

Chief Executive's Report to Council, 6th July 2006 Contents

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Meetings 2006

**1. Completed Meetings
1st May to 30th June 2006**

Skills for Health	2 May
'The Regulation of Healthcare Professionals in Ireland' conference	3 May
Council member visit (Doug Proctor)	5 May
Registrars of Statutory Bodies	22 May
CHRE meeting with Chief Executives	8 June
Health Committee Workforce Planning Inquiry	15 June
Medical Defence Union	19 June
CHRE Sanctions Working Group	20 June
Department of Health, Leeds	26 June
'Better Learning for Better Health' QAA conference	27 June

2. Scheduled Meetings

Gateways to the Professions Collaborative Forum	4 July
Council of Deans	10 July
Modernising Healthcare Science Careers Programme	25 July
Therapy Weekly	26 July
Institute of Medical Illustrators National Conference	14 Sept
Society of Sports Therapists etc	TBA

1. Approvals Visits

The following 14 visits took place between 12th May 2006 – 30th June 2006:

Name of Education Provider	Title of Programme	Date of Visit
Sheffield Hallam University	BSc (Hons) Physiotherapy	16/17 May
University of London	Foundation Degree Health & Medical Sciences (Paramedic Science)	18/19 May
University of Hull	BSc (Hons) Biomedical Sciences	23/24 May
Goldsmith College, London	MA Art Therapy	31 May/1 June
Guildhall School of Music and Drama (City University)	MA Art Therapy	1/2 June
Roehampton University	MA Art Therapy	6/7 June
Colchester Institute (University of Essex)	BSc (Hons) Occupational Therapy	7 June
University of York	Supplementary Prescribing	13 June
University of Greenwich	Foundation Degree in Paramedic Science	13/14 June
Suffolk College (University of East Anglia)	BSc (Hons) Radiology and Oncology Therapy BSc (Hons) Diagnostic Radiology	14/15 June
University of Brighton	BSc (Hons) Applied Biomedical Sciences	22/23 June
University of Nottingham	BSc (Hons) Physiotherapy	27/28 June
Nottingham Trent University	BSc (Hons) Applied Biomedical Sciences	27/28 June
Liverpool John Moores University	Supplementary Prescribing	28 June

There are a total of 5 Approval visits planned between 1st - 31st July 2006; all of which have had their visitors and Executive members assigned. The schedule is now closed for programmes starting in September and/or October 2006.

29 approval visits have already been scheduled for the 2006/07 academic year; either in response to individual requests from education providers or as deferred visits from the 2005/06 schedule. All 13 visits scheduled between September and December 2006 have had their Executive members assigned and are in the early stages of organisation. The allocation of visitors is involving a more detailed selection process than normal, as the current partners re-appointment process means we are unable to utilise the services of all partners. The schedule is now at capacity for visits between September – November, plus the six months notice period of visits has passed.

The Department has adopted a proactive approach to forward planning of approvals visits in the 2006/07 academic year and intends to contact education providers in two stages. Firstly, we will contact specific programmes (listed below) which are known to need visits and then we will send two generic reminders (listed below) to all education providers about the approval process to capture those visits that we currently are not aware of.

Specific programmes to be contacted -

- Group 1 - Programmes which have not been approved against the QAA Subject Benchmarks (this is in line with the decision agreed at Approvals Committee on 24th May 2004)
- Group 2 - Programmes which are from a new profession on the Register (namely ODPs)
- Group 3 - Programmes which cancelled/postponed their visit during the 2005/06 academic year

The education providers responsible for programmes in groups one and two will be asked to respond with proposed dates for a visit between January – June 2007; whilst the education providers in group three will be asked to confirm whether they intend to run their programme from 2007/08 and a decision about a visit made accordingly.

Generic reminders

- Reminder 1 – to all education providers who currently offer HPC approved programmes to flag up the requirements and deadlines for the approvals process.
- Reminder 2 – to all education providers who do not currently offer HPC approved programmes, but whose portfolio suggests that they may develop programmes in biomedical sciences and paramedic science in the future.

2. Annual Monitoring

The first round of HPC annual monitoring created a very heavy workload for the Department between 31st March – 30th June 2006. The standard submission date for this year's annual monitoring process was 31st March 2006. To date, the Department has received 141 declarations forms (99% of expected forms) and 165 audit forms (91% of expected forms). The Department are still chasing declaration forms from one education provider and audit forms from seventeen education providers.

