

January 2003 – Chief Executive Operational Report

Marc Seale, Chief Executive and Registrar

Chief Executive Operational Report – January 2003

Contents

	Page
Chief Executive	3
Communications	3
Consultation	3
Education and Policy	4
Finance, Office Services and IT	5
Human Resources	5
Legal	6
New Professions	6
Operations	6
Secretariat	7
Transitional Arrangements	7
Management Information	7

Chief Executive Operational Report – January 2003

Chief Executive	
1st November 2002 – 31st December 2002	
Completed Meetings	
Good Relations	1 st Nov
PROPRIUS 2002 conference (ODPs)	7 th Nov
Institute of Biomedical Science 90 th anniversary dinner	8 th Nov
Nursing & Midwifery Council	12 th Nov
Ann Lawson Porter, Coll. Of Occupational Therapists	20 th Nov
General Social Care Council (Policy Devel. Group)	28 th Nov
Melissa Oliveck, Therapy Weekly	2 nd Dec
John Hutton/Department of Health	4 th Dec
Phil Gray, Chartered Society of Physiotherapy	5 th Dec
Chartered Society of Physiotherapy	6 th Dec
College of Radiographers Annual Radiotherapy Conf.	7 th Dec
Sarah Thewlis, Nursing & Midwifery Council	12 th Dec
Earl Howe	12 th Dec
John Baron MP (Conservative Health)	12 th Dec
Royal College of Nursing Reception	12 th Dec
Allied Health Professions Forum	13 th Dec
Ambulance Service Association Ops. Comm.	16 th Dec
Department of Health	17 th Dec
Field Fisher Waterhouse Professional Regulation Conf.	17 th Dec
College of Radiographers	18 th Dec
Scheduled Meetings	
SMAE	8 th Jan
Department of Health	10 th Jan
Associated Chiropodists & Podiatrists Union	14 th Jan
University of Hertfordshire (lecture)	14 th Jan
Lord Clement-Jones	23 rd Jan

Communications – Chris Middleton
Communications Strategy post-April 2003
Work is continuing 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 – 9th April, Edinburgh
No significant developments to report.
Leaflets and Brochures
Work continues to produce information packs for all HPC stakeholders.
Annual Report
Article 44 of the HPO 2001 requires the HPC to publish an annual report. An Executive project team has been established to produce the Annual Report. Initial proposals will be presented to the Council and in particular the Chairmen of the Practice Committees.
The Privy Council has formally notified us of this requirement. It is intended that it will be published in June 2003.
Consultation – Cathy Savage
Following the completion of the consultation process, draft rules for the Registration Appeals and Assessors have been drafted by HPC’s Parliamentary Agents. Under Article 42 of the HPO 2001 these will be consulted on.

Chief Executive Operational Report – January 2003

Education and Policy – Peter Burley

Course Approvals

<u>Course</u>	<u>HEI</u>	<u>Date</u>
Radiography	University of Hertfordshire	27 th Nov
SLT	University of Reading	29 th Nov
SLT	University of Manchester	29 th Nov
Occ. Therapy	York St John College	29 th Nov
Physiotherapy	University of Ulster	29 th Nov
SLT	University College London	10 th Dec
SLT	University of Central England in Birmingham	10 th Dec
Radiography	University of Hertfordshire	10 th Dec
Radiography	Sheffield Hallam University	10 th Dec

Course Approvals Submitted to Privy Council

<u>Course</u>	<u>HEI</u>	<u>Date</u>
Physiotherapy	York St John College	2 nd Nov
Physiotherapy	King's College London	2 nd Nov
Physiotherapy	Sheffield Hallam University	4 th Nov
Physiotherapy	University of East London	4 th Nov

Consultations

The following consultation documents have been received:

Medicines Control Agency: Aspirin and Reye's Syndrome – proposal to introduce statutory warning (23.10.02)

Medicines Control Agency: Advertising of Medicines to the Public – proposed amendments to Medicines (Advertising) Regulations 1994 (4.11.02)

Department of Health: Medicines and Healthcare Products Regulatory Agency Trading Fund (4.11.02)

University of Aberdeen: Scottish Faculty of Remote and Rural Health Care Consultation (12.11.02)

Nursing and Midwifery Council: Consultation on revised midwives rules and proposed standards for Local Supervising Authorities (15.11.02)

Medicines Control Agency: Licence Fees for Medicinal Products for Human Use Only – Proposals for April 2003 + Proposals re various regulations (22.11.02)

Medicines Control Agency: Child Resistant Packaging Proposal (26.11.02)

Medicines Control Agency: Proposal concerning the retention or appeal of Section 118 of the Medicines Act (1968) (19.12.02)

Presentations to Students

Positive responses have been received from the five HEIs approached in November. Arrangements will now be made to visit the HEIs during 2003.

