

# **The Health Professions Council COUNCIL MEETING**

**Thursday 11 December 2003**

**10.00 am**

The fifteenth meeting of the Health Professions Council will be held at the following location:

The Council Chamber  
The Health Professions Council  
Park House  
184 Kennington Park Road  
London SE11 4BU

The Council meeting will be held in two parts. Part One will be open to members of the public. Part Two will held in private.

**Marc Seale**  
**Chief Executive and Registrar**  
1 December 2003

Health Professions Council  
Park House  
184 Kennington Park Road  
London SE11 4BU

**Niamh O'Sullivan,**  
**Secretary to Council**

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## Agenda – Part One – Open to Members of the Public

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|----|--|--------------------------------|
| 1. | <b>Apologies for Absence</b>   | Verbal                         |
| 2. | <b>Approval of Agenda</b>  |                                |
| 3. | <b>Minutes of the Council meeting held on 8 October 2003</b><br>From Secretary to Council-Niamh O’Sullivan | Enclosure 1<br>Paper HPC127/03 |
| 4. | <b>Matters Arising</b>   | Verbal                         |
| 5. | <b>President’s Report</b>  | Verbal                         |
| 6. | <b>Chief Executive’s Report</b>  | Enclosure 2<br>Paper HPC128/03 |

### Items for Discussion/Approval

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| 7.  | <b>Health Professions Council’s Strategic Intent</b><br>From the Chief Executive – Marc Seale   | Enclosure 3<br>Paper HPC129/03  |
| 8.  | <b>Nominations for Chairman and Vice-Chairman of Committees</b><br>From the Chief Executive – Marc Seale  | Enclosure 4<br>Paper HPC130/03  |
| 9.  | <b>Service Standards/Performance Indicators</b><br>From the Chief Executive – Marc Seale  | Enclosure 5<br>Paper HPC131/03  |
| 10. | <b>Dates of Committee Meetings 2004-2005</b><br>From the Secretary to Council – Niamh O’Sullivan  | Enclosure 6<br>Paper HPC/132/03 |
| 11. | <b>Competence Framework for Fitness to Practice Panels</b><br>From the Chief Executive – Marc Seale   | Enclosure 7<br>Paper HPC133/03  |
| 12. | <b>Practice Note on Equal Treatment</b><br>From the Chief Executive – Marc Seale  | Enclosure 8<br>Paper HPC134/03  |
| 13. | <b>Minutes of the Communications Committee held on 20 November 2003</b><br>From the Chairman of the Committee – Ann Foster                          | Enclosure 9<br>Paper HPC135/03  |
| 14. | <b>Minutes of a special meeting of the Registration Committee held on 24 September 2003</b><br>From the Vice-Chairman of the Committee – Pam Sabine | Enclosure 10<br>Paper HPC136/03 |
| 15. | <b>Minutes of the Registration Committee held on 5 November 2003</b><br>From the Vice-Chairman of the Committee – Pam Sabine                        | Enclosure 11<br>Paper HPC137/03 |
| 16. | <b>Minutes of the Finance and Resources Committee held on 20 November 2003</b><br>From the Chairman of the Committee – Colin Lea                    | Enclosure 12<br>Paper HPC138/03 |

### Items to Note

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| 17. | <b>Privy Council Appeal Decision</b><br>From the Chief Executive – Marc Seale | Enclosure 13<br>Paper HPC 139/03 |
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| 18. | <b>Fitness to Practice Annual Report</b><br>From the Chief Executive – Marc Seale  | Enclosure 14<br>Paper HPC/140/03 |
| 19. | <b>HPC Response to Council for the Regulation of Healthcare Professionals</b><br>Consultation on Section 29 Referrals<br>From the Chief Executive – Marc Seale | Enclosure 15<br>Paper HPC141/03  |
| 20. | <b>Minutes of the Conduct and Competence Committee held on 23 September 2003</b><br>From the Chairman of the Committee – Sandy Yule                            | Enclosure 16<br>Paper HPC/142/03 |
| 21. | <b>Notes of the Conduct and Competence Committee held on 20 November 2003</b><br>From the Chairman of the Committee – Sandy Yule                               | Enclosure 17<br>Paper HPC/143/03 |
| 22. | <b>Notes of the Health Committee held on 29 October 2003</b><br>From the Chairman of the Committee – Mary Crawford   | Enclosure 18<br>Paper HPC/144/03 |
| 23. | <b>Minutes of the Investigating Committee held on 12 November 2003</b><br>From the Chairman of the Committee – Neil Willis                                     | Enclosure 19<br>Paper HPC/145/03 |
| 24. | <b>Minutes of the Education and Training Committee held on 24 September 2003</b><br>From the Chairman of the Committee – Diane Waller                          | Enclosure 20<br>Paper HPC/146/03 |
| 25. | <b>Minutes of the Education and Training Committee held on 19 November 2003</b><br>From the Chairman of the Committee – Diane Waller                           | Enclosure 21<br>Paper HPC/147/03 |
| 26. | <b>Return to Practice</b><br>From the Vice-Chairman of the Registration Committee – Pam Sabine   | Enclosure 22<br>Paper HPC/148/03 |
| 27. | <b>Council Membership</b><br>From the Secretary to Council-Niamh O’Sullivan  | Enclosure 23<br>Paper HPC149/03  |
| 28. | <b>List of Items held over until the Council meeting in March 2004</b><br>From the Secretary to Council – Niamh O’Sullivan                                     | Enclosure 24<br>Paper HPC150/03  |

**Items for Information**

none

29. **Any Other Business**  
Previously Notified to and Agreed by the Chairman
30. **Date & Time of Next Meeting**  
12 noon on Tuesday 2 March 2004

**Resolution**

The Council is invited to adopt the following:

“The Council hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to the following;

- (i) Information relating to a registrant, former registrant or applicant for registration
- (ii) Information relating to an employee or office holder, former employee or applicant for any post or office
- (iii) The terms of , or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property

