

November 2002 – Chief Executive Operational Report

Marc Seale, Chief Executive and Registrar

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Chief Executive 1st September 2002 – 31st October 2002	
Completed Meetings	
Royal College of Speech & Language Therapists	2 nd Sept
Chiropodists Joint Steering Group	2 nd Sept
Institute of Chiropodists	2 nd Sept
Society of Chiropodists & Podiatrists	5 th Sept
Institute of Biomedical Science	6 th Sept
NESTOR	9 th Sept
Dept of Health lawyers	13 th Sept
Electoral Reform Society	16 th Sept
Society of Radiographers	16 th Sept
Nursing & Midwifery Council	23 rd Sept
Chartered Society of Physiotherapy	26 th Sept
General Social Care Council	3 rd Oct
Sonographers	14 th Oct
Amicus-MSF	17 th Oct
Parliamentary briefing	31 st Oct
Scheduled Meetings	
SMAE	TBC
Hospital Play Staff	18 th Nov
Secretary of State for Health	TBC
Christmas Reception	
A Christmas evening reception will be held at Park House on Wednesday 18 th December for HPC contacts, advisers and suppliers.	

Communications – Chris Middleton
Communications Strategy post-April 2003
Work has commenced to draft the HPC Communications Strategy that will be implemented on 1 st April 2003. This will include: Lobbying Strategy, “Listening” Events, kite mark, and other initiatives as detailed in the five year plan.
HPC Relaunch
The date for the relaunch of the HPC has been set for Wednesday 9 th April in Edinburgh.
Leaflets, Brochures and Processes
Work continues to produce information packs for all HPC stakeholders.
Consultation – Cathy Savage
Belfast – 5th November
Event cancelled due to the suspension of the Northern Ireland Assembly.
Cardiff – 9th December
Plan is proceeding on time to publish the Response to the Consultation document and HPC Strategic Decisions document.

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Education and Policy – Peter Burley

Presentations to Students

A number of HEIs will be approached during November to ascertain if they would welcome HPC making a presentation to their AHP students on “HPC – the role of the Regulator”.

Register of Approved Courses

A Register of Approved Courses will be made available on the HPC website by the end of November.

Course Approvals

<u>Course</u>	<u>HEI</u>	<u>Date</u>
Speech & Language Therapy (4 yrs + 3 yrs)	University of Strathclyde	2 nd Sept
SLT (4 yrs + 3 yrs)	Queen Margaret University College	4 th Sept
SLT	University of Wales Institute, Cardiff	13 th Sept
SLT (postgrad)	City University	13 th Sept
SLT	Leeds Metropolitan Univ.	16 th Sept
SLT	College of St Mark & John	16 th Sept
SLT (4 yrs + 3 yrs)	Manchester Metropolitan University	16 th Sept
SLT (4 yrs + 3 yrs)	University of Newcastle upon Tyne	16 th Sept

Course Approvals Submitted to Privy Council

<u>Course</u>	<u>HEI</u>	<u>Date</u>
Diagnostic Radiography	City University	2 nd Sept
Occupational Therapy	York St John College	11 th Sept
Radiography (x2)	University of Hertfordshire	30 th Oct
Radiography	Sheffield Hallam University	30 th Oct

Consultations

The following consultation documents have been received:

Medicines Control Agency: Applying EU Guidance on minimising risk of TSE to unlicensed medicinal products (2.9.02)

Medicines Control Agency: Product Reclassification (9.9.02)

Dept of Health: Pharmacy Workforce in the New NHS (2.10.02)

Dept of Trade & Industry: General Agreement on Trade and Services: Consultation on Requests (27.10.02)

Lord Chancellor’s Dept: Consultation Paper on Subject Access (29.10.02)

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Finance and Office Services - Paul Baker & Deborah Farley

The enabling work in Stannary Street has commenced.

Human Resources – Denise Thompson

All Staff Meeting

An All Staff meeting was held on 28th October. An Employee Assistance Programme Presentation was made by Anna Oldman on 28th October. The next All Staff meeting has provisionally been set for 26th November.

Staff Christmas Lunch

Friday 20th December.

EMT Training Day

An off-site Training Day has been arranged for the Chief Executive's direct reports on 21st and 22nd November.

Leavers/Joiners

Leavers:

None

Joiners:

Sabrina Adams – UK Registration Officer
Christine Perera – UK Registration Officer
Sarah Dawson – Grandparenting Manager
Steve Armstrong – Caretaker/Janitor (part-time)

Partners

A paper will go to November Council meeting seeking approval to start the recruitment process for all Partners.

Legal – Anne Barnes

Removal from the Register

Mrs T K Bahia (Radiographer) did not appeal to the Privy Council, and her name was removed from the Register on 23rd September.

A hearing on 23rd September decided that Mr Ian Witt (MLSO) should be removed from the Register. His name was removed on 28th October.

A hearing on 3rd October decided that Mr David Milward (MLSO) should be removed from the Register. He has 28 days in which to appeal.

Judicial Review Hearing

A Judicial Review hearing (HPC v Disciplinary Committee of Chiropodists Board) will take place in the High Court on 26th November.

Operations – Giercia Malcolm

IT – Registration System Project (LISA)

Project is on time and on budget. The elaboration phase has been completed.

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UK Registration Opening Hours

The department is now operating 8.30am-5.00pm Monday to Friday.

Evening Shift

The evening shift has been discontinued and all staff reintegrated into day shift working.

Lo-Call Telephone Number

System will become operational on 9th December.

Secretariat

No specific issues to report.

Transitional Arrangements

Department of Health Grant

Ros Mead of the Department of Health will brief the November Council about additional grant money that may be made available for 2002/2003.

Management Information

Six Reports are attached:

- 1 – Financial performance vs budget
- 2 – Allegations notified to HPC
- 3 – Investigations
- 4 – UK Registration Monthly Report
- 5 – Draft International Registration Monthly Report
- 6 – Registrants by Country