Register of Approved Courses

The Register will be available on the HPC website for 1st April

Chief Executive Operational Report – January 2003

2003.

Finance, Office Services and IT - Paul Baker, Deborah Farley, Ming Trinh

Finance: 2003/4 Annual Budget

The process to draft the budget has commenced.

182 Kennington Park Road

The owners of 182 Kennington Park Road have indicated that they may be willing to sell the building to HPC subject to contract. A planning application has been submitted to Lambeth Council to seek change of use consent.

Five Year Plan

A meeting will be held with the Department of Health in Leeds on 10th January to review and compare the assumptions used by the HPC and DoH to forecast registrant numbers.

Refurbishment of Park House and Stannary Street

Project is on timetable and budget. To date no significant cost escalators have been identified.

Completion of works on the 3rd and 1st floors of Park House is scheduled for 27th January.

IT – Registration System Project (LISA)

Project is on budget but approximately 10 days behind schedule.

Human Resources – Denise Thompson

All Staff Meeting

An All Staff meeting was held on Wednesday 27th November. The next All Staff meeting has provisionally been set for Monday 27th January.

Leavers/Joiners

Leavers:

Stephanie Boothe – International Registration Officer
Liz Mayers – International Registration Manager
Peter White – International Registration Officer

Joiners:

Roy Dunn – International Registration Manager (interim)
Kelly Johnson – UK Registration Officer

Partners – Applications

To date approaching 2,000 requests for application packs have been received following the placement of advertisements in December.

Partners – Interviews

Interview dates are being arranged for February.

HR Goals and Objectives 2003/4

The process to set and monitor goals and objectives for the Executive Management Team has commenced.

Chief Executive Operational Report – January 2003

Legal – Anne Barnes	
Removal from the Register	
Mr Julius Lewis’s name was removed from the Prosthetists & Orthotists Register on 6 th December 2002.	
Mr Steven Darlington’s name was removed from the Physiotherapists Register on 12 th December 2002.	
Mrs Azadeh Eizadi’s name was removed from the Dietitians Register on 30 th December 2002.	
Mrs Sheila Stocks’ name was removed from the Speech and Language Therapists Register on 2 nd January 2003.	
Home Country Panel Meetings	
Plans are being drawn up to hold Conduct and Competence and Health Panels in Northern Ireland, Scotland and Wales. This will include the hiring of suitable venues and the engagement of local professional legal advisers. In addition, potential venues in the Midlands, the North East and the South West will also be investigated. Proposals will be presented to the Council meeting on 7 th March.	
New Professions – Cathy Savage	
Completed Meetings	
Hospital Play Staff	18 th Nov
Surgeons Assistants Working Group	19 th Nov

Scheduled Meetings	
Society of Clinical Perfusion Scientists	15 th Jan
Association of Operating Department Practitioners	28 th Jan
Clinical Physiologists	31 st Jan
British Psychological Society	31 st Jan
British Association of Sports Rehabilitators & Trainers	4 th Feb
Society for Vascular Technology	TBA
UK Council for Psychotherapy	TBA
Institute for Arts in Therapy & Education	TBA
British Association of Play Therapists	TBA
College of Health Care Chaplains	TBA
Society of Health Advisers in Sexually Transmitted Diseases	TBA
Operations – Giercia Malcolm	
Grandparenting	
To date approaching 2,000 forms have been received from unregistered chiropodists providing contact details. A database is being created and the initial analysis will be presented to the Council on 7 th March.	
International Registration	
An in-depth review of analysis is underway to ascertain the status of all international applications.	
All new applications are now being logged onto the existing HPC contacts database, including their position in the application process. The manual tracking of applications has been discontinued.	

Chief Executive Operational Report – January 2003

UK Registration

No specific issues to report.

Process Manuals

Work continues to identify and draft manuals for all the processes that will be used by HPC.

ISO Accreditation

ISO accreditation will be sought once all processes have been manualised. This will probably be achieved in July 2003.

Secretariat

Induction Pack for new Council members

This project will be completed by the end of February 2003.

Council Awayday – 8th and 9th October 2003

Suitable venues are being investigated.

Transitional Arrangements

Draft Rules

All draft rules have been dispatched to the Department of Health for review by the OIS. Feedback will be presented to the Council at the meeting on 7th March.

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

Chief Executive Operational Report – January 2003