
Council

Minutes of the 92nd meeting of the Council held as follows:-

Date: Wednesday 24 September 2014

Time: 14.00pm

Venue: The Council Chamber, Health and Care Professions Council, Park House,
184 Kennington Park Road, London SE11 4BU

Present: Anna van der Gaag (Chair)
Elaine Brookes
Mary Clark-Glass
John Donaghy
Sheila Drayton
Sonya Lam
Keith Ross
Robert Templeton
Joy Tweed
Nicola Wood
Richard Kennett

In attendance:

Claire Amor, Secretary to Council
John Barwick, Head of Investigations
Brendon Edmonds, Head of Educational Development
Guy Gaskins, Director of Information Technology
Andy Gillies, Director of Finance
Michael Guthrie, Director of Policy and Standards
Teresa Haskins, Director of Human Resources
Kelly Holder, Director of Fitness to Practise
Jacqueline Ladds, Director of Communications
Louise Lake, Director of Council and Committee Services
Greg Ross-Sampson, Director of Operations
Marc Seale, Chief Executive and Registrar
Lisa Sinclair, Internal Communications Manager

Public Agenda – Part 1

Item 1.14/156 Chair's welcome and introduction

- 1.1 The Chair welcomed members to the first day of the 92nd meeting of the Council
- 1.2 The Chair welcomed Louise Lake, Director of Council and Committee Services, who had recently returned from a period of maternity leave. It was noted that Louise would resume her role as Secretary to Council in October
- 1.3 The Council thanked Claire Amor for her work as Secretary to Council over the past year.

Item 2.14/157 Apologies for absence

- 2.1 Apologies for absence were received from Graham Towl.

Item 3.14/158 Approval of agenda

- 3.1 The Council approved the agenda.

Item 4.14/159 Declaration of Members' Interests

- 4.1 Keith Ross declared an interest since his wife is a Council member of the PSA.

Item 5.14/160 Minutes of the Council meeting of 1 and 2 September 2014 (report ref:- HCPC116/14)

- 5.1 The Council considered the minutes of the 91st meeting of the Health and Care Professions Council.
- 5.2 The Council agreed the minutes, subject to the inclusion of Sheila Drayton's attendance on day one of the meeting.

Item 6.14/161 Matters arising (report ref:- HCP117/14)

- 6.1 The Council noted the action list as agreed at the last meeting.

Item 7.14/162 Chair's report (report ref:- HCP118/14)

- 7.1 The Council received a report from the Chair.
- 7.2 During discussion, the following points were made:-
 - the Chair and Chief Executive met with Suzanne Rastrick, the new Chief Allied Health Professions Officer at the Department of Health;

- the Chair and Chief Executive met with Isabelle Trowler Chief Social Worker for Children and Families in July. The Chair has previously met with Lyn Romeo Chief Social Worker for Adults. Constructive meetings continue to be held with the Department of Health and the Department of Education on social worker education; and
- the IAMRA 2014 conference in London saw a new emphasis on involving patients and the public in regulation and more interest in models of multi professional regulation than previously.

7.3 The Council noted the report.

Item 8.14/163 Chief Executive's report (report ref:- HCP119/14)

8.1 The Council received a report from the Executive.

8.2 During discussion, the following points were made:-

- social workers are entering their first renewal period, renewal rates so far have been encouraging.
- political party conferences are taking place, with HCPC representatives attending each conference. It was noted that the HCPC remains engaged with all parties,
- a Memorandum of Understanding has been signed with the Care Quality Commission.

8.3 The Council noted the report.

Item 9.14/164 Policy and Standards Report (report ref:- HCPC120/14)

9.1 The Council received a paper for discussion from the Executive. The Council noted that the report set out the main activities of the Policy and Standards team.

9.2 During discussion, the following points were made:-

- the Department of Health consultation on the regulation of public health specialists was published on 5 September 2014. A draft response to the consultation will be prepared for the Council's meeting on 16 October 2014;
- a proposed change to the Order would remove the requirement for chairs of registration appeals panels to be members of the Council. Partners would instead perform this role;

- meeting of the standards of conduct and performance Professional Liaison Group continue, with the first redraft of the standards being considered on 19 September. It is expected that the draft consultation document will be presented to Council in March 2015;
- the Director of Policy and Standards attended a commissioning meeting at the Department of Health relating to the CPD audit research. A decision was reached, and it is expected that the research will take place from January 2015 for one year. It was noted that the Director of Policy and Standards will be on the project advisory board; and
- Durham University is continuing with stage two of their study looking at measuring professionalism. The project is now looking at how the tool developed for measuring professionalism in paramedics could be used across the professions. An interim report will be presented to Council in December 2014 with the final report being considered in May 2015.

9.3 The Council noted the report.

Item 10.14/165 Secretariat Report (report ref:- HCP121/14)

- 10.1 The Council received a paper for discussion from the Executive. The Council noted that the report set out the main activities of the Secretariat Department since the last meeting of Council.
- 10.2 The Council noted that the process to recruit three lay members and one registrant member of the Council commenced on 4 August 2015. 104 applications were received, with a large proportion being from Northern Ireland and Wales. Interviews will take place between 21 and 23 October 2014.
- 10.3 The Council thanked the Director of Policy and Standards for leading the Secretariat Department over the last year.
- 10.4 The Council noted the report.

Item 11.14/166 Operations Report (report ref:- HCPC122/14)

- 11.1 The Council received a paper for discussion from the Executive. The Council noted that the report set out the main activities of the Operations Department since the last meeting of Council.
- 11.2 During discussion, the following points were made:-

- social workers have entered their first registration renewal period, initial figures are positive with 33% renewing so far. The Registrations Department has worked closely with the Communications Department to promote renewals;
- during the reporting period the Registrations Department processed 517 international applications which is 203 more when compared to the same period last year and represents a 65% increase;
- figures on supplementary and independent prescribing will be separated in the next Operations report; and
- the Education System Build project will now be delivered in two stages to enable the Education Department to use the new system sooner.

