

## THE HEALTH PROFESSIONS COUNCIL

Chief Executive and Registrar: Mr Marc Seale

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MINUTES of the forty-first meeting of the Health Professions Council held at **10.30 a.m. on Tuesday 11 September 2007** at Park House, 184 Kennington Park Road, London, SE11 4BU.

**Present:** Dr A van der Gaag (President)  
Mr P Acres  
Mr R Clegg  
Ms H Davis  
Mr J Donaghy  
Mr P Douglas  
Mrs S Drayton  
Ms C Farrell  
Mrs D Haggerty  
Professor J Harper  
Professor T Hazell  
Professor J Lucas  
Miss M MacKellar  
Mr A Mount  
Mrs J Pearce  
Mr K Ross  
Miss P Sabine  
Professor G Smith  
Professor A Turner  
Mr N Willis

### **In attendance:**

Mr R Dunn, Director of Information  
Mr M Guthrie, Policy Manager  
Miss L Foster, Human Resources Director  
Mr S Hall, Facilities Manager  
Mr R Houghton, Registration's Manager  
Miss K Johnson, Director of Fitness to Practise  
Mrs J Ladds, Director of Communications  
Mr S Leicester, Director of Finance  
Mr S Mars, Policy Officer  
Miss N O'Sullivan, Secretary to Council  
Miss A Roberts, Team Administrator - Secretariat  
Mr G Ross-Sampson, Director of Operations  
Mr M Seale, Chief Executive and Registrar

Ms L Teidi, Project Co-ordinator  
Ms R Tripp, Director of Policy and Standards  
Ms C Urwin, Policy Officer

#### **Item 1.07 President's welcome and introduction**

- 1.1 The President welcomed all members and non-members to the meeting this included Ms C Urwin who had recently been promoted to the role of Policy Officer, Miss L Teidi who had recently joined the HPC as Policy Co-ordinator and Mr S Hall, HPC's Facilities Manager who was attending his first meeting of Council.

#### **Item 2.07 Apologies for absence**

- 2.1 Apologies for absence were received from the following Council members; Mrs M Clark-Glass, Mr W Munro, Miss E Ellis, Professor S Griffiths, Professor D Waller, Mrs H Patey, Mrs B Stuart, Professor Karen Bryan (alternate Mrs J Pearce attended).

#### **Item 3.07 Approval of agenda**

- 3.1 The Council approved the agenda.

#### **Item 4.07/126 Minutes of the 5 July 2007 Council meeting**

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

#### **Item 5.07/127 Matters arising**

- 5.1 The Council received a paper from the Executive setting out the matters arising from the previous meeting.

#### **Item 6.07/128 Minutes of the 9 July Council meeting**

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

#### **Item 7.07/129 Matters arising**

- 7.1 The Council received a paper from the Executive setting out the matters arising from the previous meeting.
- 7.2 The Council noted that the first meeting of the Fitness to Practise PLG would be held on 13 November 2007.

7.3 Item 11.3 Directive 2005/36EC – Professional Qualifications Directive

- 7.3.1 The Council agreed that a training/strategy day should be held in February 2008. The training session would cover European law and matters relating to HPC.

**Action: NO'S – October 2007**

**Item 8.07/130 President's Report**

- 8.1 The Council received a paper from the President.
- 8.2 The President noted that she had attended a conference organised by the General Medical Council regarding revalidation. An important message for the HPC was that where possible, existing systems should be utilised in the revalidation for professionals. The importance of enhancing links between local and national systems and different agencies for the handling of complaints were also key messages from the conference.

**Item 9.07/131 Chief Executive's Report**

- 9.1 The Council received a paper from the Chief Executive.
- 9.2 The Chief Executive noted that the current timetable for the publication of the Section 60 Order for the regulation of the Applied Psychologists was October 2007. The changes to the HPC governance structures was likely to be included in the Order.
- 9.3 The Chief Executive noted that the Stannary Street building project was progressing according to the timetable.
- 9.4 The Chief Executive noted that the number of registrants who were failing to renew their registration on time was dropping significantly.
- 9.5 The Chief Executive noted that currently the income from registration fees was 1% down on what had been predicted and that therefore the Executive was currently considering options, including postponing projects in order to cut back on expenditure. The situation was being monitored closely.

