

THE HEALTH PROFESSIONS COUNCIL

Chief Executive and Registrar: Mr Marc Seale

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MINUTES of the thirteenth meeting of the Approvals Committee held on **Thursday 2 November 2006** at Park House, 184 Kennington Park Road, London, SE11 4BU.

PRESENT: Professor J Harper (Chairman)
 Ms H Davis
 Mrs S Griffiths
 Mr A Mount
 Ms G Pearson
 Ms A Turner
 Professor D Waller
 Mr M Woolcock

IN ATTENDANCE:

Mr C Bendall, Secretary to the Committee
 Ms A Creighton, Education Manager
 Mr C Hipkins, Education Officer

Item 1.06/54 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Mrs S Chaudhry, Professor T Hazell and Ms E Thornton.
- 1.2 The Chairman welcomed Mrs Griffiths to her first meeting of the Committee.

Item 2.06/55 APPROVAL OF AGENDA

- 2.1 The Committee approved the agenda.

Item 3.06/56 MINUTES OF THE APPROVALS COMMITTEE MEETING HELD ON 5 SEPTEMBER 2006

- 3.1 It was agreed that the minutes of the twelfth meeting of the Approvals Committee should be confirmed as a true record and signed by the Chairman.

Item 4.06/57 MATTERS ARISING

- 4.1 The Committee received a paper to note from the Executive.

- 4.2 The Committee noted the actions list as agreed at the last meeting.
- 4.3 The Committee noted that action point 2 (allowing programmes to defer an approvals visit on the basis of internal reviews processes, up to a maximum deferment of 12 months) had been completed.
- 4.4 The Committee noted that the Education and Training Committee on 28 September had agreed to recommend to the Council that the Approvals Committee should be disbanded with effect from 31 December 2006, as the systems for approving and monitoring programmes had been established. The Committee noted that the recommendation was subject to discussion by the Council on 14 December 2006.
- 4.5 The Committee agreed that, if the Approvals Committee was disbanded, the remaining action points should be monitored by the Education and Training Committee.

Item 5.06/58 EDUCATION MANAGER REPORT

- 5.1 The Committee received a report on the work of the Education - Approvals and Monitoring Department.
- 5.2 The Committee noted that there had been a small number of visits in September and October and that the Department had concentrated on organising approvals visits for the first half of 2007. The Department had reminded all education providers that if an approvals visit was required by June 2007, the HPC should be notified by December 2006. The programme of visits for the first half of 2007 was nearing capacity.
- 5.3 The Committee agreed that the Department should plan for the impact of approving and monitoring programmes for professions which might become subject to statutory regulation, such as Applied Psychologists.

Action: AC (Ongoing)

Item 6.06/59 ARRANGEMENTS FOR MONITORING PROGRAMMES

- 6.1 The Committee noted that some members were concerned that education providers might not realise the importance of notifying the HPC of all changes to approved programmes (e.g. changes in programme leaders) or might fail to notify the HPC.
- 6.2 The Committee noted that the existing annual monitoring form required the signatory to confirm that the form was correct and stated that failure to disclose information could result in the programme no longer being approved by the HPC.
- 6.3 The Committee noted that the annual monitoring process required education providers to map changes against the Standards of Education

and Training. The Committee noted that the Executive was reviewing the annual monitoring form and agreed that the proposed amendments should be circulated to members for comment.

Action: AC (by 1 December 2006)

- 6.4 The Committee noted that the guidance on the Standards of Education and Training was subject to approval by the Council and that education providers would find this useful in understanding the HPC's requirements.
- 6.5 The Committee discussed what action could be taken if the HPC became aware that education providers were not compliant with the HPC's requirements. The Committee agreed that the HPC should immediately undertake a review of the relevant programme.
- 6.6 The Committee discussed what action could be taken if the HPC was not aware that education providers were compliant with the HPC's requirements, but individuals in the education provider (or those associated with it) were aware that the HPC's standards were not being met. In discussion, members suggested that the HPC might encourage individuals to disclose issues, perhaps on an anonymised basis. It was also suggested that the HPC could take a proactive approach, for example a random sampling of programmes or contacting programmes which had not submitted any changes for several years.
- 6.7 The Committee agreed that the HPC should continue to stress the importance of complete and accurate information being supplied by education providers. The Committee agreed that the Executive should continue to monitor the situation. The Committee agreed that, if it became apparent that incomplete information was being supplied, the Education and Training Committee should consider whether the HPC's processes should be revised. The Committee agreed that the Education and Training Committee should be made aware of the discussion and should monitor the situation.

Action: AC (Ongoing)

Item 7.06/60 MINUTES OF THE APPROVALS PANEL HELD ON 5 SEPTEMBER 2006

- 7.1 The Committee received the minutes of the Approvals Panel held on 5 September 2006.

Item 8.06/61 MINUTES OF THE APPROVALS PANEL HELD ON 10 OCTOBER 2006

- 8.1 The Committee received the minutes of the Approvals Panel held on 10 October 2006.

- 8.2 The Committee noted that the members of the Panel had confirmed that the minutes were an accurate record of the meeting.
- 8.3 The Committee agreed that, for the avoidance of doubt, the HPC should make it clear to education providers that only those students who commenced a programme after it had been approved by the HPC would be eligible to apply for registration.

Action: AC (Ongoing)

Item 9.06/62 ANY OTHER BUSINESS

- 9.1 The Committee agreed that there was no need to go into private session to receive the papers on the private agenda.
- 9.2 The Committee agreed that the minutes of the private part of the twelfth meeting of the Approvals Committee should be confirmed as true record and signed by the Chairman.
- 9.3 The Committee received the minutes of the private part of the Approvals Panel held on 5 September 2006.
- 9.4 The Committee received the minutes of the private part of the Approvals Panel held on 10 October 2006.
- 9.5 The Chairman thanked members of the Committee for their work over the years and thanked the Executive for their support.

CHAIRMAN

DATE