

THE HEALTH PROFESSIONS COUNCIL

Chief Executive and Registrar: Mr Marc Seale

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MINUTES of the sixth meeting of the Health Professions Council held at **12.30 pm on Wednesday 9 October 2002** at the Low Wood Hotel, Low Wood, Windermere, Cumbria, LA23 1LP

PRESENT: Mr M Barham
Dr G Beastall
Professor Norma Brook (President)
Mrs S Chaudhry
Mr R Clegg
Miss M Crawford
Ms C Farrell
Miss A Foster
Mr P Frowen
Professor J Harper
Dr R Jones
Mr C Lea
Professor C Lloyd
Professor Sir John Lilleyman
Professor J Lucas
Miss M MacKellar
Miss J Manning
Mrs C McGartland
Mr I Massey
Mrs J Pearce
Mr K Ross
Miss P Sabine
Mrs B Stuart
Mr G Sutehall
Miss E Thornton
Dr A Van Der Gaag
Professor D Waller
Mr N Willis

IN ATTENDANCE:

Mr P Baker, Finance Director
Mrs A Barnes, Director of Legal Services
Mr T Berrie, Director
Mr J Bracken, Bircham Dyson Bell
Dr P Burley, Director of Education and Policy
Ms N O'Sullivan, Secretary to Council
Miss G Malcolm, Director of Operations
Mr C Middleton, Director of Communications

Miss L Pilgrim, Director
Mr M Seale, Chief Executive and Registrar

Item 1.02/132 INTRODUCTION AND WELCOME

Professor Brook welcomed Mr Massey to his first meeting of the Health Professions Council.

Item 2.02/133 APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Council members: Mr M Collins (alternate for Ms J Manning), Miss H Davis (alternate for Mrs McGartland) Professor A Hazell, Professor R Klem (alternate for Dr Yule) Dr J Old, Mr W Munro, Miss G Pearson (alternate for Miss MacKellar), Mrs J Stark, Dr A Yule.

Item 3.02/134 APPROVAL OF AGENDA

The Council agreed the agenda.

Item 4.02/135 MINUTES

It was agreed that the minutes of the fifth meeting of the Health Professions Council be confirmed as a true record and signed by the President.

Item 5.02/136 MATTERS ARISING

There were no matters arising.

Item 6. 02/137PRESIDENT'S REPORT

There was no President's report.

Item 7.02/138 CHIEF EXECUTIVE'S REPORT

The Council noted that the Chief Executive's operational report for the period 1st September to 26th September would be included in the Chief Executive's Operational Report that would be presented at the November Council meeting.

Item 8.02/139COUNCIL FOR THE REGULATION OF HEALTHCARE PROFESSIONALS – HPC REPRESENTATION

- 8.1 The Council received a paper from the Executive.
- 8.2 The Council noted an invitation to nominate a Council member (and this could include Alternates) to be a member of the Council for the Regulation of Healthcare Professionals (CRHP).

- 8.3 The Council agreed to nominate Professor Brook to this role.
- 8.4 Professor Brook thanked Council for the nomination and agreed to keep Council informed regarding CRHP.

Action: NO'S/NB

Item 9.02/140 OBSERVER STATUS ON COUNCIL

- 9.1 The Council noted that a request had been received from Mrs N McArdle of the Department of Health and Social Services and Public Safety (DHSS&PS) in Northern Ireland that she and other Government Officials should attend Council meetings as observers.
- 9.2 The Council noted that the Health Professions Order 2001 made no reference to 'observers' or 'observer status'. The Order did not give the Council the power to create categories of person who might attend Council meetings with any special status.
- 9.3 The Council noted that Council members had the right to attend and speak at meetings and that all others, including the Council's own staff, could only do so with the Council's consent.
- 9.4 The Council was committed to conducting all of its proceedings in an open and transparent manner and, with certain limited exceptions all Council meetings were held in public and the agenda was published on the website.
- 9.5 The Council was concerned that, as an independent regulator, purporting to grant special status to some but not others would call its independence into question and might expose the Council to legal challenge.
- 9.6 The Council agreed that the Chief Executive should write to the relevant government departments outlining the points above.

Action:MS

Item 10.02/141CONSULTATION PAPERS RECEIVED SINCE THE LAST MEETING

The Council received a report on consultation papers received at the HPC since the last meeting.

Item 11.02142MINUTES OF THE COMMUNICATIONS COMMITTEE HELD ON 6 AUGUST 2002

The Council received the minutes of the Communications Committee held on 6 August 2002.

**Item 12.02/143 MINUTES OF THE CONSULTATION STEERING GROUP
HELD ON 11 SEPTEMBER 2002.**

The Council received the minutes of the Consultation Steering Group held on 11 September 2002.

**Item 13.02/144 MINUTES OF THE FINANCE AND RESOURCES
COMMITTEE HELD ON 24 SEPTEMBER 2002**

- 13.1 The Council received the minutes of the Finance and Resources Committee held on 24 September 2002.
- 13.2 The Council noted that a financial training day was being organised by HPC's Auditors, BDO Stoy Hayward, in early November. The course which was primarily for members of the Finance and Resources Committee was also available to members of Council and Senior Executive Staff.
- 13.3 Council members who were interested in undertaking such training were asked to inform the Finance Department.

**Item 14.02/145 DATES OF COUNCIL MEETINGS FROM APRIL 2003 TO
MARCH 2004**

- 14.1 The Council received the proposed meeting dates for the coming year.
- 14.2 The Council agreed that Council meetings should taken place on the following dates:
 - Wednesday 2 April 2003
 - Wednesday 4 June 2003
 - Wednesday 17 September 2003
 - Wednesday 8 October 2003 and Thursday 9 October 2003
- 'away day'
 - Thursday 11 December 2003
 - Tuesday 2 March 2004
- 14.3 The Council agreed that committees should not hold meetings on the morning of Council except in exceptional circumstances and that Council meetings should start at 11am unless otherwise stated.

- 14.4 The Council agreed that Committee Chairmen should work with Committee Secretaries to set meeting dates for their committees for the coming year. A calendar would be presented to the November meeting of Council for approval.

Action: All committee secretaries

Item 15.02/146 COUNCIL 'AWAY DAY' AGENDA

The Council received the agenda for the 9 and 10 October 2002 Council 'away day' for information.

Item 16.02/147 ANY OTHER BUSINESS

There was no other business.

Item 17.02/148 DATE AND TIME OF NEXT MEETING

- 17.1 The next meeting of the Council would be held at 11am on Wednesday 13 November.
- 17.2 Further meetings would be held on the following dates:

Wednesday 11 December 2002(10.30 am)

Tuesday 21 January 2003 (11am)

Friday 7 March (11am)

Wednesday 2 April 2003 (11am)

Wednesday 4 June 2003 (11am)

Wednesday 17 September 2003 (11am)

Wednesday 8 October 2003 and Thursday 9 October 2003 - 'away day' – (start time tba)

Thursday 11 December 2003 (start time tba)

Tuesday 2 March 2004 (11am)