## **Strategy and Policy**

### **Item 10.07/132 Draft HPC equality and diversity scheme**

- 10.1 The Council received a paper from the Executive for discussion/approval.
- 10.2 The Council noted that the equality and diversity scheme was currently in draft form. The Executive had received feedback from an equality advisor and was continuing to work on incorporating these comments.
- 10.3 The Council noted that the scheme would be finalised and would be included on the agenda of the December 2007 Council meeting for approval.

### **Item 11.07/133 Response to consultation on implementing the safeguarding vulnerable groups act**

- 11.1 The Council received a paper from the Executive for discussion/approval.
- 11.2 The Council noted the purpose of the paper was intended to provide the Council with an update on the implementation of the Safeguarding Vulnerable Groups Act and to ask Council to approve the Health Professions Council's (HPC) response to the consultation on implementing the Act. The consultation concerned the barring policy and processes, including the list of automatic barring offences under the new vetting and barring scheme to be introduced by the Safeguarding Vulnerable Groups Act 2006.
- 11.3 The Council approved the response to the consultation.
- 11.4 The Council agreed that the Executive should provide it with further updates as necessary.

### **Item 12.07/134 Corporate social responsibility**

- 12.1 The Council received a paper from the Executive for discussion/approval.

- 12.2 The Council noted that under the direction of the Executive Management Team, the Middle Management Group had researched the area of corporate and social responsibility. The document under consideration was the first draft of the Council's Corporate and Social Responsibility (CSR) statement of intent.
- 12.3 The Council noted that this was a draft statement of intent, no decisions had been made regarding the prioritisation of the proposed actions. The financial implications of the proposals would be considered as part of future years budget planning.
- 12.4 The Council also noted that one of the aims of the statement of intent was the consideration should be given to corporate social responsibility in the planning, budgeting and tendering process and that therefore it was unlikely that specific costs would be allocated to implementing the actions proposed in the statement.
- 12.5 The Council noted that reports on the implementation of the statement of intent would be included on agendas for future Council meetings.
- 12.6 The Council approved the statement of intent and looked forward to further developments in CSR within the organisation.

## **Corporate governance**

### **Item 13.07/135 Practice Committee Forum – constitution**

- 13.1 The Council received a paper from the Executive for discussion/approval.
- 13.2 The Council agreed the constitution of the Practice Committee Forum.

### **Item 14.07/136 Minutes of the Board of Directors**

- 14.1 The Council received the minutes of a meeting of the Board of Directors of 22/26 Stannary Street held on 5 July 2007.
- 14.2 The Council agreed that at least one additional Council member should become a director of 22/26 Stannary Street.

#### **Action: NO'S – October 2007**

### **Item 15.07/137 HPC – Health and safety policy for employees**

- 15.1 The Council received a paper from the Executive for discussion/approval.

- 15.2 The Council approved the introduction of the safety policy for employees including the introduction of an employee safety group.

**Action: LF/SH – ongoing**

**Item 16.07/138 Minutes of the Finance and Resources Committee meeting held on 21 June 2007**

- 16.1 The Council received the minutes of the Finance and Resources Committee meeting held on 21 June 2007.

**Item 17.07/139 Minutes of the Finance and Resources Committee meeting held on 26 July 2007**

- 17.1 The Council received the minutes of the Finance and Resources Committee meeting held on 26 July 2007.

**Item 18.07/140 Minutes of the Remuneration Committee meeting held on 21 June 2007**

- 18.1 The Council received the minutes of the Remuneration Committee meeting held on 21 June 2007.

**Item 19.07/141 Council Membership**

- 19.1 The Council received a paper from the Executive for discussion/approval.
- 19.2 The Council agreed to the proposal outlined in the paper that Mr Woolcock should replace Mr Donaghy on the Communications Committee.

**Items to note**

**Item 20.07/142 Reports from council representatives at external meetings**

- 20.1 The Council received a paper to note from the Executive.
- 20.2 The Council noted a verbal report from Mrs Pearce, the HPC representative on the Information Standards Board. Her work on behalf of HPC was gratefully acknowledged.

**Item 21.07/143 Notes of a meeting of the Chairs' Liaison Group held on 5 July 2007**

21.1 The Council noted the notes of the Chairs' Liaison Group meeting held on 5 July 2007.

**Item 22.07/144 Any other business**

22.1 There was no other business

**Item 23.07/145 Date and time of next meeting**

The next meeting of the Council will be held at noon on Wednesday 3 October 2007

Subsequent meetings will be held at 10.30am on

Thursday 13 December 2007

Thursday 27 March 2008

Thursday 29 May 2008

Thursday 3 July 2008

**President:**

**Date:**