a focused outsourced legal provider management approach is trialled for complex and intractable cases;

- this approach aims to identify and address barriers to progression while assuring the quality of allegations, thereby reducing adjournments at ICP and enabling Case Manager resource to focus on keeping newer cases on track;
- working with one or more suppliers can road test new approaches, which will in turn inform the tender exercise and scope for external legal services. Outsourcing cases with clear deliverables means the supplier manages the risks associated, though the risks will remain HCPC owned;
- an increase in in-house resource is not preferred as Case Manager turnover is currently high and temporary resource is already in place. Increasing temporary Case Managers requires more training and induction and a greater management resource. It also increases overhead costs.

12.i.4 The Council agreed that its current priority is meeting the PSA standards. It was agreed that once this threshold is met, the HCPC should come to a view of the optimum case timeframe to then work towards and resource accordingly. The Council agreed to receive a paper in July 2018 on the Executive's previous work on an optimum case progression profile to begin this discussion.

12.i.5 The Council welcomed the trial of innovative solutions within FTP. The Council requested that the Executive return to the Council as early as possible should the benefits expected not materialise.

12.i.6 The Council noted the report supporting the Executive's proposed approach.

Item 12.ii.18/46 Format of the Fitness to Practise annual report

12.ii.1 The Council received a report from the Executive.

12.ii.2 The Council noted that the Health and Social Work Professions Order 2001 requires the HCPC to annually publish a fitness to practise report. As in previous years, a separate, shorter document, Fitness to Practise – key information 2018, will be published alongside the report.

12.ii.3 The Council noted the following points:-

- when last considered by the Council, the Executive were asked to review the content of future reports, in order to include more information on the nature of concerns raised;
- a review has been undertaken and a proposed structure for future Fitness to Practise Annual Reports is proposed;

- the review was undertaken with input from the Communications Department and research into the reports of other healthcare regulators. The revisions aim to make the report more visually engaging; and
 - case studies will be linked to the HCPC standards and will be presented thematically, highlighting the potential learning for registrants.
- 12.ii.4 The Council noted that the issue of categorisation of concerns raised by the Surrey research would be discussed under that item on the agenda.
- 12.ii.3 The Council agreed the proposed structure of the annual report.

Item 13.18/47 Surrey Research Action Plan

- 13.1 The Council received a report from the Executive.
- 13.2 The Council noted the following points:-
- the University of Surrey's final research report 'People like us? Understanding complaints about paramedics and social workers' was discussed by the Council at its meeting in September 2017;
 - the research has been positively received since its publication, particularly by the paramedic profession and by stakeholders who have attended HCPC events;
 - a high-level cross-organisation action plan based on the findings and recommendations of the research has been produced;
 - the Corporate Plan includes a number of key deliverables directly related to the research; and
 - one deliverable is to develop a classification system for capturing the characteristics of fitness to practise cases.
- 13.3 The Council agreed that a FTP case characteristic classification system which enables thematic reporting would be of educational benefit to stakeholders, and that this reporting would add value to the FTP annual report.
- 13.4 The Council noted the classification reporting limitations of the current case management system. It was noted that the Policy Team are working with FTP to develop a new case classification system for introduction, that will improve the level of detail when reporting.
- 13.5 The Council noted that retrospectively classifying cases would be resource intensive and may not be an effective use of resource when resource focus is on the FTP improvement plan. The Council noted that the Executive would

explore applying a classification system to the past year's final hearing cases, as this volume would be manageable.

- 13.6 The Council agreed that the HCPC should ensure that learning from the report relevant to the social work profession is shared with Social Work England when established.
- 13.7 The Council agreed that the plan should include the HCPC using its role to facilitate joint working solutions to the issues raised in the report with stakeholders. The Executive agreed to incorporate this into the action plan.
- 13.8 The Council discussed ownership of the action plan. The Executive agreed to allocate an Executive lead for each action
- 13.9 The Council agreed the action plan. The Council agreed to receive an update on action plan progress in September 2018. It was noted that a paper outlining the Executive's intended approach in developing a classification system for capturing the characteristics of fitness to practise cases would be noted by the Council in July 2018.

Item 14.18/48 Minutes of the meeting of the Tribunal Advisory Committee held on 19 February 2018

- 14.1 The Council noted the minutes of the Tribunal Advisory Committee held on 19 February 2018. An overview of business considered was provided by the Secretary to Committee.
- 14.2 The Council discussed reporting lines to Council from the Committee. It was noted that the Chair of the Committee would attend Council in July 2018 to present the Committee's first annual report.

Item 15.18/49 Minutes of the meeting of the Audit Committee held on 6 March 2018

- 15.1 The Council considered the minutes of the Audit Committee held on 6 March 2018. A member of the Audit Committee provided an overview of the business considered.
- 15.2 The Council noted that the Audit Committee had requested that the Council provide a steer as to the value of an internal audit review of organisational culture. The Council agreed that this was not a priority for the coming financial year given other demands on HR resource. It was agreed that this should remain on the Committee's list for possible future review areas and that the Committee could explore what a review should explore.
- 15.3 The Council noted that the Audit Committee had requested that the Council consider its assurance needs for Cyber Security, following the recent internal audit review in this area. It was noted that the review was largely positive

about the assurance that could be taken from the HCPC's arrangements. The Council agreed that exception reporting through the performance report would be proportionate to risk.

- 15.4 It was noted that the need for a designated SIRO would be discussed with the Chief Executive at the next Committee meeting.

Item 16.18/50 Minutes of the Remuneration Committee held on 13 March 2018

- 16.1 The Council noted the minutes of the Remuneration Committee held on 13 March 2018.

Item 17.18/51 Any other business

- 17.1 There was no further business.

Item 18.18/52 Future agenda items

- 19.1 The Council noted that the following items would be considered at its May 2018 meeting:-

- Annual review of feedback and complaints
- Annual Information Governance report
- Consultation on Indicative Sanctions Policy
- Health Allegations policy statement
- Equality, Diversity and Inclusion Policy
- Conflict of Interest and Selection and Appointment Policy
- Draft Annual Report and Accounts 2017-18 (first review)

Item 19.18/53 Meeting evaluation

- 19.1 The Council agreed that the duration of meetings and distribution of business on the agenda required thought going forward, as a move to one day meetings had previously been agreed.
- 19.2 The Council thanked the Executive for their valuable participation in the Chief Executive's absence.

Item 20.18/54 Date and time of next meeting:

Thursday 24 May 2018 at 1pm at Park House, 184 Kennington Park Road, London SE11 4BU.

Item 21.18/55 Resolution

Resolution

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; 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	Reason for Exclusion
22	b, d
23(i)	c
23(ii)	c
23(iii)	c
24	c
25(i)	b, d
25(ii)	b
26	b, d

Summary of matters discussed in private session;

- The Council approved the minutes of the private part of the Council meeting held on 7 February 2018.
- The Council noted the minutes of the private part of the Remuneration Committee held on 13 March 2018.
- The Council noted a list of expected procurement activity in the 2018-19 financial year as part of the budget approval process.
- The Council delegated authority to sign a grant agreement with the Department for Education to the Chief Executive.

- The Council delegated authority to the Chief Executive to sign a lease agreement, and in due course to execute each of the lease, the licence and the consent as deeds, affixing the seal with the Chair's signature.
- The Council received a report on the 186 Kennington Park Road development project
- The Council discussed the future leadership of the HCPC

Chair: Elaine Buckley

Date: 24/05/2018