Six annual monitoring assessment days were held to consider the audit forms, with each attended by approximately 15 Visitors from a mixture of professions. The days were successful and promoted inter-profession working, which allowed comparisons to be drawn and consistency to be ensured across the different professions. Recommendations from the assessment days will be considered at the Approvals Panels on 4th July 2006. Late submissions from education providers will be considered by correspondence and recommendations considered at the Approvals Panel on 3rd August 2006. The Department plan to review the annual monitoring process (before the second round of annual monitoring in 2006/07), in the light of their experience of operating the process and feedback from the assessment days.

3. Major and Minor changes

Since the launch of the new process in March 2006, the Department has received 27 submissions. 19 of the 27 submissions have been reviewed by the Executive and Visitors and 8 are still under consideration. Of the 19 completed, 17 were deemed to be a minor change and 2 deemed to be a major change. In all cases, as the Standards of Education and Training were still met, there was no recommendation for an Approvals Visit. The Department plan to review the major/minor change process, before the 2006/07 academic year, following feedback from visitors and education providers and their experience of operating the process.

4. Employees

Osama Ammar (the current Team Administrator) has been promoted to Education Officer. A replacement for the Team Administrator has been advertised, with interviews due to be held on 17th July 2006. Joanna Kemp (Education Officer) is leaving on 29th June 2006. A replacement for one of the Education Officers has been advertised, with interviews due to be held on 7th July 2006. It is hoped that both replacements will be in post during July/August, ahead of the new academic year and schedule of approvals visits.

1. Strategy and workplan

The Communications strategy and workplan are included in the agenda for approval by Council

2. Events

HPC exhibited at the HR in the NHS conference, held in Birmingham from 25th – 27th April. Employees from the Communications and Fitness to Practise Departments attended. HPC exhibited at the Primary Care conference (also held in Birmingham) from 4th – 5th May. Members of the Communications team, including our new Stakeholder Manager, represented the organisation. This event was one of our busiest yet (over 300 attendees visited the HPC stand). HPC also exhibited at the Trading Standard’s Institute’s Annual Conference and Exhibition held in London from 20th – 22nd June.

Listening Events were held in Bangor (Northern Ireland) and Ayr (Scotland) on 13th and 15th June respectively.

3. Publicity

In June HPC launched an advert ‘e-kit’ available to registrants on the main website. Registrants can download the ‘HPCcheck’ logo as well as guidance on how and when to use it. Also in June, posters and revised HPC information leaflets were mailed out to GP surgeries across the UK – to raise awareness of the importance of using registered health professionals.

4. Website

The Communications Department look forward to receiving feedback on the new Council extranet which was launched on 23rd March. Council members now have private log-in details. All members of the Executive Management Team are encouraged to update the site. Council members can feed their comments back via Tony Glazier

5. Media relations

The next public relations exercise will relate to the Foster and Donaldson Reports once they are published.

6. Publications

The HPC short guide to CPD (plus covering letter and newsletter advert) was printed and mailed out to every registrant in June. We expect to publish the longer CPD guide following Council sign off.

The Fitness to Practise Annual Report: 2005-2006 was printed at the start of July.

The delayed 2005 and 2006 annual reports will be fully published later this year – it is hoped that paper copies will be available at HPC’s Annual Meeting on 7th July.

7. Electronic Newsletter

The fifth edition of the electronic newsletter ‘HPC In Focus’ was published in early June. Over 1,700 people have now signed up to receive it. Numbers continue to increase as the publication is further promoted at HPC events/presentations across the UK. An advertisement was also sent to every registrant along with the short guide to CPD in late June.

8. Stakeholder Management

Tamsin Leigh recently joined the Communications Department as Stakeholder Manager.

9. Employees

The Director of Communications has been appointed and will start on 4th September.

The Department is currently recruiting for the following role:
Team Administrator.

1. Corporate Services

Corporate Services covers Information Technology, and Information Services.

Information & IT

2. Employees

The IT department has recruited an IT Support Analyst. Craig Kjelvei started in IT full time on the 11th May having worked afternoons for a couple of weeks. Craig has joined us from the Partner Department, so has a knowledge of how HPC operates, and the systems we use. Craig has already made an impact on the turn around time for IT support requests.

General IT Infrastructure – Preparation work is ongoing for the rationalisation of servers, to make their support more manageable. This will also ultimately make full data replication to our Internet Service Provider more practicable.