11.3 The Council discussed the 186 Kennington Park Road project. It was noted that planning submissions are currently with Lambeth Council and that the approval process can take six weeks. It is currently planned that the full options appraisal will be presented to Council before the end of the financial year 2014/2015.

11.4 The Council noted the report.

Item 12.14/167 Fitness to Practise Report (report ref:- HCPC123/14)

12.1 The Council received a paper for discussion from the Executive. The Council noted that the report set out the main activities of the Fitness to Practise Department since the last meeting of Council.

12.2 During discussion, the following points were made:-

- one section 29 case was considered by the High Court in July and the PSA were successful in their appeal;
- work is ongoing with Picker Europe and Professor Zubin Austin on a research project and literature review on the causes of disengagement;
- a Memorandum of Understanding has been signed with the Disclosure and Barring Service and the Care Quality Commission;
- the Public Law and other Portfolio Services Legal Services tender exercise has begun and the PQQ is currently being developed. It is anticipated that the award will be made in the first quarter of 2015;

- a comprehensive overview of fitness to practise process timelines will be considered by Council at the meeting on 25 September;
 - a piece of work relating to case progression has taken place. This involved a review of all cases older than 12 months. An extraordinary case conference meeting was then held and key milestones agreed; and
 - due to some issues with obtaining the information required to meet the standards of acceptance, the Department will be writing to all Directors of Social Services to explain the HCPC's role and powers in this area.
- 12.3 The Council discussed the case per case manager rate. It was noted that work on a new case weighting system for more even distribution of cases is on-going. A dedicated fitness to practise trainer role has now been recruited which will ease the extensive training period case managers are required to undertake before they can be allocated a full caseload.
- 12.4 The Council noted the report.

Item 13.14/168 Education Report (report ref:- HCPC124/14)

- 13.1 The Council received a paper for discussion from the Executive. The Council noted that the report set out the main activities of the Education Department since the last meeting of Council.
- 13.2 The Council noted that the Education Department has now concluded its busiest academic year to date. This was due to planned social work visits, which are due to run until June 2015. It was noted that following this period a review will be undertaken to identify any learning points.
- 13.3 The Council noted that 17 lay visitors were recruited and trained in June and July 2014. All visits in the 2014-15 academic year now have a lay visitor assigned to them, with the first visit having recently taken place. The Council congratulated the Education Department on this work.
- 13.4 The Council noted the report.

Item 14.14/169 Information Technology Report (report ref:- HCPC125/14)

- 14.1 The Council received a paper for discussion from the Executive. The Council noted that the report set out the main activities of the Information Technology Department since the last meeting of Council.

14.2 During discussion, the following points were made:-

- a secure print review is underway. The purpose of this project is to change the way the HCPC prints securely by the introduction of swipe card printing. Costing options will be obtained over the coming month;
- the Fitness to Practise Case Management system encountered a service outage in July due to a failed backup process. Changes have been made to avoid future conflicts;
- there was a telephony system outage in August due to a partial failure of the telephone routing at the HCPC's external secure telephone payment provider; and
- the Domino to Exchange migration project initiated in September.

14.3 The Council discussed the HCPC's 0845 telephone number. It was noted that the HCPC received none of the costs associated with these calls and that government advice is to move to non-geographic numbers such as 0330. This change will form a project for prioritisation in 2015.

14.4 The Council noted the report.

Item 15.14/170 Communications Report (report ref:- HCPC126/14)

15.1 The Council received a paper for discussion from the Executive. The Council noted that the report set out the main activities of the Communications Department since the last meeting of Council.

15.2 During discussion, the following points were made:-

- eight new videos have been uploaded to the HCPC's YouTube channel, including CPD and renewal guidance, council recruitment promotion, and footage from a recent webinar. View rates have been high;
- the Communications team is working to support the Registration Department during the social work renewal period. The social worker member of Council has also been involved in these activities; and
- communications preferences will be explored during the next stakeholder polling exercise. A social media review is also being commissioned.

15.3 The Council noted the report.

Item 16.14/171 Finance Report (report ref:- HCPC127/14)

16.1 The Council received a paper for discussion from the Executive. The Council noted that the report set out the main activities of the Finance Department since the last meeting of Council.

16.2 During discussion, the following points were made:-

- the Procurement Manager resigned to take up a new role at the end of August. The post will be filled with a contractor for a period of approximately 6 months while the longer term needs of the procurement function are reviewed;
- the National Audit Office audit plan for 2014-15 will be presented to the October meeting of the Audit Committee; and
- income is now 1% behind budget overall. There is a favourable variance of £329k on payroll costs caused by vacant posts.

16.3 The Council noted the report.

Item 17.14/172 Human Resources Report (report ref:- HCPC128/14)

17.1 The Council received a paper for discussion from the Executive. The Council noted that the report set out the main activities of the Human Resources and Partners Departments since the last meeting of Council.

17.2 During discussion, the following points were made:-

- following completion of a 12-month long OJEU process, a supplier has been selected to provide a new HR and Partners system;
- the HR team is in the process of developing a new behavioural competency framework. The new framework will underpin key HR processes. Employee focus groups are currently being held and an employee consultation will take place; and
- an exercise was carried out in August to ensure that all Partners attended the required refresher training.

17.3 The Council noted the report.

The Council noted the following item:-

Item 18.14/173 Human Resources Policy Changes (report ref: HCPC129/14)

Item 19.14/174 Any other business

19.1 There were no further items for consideration.

Anna Vander Gaag
Chair:
Date: ...03.12.2014.....

Confirmed