

September 2002 – Chief Executive Operational Report

Marc Seale, Chief Executive and Registrar

Chief Executive Operational Report - September 2002

Contents

	Page
Chief Executive	3
Communications	3
Consultation	3
Education and Policy	3
Finance and Office Services	4
Human Resources	5
Legal	5
Operations	5
Secretariat	6
Transitional Arrangements	6
Management Information	6

Chief Executive Operational Report - September 2002

Chief Executive 1st July 2002 – 31st August 2002	
Completed Meetings	
Health Professions Wales	19 th July
Chartered Society of Physiotherapy	19 th July
Nutrition Society	22 nd July
SMAE	22 nd July
British Orthoptic Society Reception	22 nd July
British Paramedic Association	29 th July
Health & Care Professions Education Forum	31 st July
College of Occupational Therapists	2 nd Aug
Scheduled Meetings	
Royal College of Speech & Language Therapists	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
General Social Care Council	3 rd Oct
Memorandums of Understanding	
A paper on MOUs will be presented to the September meeting of the HPC.	

Communications – Chris Middleton		
Market Research		
Interviews have been completed by Opinion Leader Research and the draft report will be delivered by mid-September.		
April 2003 Relaunch		
Work has started to plan the event in Edinburgh to relaunch HPC.		
CRHP		
HPC has been requested to nominate a member of Council to join CRHP. A paper will be presented to the October HPC.		
Consultation – Cathy Savage		
Consultation Events		
Project is on timetable.		
Project Plan		
The first stage of the Project is on schedule. Work has started on both the second stage of the Project, the “Feedback Document”, and the third stage of the Project, the “Rules”.		
Education and Policy – Peter Burley		
Course Approvals		
<u>Course</u>	<u>HEI</u>	<u>Date</u>
Dramatherapy/	Roehampton	29.7.02

Chief Executive Operational Report - September 2002

Music Therapy		
Art Therapy/ Dramatherapy	Derby	29.7.02
Art Therapy	Sheffield	29.7.02
Music Therapy	Bristol	29.7.02
Dramatherapy	Manchester	20.6.02
Dietetics	Glasgow Caledonian	12.8.02
Course Approvals Submitted to Privy Council		
The following Speech and Language Therapy submissions were made on 22 nd July 2002:		
City University (London)		
The College of St Mark & St John (Exeter)		
De Montfort University		
Leeds Metropolitan University		
Manchester Metropolitan University		
Queen Margaret University College		
University of Central England In Birmingham		
University College London		
University of Manchester		
University of Newcastle upon Tyne		
University of Reading		
University of Sheffield		
University of Strathclyde		

University of Ulster at Jordanstown
University of Wales Institute, Cardiff
Consultations
The following consultation documents have been received:
<u>Organisation, Subject + Submission Date</u>
Dept of Health: Reform of the General Medical Council (23.7.02)
Medicines Control Agency: Product Reclassification (23.7.02)
Medicines Control Agency: Proposals to Prohibit Kava-Kava (25.7.02)
Medicines Control Agency: Patient Info Leaflets (1.8.02)
Royal Pharmaceutical Society of GB: Constitution of Council – Elections and Council Membership (6.8.02)
Westcountry Ambulance Service: Patient, Public and Stakeholder Involvement Strategy (12.8.02)
Medicines Control Agency: Product Reclassification (19.8.02)
Finance and Office Services - Paul Baker & Deborah Farley
Refurbishment of Park House
The internal Project Team to select furniture, colour schemes etc will complete on 12 th September.
Stannary Street
The Evangelical Alliance will vacate the 1 st and 2 nd floors of Stannary Street by the end of September.

Chief Executive Operational Report - September 2002

Three contractors have submitted bids to undertake the building work associated with the refurbishment.

Human Resources – Denise Thompson

All Staff Meeting

An All Staff meeting was held on 22nd July. The next has provisionally been set for 1st October.

Leavers/Joiners

Leavers:

Caroline Strickland	MLSO Administrative Assistant
Simon Land	MLSO Administrative Assistant
Pat Bailey	Handyman

Joiners:

Chris White	Postroom Clerk
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Employee Numbers

There are 43 full time staff, 2 part time and 2 fixed term contractors.

Recruitment

A Registration Manager (Grandparenting), Handyman, and four Registration Officers are in the process of being recruited.

Legal – Anne Barnes

Removal from the Register

A hearing on 15th July decided that Richard Allen (PO) should be removed from the Register. He had 28 days in which to appeal.

A hearing on 23rd July decided that Mrs T K Bahia (Radiographer) should be removed from the Register. She had 28 days in which to appeal, and has advised that she wishes to.

Operations – Giercia Malcolm

IT – Registration System

The LISA Project is on target to complete the Elaboration Phase and Base Line Architecture by the end of September.

IT – Office System

All PC software is being upgraded. This will result in all employees using the same system.

Post Room

A part-time Post Room Clerk has been recruited. Work was previously undertaken by Registration Officers.

New Telephone System

The new system became operational on 8th July.

Chief Executive Operational Report - September 2002

Secretariat
No specific issues to report.
Transitional Arrangements
Department of Health Grant The DoH have indicated that the amount allocated to Operating Expenses may be increased.
Management Information
Three forms are attached. The first summarises the actual financial performance of HPC against budget. The second details the number and nature of allegations that are received by HPC. The third analyses work undertaken by the UK Registration Department. Work is continuing to establish the nature, frequency and format of information to be provided by the Executive to the HPC.