

CONFIDENTIAL

UNCONFIRMED

MINUTES of the fourth meeting of the HPC Consultation Steering Group held at Park House, 184 Kennington Park Road, London SE11 4BU on **Monday 11th September 2002.**

Present: Mr Colin Lea Chairman
Miss Ann Foster
Mrs Barbara Stuart
Mr Neil Willis
Mr Sandy Yule
Prof. Rosemary Klem
Mr Stephen Hill
Ms. Diane Waller

In attendance: Mr Marc Seale
Mr Chris Middleton
Miss Eleanor Price
Miss Niamh O'Sullivan
Miss Lucinda Pilgrim
Mr Gerald Milch
Mr Tom Berrie
Mr. Greg Ross-Sampson

Item 1 02/15 APOLOGIES FOR ABSENCE

15.1 Prof. Norma Brook, Miss Mary Crawford, Miss Morag MacKellar, Miss Cathy Savage

Item 2 02/16 MINUTES OF THE LAST MEETING

16.1 The minutes of the meeting held on 10th June 2002 were agreed and signed by the Chairman.

Item 2a 02/17 MATTERS ARISING not shown elsewhere on the agenda

17.1 Miss Foster asked if any MP's had attended the Consultation events. Mr. Middleton said he was aware of one attending in Edinburgh along with a number of parliamentary researchers.

Item 3 02/18 NOTIFICATION OF ANY OTHER BUSINESS

18.1 There was none.

Item 4 02/20 UPDATE ON THE CONSULTATION PROCESS

19.1 Mr. Seale reported to the Committee on the Market Research currently being undertaken with members of the public. The key areas it will focus on will be;

- i) What do the public expect from HPC?
- ii) Understanding of professional titles

This will all be fed back into the consultation process

It was reported that the project was on schedule and that the Department of Health seemed pleased with the way it was progressing. Neil Willis said feedback that he had received from Health Professions Wales was that HPC's was the best consultation yet.

It was mentioned that the trade union Amicus have organised a mailing among its members objecting to the proposed increase in fees. It was noted that they had also written to the Secretary of State for Health on the matter but as of yet had not approached HPC directly.

Steve Hill reminded the committee that if anyone received any feedback on the Consultation events formally, they should send it to Ruth Bacon.

Concerns were expressed by Council members that the information being given out regarding the London meeting at the end of August is incorrect. Miss. Price told members that a specific mailing to London registrants has been organised and that buses will be available at the other hotels to ferry people to the correct venue.

Ms. Foster asked if the HPC could set up a specific meeting with the Consumers Association regarding their input to the Consultation. Mr. Seale agreed to look at the possibility of writing a letter to all organisations consulted reminding them of the 30th September deadline and offering the opportunity to meet formally. Given time restraints on his diary the final decision would be left to the executive to decide if this was feasible.

**Item 5 02/19 MINUTES OF COMMUNICATIONS COMMITTEE MEETING
6th AUGUST**

20.1 No ratified minutes were available so item 4 and 5 were merged together. Ratified minutes would be distributed to the Steering Group at the next meeting.

**Item 6 DRAFT SUMMARY OF RESPONSES FROM THE CONSULTATION
EXERCISE (PHASE II)**

21.1 Steve Hill reported that responses were being received in a number of formats. These are all being entered into the database and Newchurch are doing a preliminary analysis of these. To date in the region of 900 responses have been received. These responses include 3 different types of form letters that have been received from 1. Amicus 2. Physiotherapists 3. East Devon Chiropodists. Many letters are being received from individual registrants and the committee was asked to encourage people to get replies in by September 30th 2002.

21.2 Newchurch are currently creating an interim report which will be ready for INTERNAL use from September 30th. They were presented with a draft document and were asked to consider it as a form of effective communication. Is it sensible, is it adequate? They were reminded that this interim report is only a DRAFT version. (Double underlined). Comments were to be received by Newchurch by Monday 16th September

- 21.3 It was stated that the feedback document would be a 'warts n all' version. At no stage would this document refer to HPC's interpretation of the feedback. Language will be crystal clear and proportions and perspective of replies will be applied.

Item 7 PRESENTATION OF THE PROJECT PLAN FOR THE CONSULTATION PHASE III AND INITIAL DRAFT OF HPC RECOMMENDATIONS & DECISIONS DOCUMENT

- 22.1 The Council will be asked to discuss this at their away day in October. The committees will have large roles in formulating the new rules. A 'heads up' was given to the Steering Group that all Council Members will be extremely busy up until December this year formulating new rules on fees, common title etc. Mr. Lea asked if we were currently on time for the December 5th deadline. Mr. Seale replied yes. Ms. Foster asked for help from the Secretariat in providing information so the Council can make informed decisions on the new rules. Mr. Seale replied that this could be done in some areas such as fees, but in others such as common title very little information could be provided.
- 22.2 Fees were seen as a key issue to arise from Consultation. Mr. Lea said the calculations the Finance Committee had made on fees will stand up to scrutiny. Mr. Middleton asked members to be aware of the public perception of HPC when it came to setting the fee levels. In his opinion too high a fee could be damaging to HPC's image in the eyes of registrants.

Item 9 02/23 DATE OF NEXT MEETING

The sixth meeting of the **Consultation Steering Group** will be held in the Council Chamber, Park House, on Wednesday 23rd October 2002 from 10.30am until approximately 12.30pm. Lunch will be available.

CHAIRMAN