3. Projects

The ICR solution is working well. A speed enhancement has been developed, and will be tested with the improved BACS-IP process for direct debit processing.

BACS-IP & AUDDIS

IT department has completed stability testing of the additional functionality provided. We are now ready for sign off from the Finance Department – if they are happy with the functionality.

The full BACS-IP process does not have to go fully automatic until we have informed banks of all the registrants that will be effected.

APU (Fitness to Practise tracking system).

Data has been migrated from the old Access system, and the database is being used in the live environment. A temporary worker will complete data input work from the old system or paper records.

Rick Welsby (IT) and Kelly Johnson (FTP) have identified 38 modifications of varying complexity that are at least “nice to have” or higher priority. Some of these are already being developed in house.

LISA On-line Applications nearing completion. Awaiting Worldpay credit/debit card processing to be finalised / reinstated.

LISA – Minor amendments to follow revised **Return To Practice** process including multiple routes to achieving appropriate levels of pre return training. This will be carried out under the support agreement, taking approximately 4 days work.

4. Document Control – FOI & DPA

Some public confusion as to what is available under FOI vs. DPA. Some are asking for confidential information concerning Fitness to practice cases. These are refused.

5. Business Continuity & Security

The BC/DR plan is being reorganised to ease use under true DR conditions. EMT are having final input, and the plan will then be frozen for 3 months over the summer as the enhanced data replication is rolled out.

Updated copies of the BC/DR plan will be despatched from HPC to EMT, Department Managers and Committee chairs in early July.

1. General

Since the last meeting, the Finance department has been producing the March year-end, April and May year-to-date Management Accounts. The later months' Balance Sheets are dependant on finalisation of the March Balance Sheet figures.

2. March 05 Statutory Accounts

A hard copy of the signed Statutory Accounts was provided by NAO for forwarding to HPC's printers for inclusion in the Annual Report and distribution at the Annual Meeting. Any potential recoveries of past fraud-related costs from our ex-auditors are still under negotiation with their lawyers.

4. Supplier payments

At the end of May, at least 97% by value of the £321k creditor payments (May Purchase Ledger) are in the 30 days or less category in the Aged Creditors Listing. The payment date schedule is posted on the HPC intranet (for the next 8 months) and payment runs are run approximately every two weeks to ensure prompt invoice processing.

5. Fee adjustments and income receipts handling

At the time of writing (8th June), there is a backlog in registrant direct debit cancellations and amendments of about 3 processing days. We have about one day processing backlog on rejected payments/refunds and zero days backlog on mid-cycle lapsing of Registrants. Banking of registrant cheques and credit-card reconciliations are up-to-date.

6. Income Collection cycle

Direct debit collections of registrants' fees (cover more than 80% of renewal fees by value) are done by the Finance Department, with collections made two months in advance. DT and AS collections occurred in June. Further fee collections scheduled in July are for the chiropody, radiography, paramedic and orthoptic professions. Most of the income comprises renewal fees collected.

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7. Funds under Management

At 8th June, the Business Reserve account balance was £0.56M, earning an interest rate of approximately 2% per annum. A further £3.2M is invested in the Special Interest-bearing Account on a rolling monthly basis, earning 4.6% per annum.

NatWest, Barclays and HSBC are active Money Market providers for HPC. There are no bank loans outstanding. The value of funds in our investment portfolio is approx £1.7M. This is managed by professional fund managers, Rensburg Sheppards. We are in compliance with the Reserves Policy level Committee-approved in November 2005.

8. Employee Training

Two Finance employees are enrolled in part-time, after hours CIMA courses (professional accountancy qualification) at present. Employees attend IT, Tax update and Payroll update courses as appropriate.

9. Significant Financial Projects/Issues (next few months)

- Presentation of the March 2005 and March 2006 accounts at the July 7th Annual Meeting.
- Implement the NI/PAYE change in tax status for Council and Committee Members, now delayed until July, pending recovery of members' declaration letters, getting contracts agreed with Category 2 employers and updating the Payroll system as appropriate (to action in August).
- Implement the Council member fee increase to £300, backdated to 1st April 2006 (to action in July).
- Prepare and despatch the fee change consultation document to stakeholders and interested parties for the forthcoming Scrutiny fee rise from 1st January 2007.
- Commence analysis for a general fee change in 2007, using various inputs eg PKF Costing results, sector benchmarks, Five Year Plan modelling.

