

## Education and Training Committee

The 108th meeting of the Education and Training Committee will take place as follows:

**Date:** Wednesday 6 September 2023

**Time:** 10 am

**Venue:** By videoconference

**Members:** Helen Gough (Chair)  
Oli Davies (Council Apprentice)  
Maureen Drake  
Penny Joyce  
Kathryn Thirlaway  
Steven Vaughan

**Enquiries:** Zoe Allan – Secretary to Committee  
[Zoe.Allan@hcpc-uk.org](mailto:Zoe.Allan@hcpc-uk.org)

## Public agenda

1. **Chair's welcome and introduction**
2. **Approval of agenda** verbal
3. **Declaration of members' interests**
4. **Minutes of the Education and Training Committee meeting of 7 June 2023** enclosure 1  
For approval ETC 09/23  
Zoe Allan – Secretary to the Committee 5 mins  
10-10.05
5. **Matters Arising** enclosure 2  
For noting ETC/10/23  
Zoe Allan – Secretary to the Committee

## Standing items

6. **Registration performance** 20 mins enclosure 3  
For discussion 10.05- ETC 11/23  
Richard Houghton – Head of Registration 10.25
7. **Education performance** 20 mins enclosure 4  
For discussion 10.25- ETC 12/23  
Jamie Hunt – Acting Head of Education 10.45

## Items for discussion, decision or approval

8. **ETC operational decision making development - proposal for change** 15 mins enclosure 5  
For decision 10.45-11 ETC 13/23  
Jamie Hunt – Acting Head of Education
9. **Standards of Conduct, Performance & Ethics Review** 15 mins enclosure 6  
For recommendation to Council for approval 11-11:15 ETC 14/23  
Rosemary Flowers-Wanjie – Policy Manager

## To note

10. **Use of data in education QA assessment activity** 5 mins enclosure 7  
Jamie Hunt, Acting Head of Education 11:15- ETC 15/23  
11:20
11. **Any other business** verbal  
Previously notified and agreed by the Chair

12. **Date and time of next meeting**

- 6 March 2024

13. **Resolution**

The Committee is invited to adopt the following:

‘The Committee 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;
- (g) 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
15	h
16	h
17	h

14. **Private minutes of the Education and Training Committee of 7 June 2023**

For approval  
Zoe Allan – Secretary to the Committee

5 mins  
11:35-  
11:40

enclosure 8  
ETC 16/23

15. **Private matters arising**

To note  
Zoe Allan – Secretary to the Committee

enclosure 9  
ETC 17/23

16. **International application validation checks**

For decision  
Brendon Edmonds, Head of Education

15 mins  
11:40-  
11:55

enclosure 10  
ETC 18/23

17. **Private Any other business**  
Previously notified and agreed by the Chair

5 mins

verbal