

UNCONFIRMED

MINUTES of the final meeting of the HPC Consultation Steering Group held at Park House, 184 Kennington Park Road, London SE11 4BU on **Wednesday 20th November 2002.**

Present: Prof. Norma Brook Chairman
Miss Ann Foster
Ms Morag MacKellar
Mr Neil Willis
Mr Stephen Hill
Mrs Christine Gooch

In attendance: Mr Marc Seale
Mr Chris Middleton
Miss Eleanor Price
Miss Cathy Savage
Miss Niamh O'Sullivan
Miss Lucinda Pilgrim
Mr Gerald Milch
Mr Tom Berrie
Dr Peter Burley

Item 1 02/24 APOLOGIES FOR ABSENCE

24.1 Apologies for absence were received from Mr Colin Lea, Mrs Barbara Stuart, Mr Sandy Yule, Prof. Rosemary Klem and Miss Mary Crawford.

Item 2 02/25 MINUTES OF THE LAST MEETING

25.1 The minutes of the meeting held on 11th September 2002 were agreed and signed by the Chairman.

Item 3 02/26 MATTERS ARISING not shown elsewhere on the agenda & NOTIFICATION OF ANY OTHER BUSINESS

26.1 There were none.

Item 4 02/27 1st DRAFT FEEDBACK DOCUMENT FROM THE CONSULTATION EXERCISE (PHASE II)

27.1 Members of the Group received a colour layout of the *Response to Consultation* document. A number of comments were noted:

- .1 2 colours (as used in the consultation document) would be used for consistency.
- .2 The document would not be mailed to all registrants but would be automatically despatched to those who responded to the consultation document and to those who requested it and would also be published on the website.

- .3 All professional journals had received a news release on the publication date (9th December 2002) and the website link to the document.
- .4 The initial draft of the response document had contained a number of code descriptors relating to individual and organisational responses received. The codes would be omitted from the final draft.

HPC's Vision Statement

- .5 Good Relations (HPC's public relations advisers) felt that the Foreword to the document and the President's Statement encapsulated the HPC's vision of its role of as a regulator in the healthcare sector. It was vital that HPC was seen to promote "best practice" within its own organisation and governance, and within this context would undertake a number of business processes and functions which would confirm this namely, Investors in People and ISO 9000.
- .6 The HPC's vision had been communicated and reinforced in the consultation document and at each of the consultation events.

Item 5 02/28 KEY DECISIONS (PHASE III)

28.1 The aim of the *Key Decisions* document was to communicate the decisions made by Council to the general public. The Group's role was to ensure that (i) the document ensured that the legal requirements were met in relation to the elections process, CPD and grandfathering amongst others, (ii) the message was communicated clearly and (iii) to ensure that the document accurately reflected how the decisions were arrived upon.

28.2 The draft *Key Decisions* document would be circulated to members of Council by e-mail for comments/response by Monday 25th November 2002.

ACTION: CM & Newchurch

28.3 The Chairman of Education and Training Committee, Prof. Waller and Dr Burley would be asked to review the section on Education and Training matters and report any comments or amendments to Newchurch.

ACTION: DW, PB

28.4 Mr Jonathan Bracken (HPC's parliamentary agent) would be asked to review the sections on elections, CPD and grandfathering to ensure the views and decisions had been correctly captured.

ACTION: JB

28.5 A number of questions were posed upon which decisions were not required but had been included for completeness. The HPC would continue to consult on these issues as appropriate.

Dissemination of the Key Decisions document:

- 28.6 The document would automatically be sent to those who responded to the Consultation Document and would be available on request to enquirers and would also be published on the website.
- 28.7 Ms Foster enquired as to whether consumer and patients groups' views had been taken into account. In response, it was noted that the document had been circulated to the Patients Association and the National Consumers Association amongst others but the response had been poor from this sector. The Group was mindful of the need to continue to engage the views of the consumer and patient groups.

Item 6 02/29 PREPARATION OF THE BROCHURES (PHASE IV)

- 29.1 The next stage of work following on from the *Key Decisions* document was the formulation of the brochures which be used as communication tools informing the public of the processes involved in all aspects of the HPC regulatory work. Each of the practice and statutory committees would produce a brochure explaining their work and processes.

Item 7 02/30 LAUNCH OF THE HPC FEEDBACK & RESPONSES DOCUMENT (PHASE V)

- 30.1 The *Response to Consultation* and the *Key Decisions* documents would be launched at the Angel Hotel, Cardiff on Monday 9th December 2002. Invitations had been despatched with a deadline for acceptances being 2nd December 2002.
- 30.2 The Communications & PR Team felt that by securing 100 attendees this would ensure a good response to the invitation. The event would be staffed by a number of administrators and other HPC staff had been invited to attend.

Official Launch of HPC, April 2003

- 30.4 Arrangements were in place for the re-launch of the HPC at the Edinburgh International Conference on 9th April 2003. An invitation had been extended to Mr Malcolm Chisholm, Scottish Health Minister to deliver an address at the event. The conference centre offered excellent facilities.
- 30.5 The launch would follow a similar format to that of the consultation events. Eleanor Price was formulating an invitation list and would approach Jacqui Lundy, the Health Professions Officer at the Scottish Department of Health for other possible invitees.

Item 9 02/32 ANY OTHER BUSINESS

There was none.

Item 10 02/33 DATE OF NEXT MEETING

As this was the final meeting, Prof. Brook thanked members for their contributions and the speed of response to draft documents. As the business of the Group had now been concluded it was agreed that this would be the final meeting.

CHAIRMAN
