

CONFIDENTIAL

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MINUTES of the second meeting of the HPC Consultation Steering Group held at Park House, 184 Kennington Park Road, London SE11 4BU on **Tuesday 7th May 2002.**

Present: Prof. Norma Brook Chairman
Miss Ann Foster
Mr Neil Willis
Prof. Rosemary Klem
Mr Colin Lea
Mr Steve Godber
Miss Morag MacKellar
Miss Mary Crawford
Mrs Barbara Stuart
Mrs Christine Gooch

In attendance: Mr Marc Seale
Mr Greg Ross-Sampson
Mr Chris Middleton
Ms Eleanor Price
Miss Cathy Savage

Item 1 APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Prof. Diane Waller and Dr Sandy Yule.

Item 2 MINUTES OF THE LAST MEETING

2.1 A number of amendments were suggested. The minutes would be corrected, signed by the Chairman and re-issued to members. Subject to those amendments the minutes of the meeting held on 23rd April 2002 were agreed.

Item 3 NOTIFICATION OF ANY OTHER BUSINESS & MATTERS ARISING

3.1 It was suggested that the CD-ROM of the main consultation document should include a "video-clip" of the introduction to the consultation process, to be presented by either the President or Chief Executive. This would give the process a more personal introduction.

Item 4 INTRODUCTION TO THE CONSULTATION DOCUMENT FORMAT

4.1 The 3 main areas which the Steering Group had responsibility for were:

- .1 design of the document
- .2 content of the document
- .3 format of the document.

4.2 The format of the document would be: -

Each section of the Order in Council (OIC) would be quoted verbatim



Interpretation of the OIC in plain English



Suggestions/alternatives and clear definitions



Responses sought.

The document could run to some 150 pages in content to ensure that every aspect of the OIC would be consulted upon.

4.3 The separate question booklet would be produced in conjunction with the main consultation document. The questions would be grouped and colour coded for ease of reference to the main document.

4.4 Greg Ross-Sampson tabled the draft signing off schedule of the consultation document, which would sanction the Steering Group to sign off the document as appropriate on Council's behalf.

4.5 The document in its final format (to be available on 7th June 2002), baring final amendments to the text would be circulated to members of the Steering Group for comment. The document would also be referred to Council for information. It was noted that the Chairman would be away in early June and would therefore submit her comments prior to the HPC meeting on 13th June 2002.

4.6 Feedback would be sought from the various Committees as to the phraseology of the questions within the document. The Steering Group would sign off the sections covering the work of the Committees

Continued Liaison

4.7 The Group recognised the need to continue liaison with consumer groups 'post-consultation'. Newchurch would draft an introduction to the issues, which were outside the scope of the consultation exercise, which would form the basis of discussions longer-term with consumer groups.

4.8 Issues that fell outside the scope of the exercise would be identified as liaison as opposed to consultation and as such listed under "*Issues not consulting about*". The Communications Committee would progress this.

4.9 It was noted that the finite date for the receipt of responses to the document was **30th September 2002**. Some late submissions would be accepted and noted but might not form part of the statistical analysis.

- 4.10 An additional meeting of the working Group if required would be arranged for 7th June 2002.

ACTION: CS

Item 5 CONSULTATION COMMUNICATIONS

- 5.1 A number of issues regarding the advertising campaign were highlighted for information:
- .1 the HPC wished to reach as many communities as possible and as such contact had been made with the Central Office for Information, who provided advice on various issues on discrimination legalities. The document would be offered in various formats to meet the needs of those with disabilities.
 - .2 the consultation document would be produced in “standard format” i.e. English and Welsh with the offer, by way of a strapline that the document was available in alternative translations.
 - .3 Advertisements would be placed in the ethnic minority press.
 - .4 Harvard Health was devising a public relations plan.
 - .5 The President, Prof. Brook would host a small consultation event on 1st July 2002 to mark the launch of the document. Invitations would be extended to the Minister for Health, Mr John Hutton, the Presidents/Chairmen and CEOs of each professional body and the Chairmen of each of the Statutory and Non-Statutory Committees of HPC. The event would be held on HMS Belfast. The strategy behind the consultation event would also be presented.
 - .6 The possibility of inviting to the launch event a small number of journalists from national publications and media would be explored e.g. The Health Service Journal. Harvard Health would be asked to draw up a list to whom this might apply.

ACTION: CM

- .7 A number of other invitees would be identified (e.g. Anna Bradley, from the National Consumer Council) and the final decision on invitations would be made at a later date.

Mailing of the document

- 5.2 Mailshots of registrants would be carried out in the locality of each consultation event inviting them to attend, approximately two weeks before each event.
- 5.3 Amongst those to whom the document would be circulated would be those who had been consulted on the formation of the HPC itself (listing provided by the DoH).
- 5.4 The mini prospectus would be circulated to each registrant (approximately 137,000).

5.5 The document might also be targeted at “future registrants” such as organisations linked to unregulated chiropodists/podiatrists and physiologists.

Item 6 ANY OTHER BUSINESS

There was none.

Item 7 DATE OF NEXT MEETING

The third meeting of the **Consultation Steering Group** will be held in the Council Chamber, Park House, 184 Kennington Park Road, London SE11 4BU on **Tuesday 21st May 2002** from 10.30am until approximately 12.30pm. Lunch will be available.

CHAIRMAN