Int. Aud. Public RD: None

- Review/update project specifications and test the deliverables for software development (fitness for purpose) for automation projects relating to Intermediate Lapsing and Bulk Letter Generation.
- Hire permanent staff - Transaction Manager role and ensure successful handover to the new Management Accountant
- Update the Financial Procedures manual, reconcile SAGE suppliers to authorised supplier list and encourage greater role cross-training within the department, to minimise personal risk.

10 Employee Issues

There is a team of six full-time employees in the Finance department, including the Finance Manager. The recent resignation of the Management Accountant has delayed some processes due to; the timing of the resignation (at financial year-end), lack of process automation (increases the learning curve for the replacement person) and lack of comprehensive handover in some areas. Good progress is being made in achieving the new structure within the department, as outlined at the Council Awayday in late 2005 (separation of duties into Transactions and Accounting teams).

Since the last Finance Report, updating Payroll process documentation and Registration transaction process documentation has been achieved. Good progress is also being made by the temp Transaction Officer in reviewing/writing project automation specifications for Registration Transaction projects that will impact the workload of the department. Person-cover risk remains an ongoing issue while process and procedure documentation is outdated. Temp staff are periodically hired to cover for permanent staff on leave and to help clear work backlogs (to maintain service levels).

11 Facilities Management Report

Staffing

Interviews to recruit the permanent Facilities Manager (replaces Deborah Farley) occurred in late May and Stephen Hall was hired as the new permanent Facilities Manager. The Facilities Manager manages 2 full-time Receptionists, a part-time Post Room Officer, part-time Building Maintenance Officer and part-time Catering/Tea person. The intention is to replace the temporary catering/tea person with a permanent person shortly.

Procurement & Logistics

- New access control system ordered for installation in June.
- Security guard evening and Hearing coverage.
- Have appointed Lawrence Webster Forrest as HPC's Health and Safety Consultants (Health & Safety risk management & compliance).

1. Striking off order

Jackie Hutchings, paramedic
 Kieran Guinan, chiroprapist/podiatrist
 Mark Wakefield, occupational therapist
 Vere Thorpe, chiroprapist/podiatrist
 Paul Neighbour, operating department practitioner

2. Suspension order

Stephen Bowen, radiographer
 Kenneth Wanless, paramedic
 Russell Headridge, prosthetist and orthotist

5. Conditions of practice order

Mark Campbell, operating department practitioner

6. Caution

Simon Bowden, paramedic
 Vincent Clarke, occupational therapist
 Stephen Garland, paramedic
 Geoffrey Hill, prosthetist and orthotist
 Fouad Javed, chiroprapist/podiatrist

7. Adjourned/Need further time

Anne Eccleston, speech and language therapist
 Kudakwashe Mhundwa, physiotherapist
 Susan Bradley, physiotherapist
 Mashmood Ajani, chiroprapist/podiatrist
 James McCabe, chiroprapist/podiatrist

8. No Further Action

Abhijeet Deo, physiotherapist – Incorrect Entry

9. Allegation Not Well Founded

One Conduct and Competence Case was not well founded in May 2006
 One Health Committee case was not well founded in May 2006

10. Review hearings

Julie Pring, physiotherapist – Conditions of Practice extended
 Natasha Gorringe, chiroprapist/podiatrist – Suspension revoked and Struck off

Matthew Smith, radiographer – Suspension revoked and Struck off
 Sarah Turgoose, biomedical scientist – Suspension extended
 Christina Reyburn, speech and language therapist – Conditions of Practice extended
 Palewattie Ratnasiri, physiotherapist, Conditions of Practice extended
 Fraymond Mayunga, physiotherapist – Conditions of Practice revoked and Suspended,

11. Investigating Committee

62 allegations were received in April and May 2006. Panels of the Investigating Committee considered 47 cases in April and May 2006. There was a case to answer in 30 cases. The current case to answer rate is 64%. At the end of May 2006 there were 163 cases within the remit of the Investigating Committee. This includes 7 cases of incorrect entry.

12. Conduct & Competence Committee

At the end of March there were 145 cases within the remit of the Conduct and Competence Committee. This number includes 38 cases where a suspension or conditions of practice order has been imposed and the cases will require a review hearing.

13. Health Committee

At the end of May there were 17 cases within the remit of the Health Committee. This includes cases 8 where a suspension or conditions of practice order has been imposed and a review hearing will be required.

13. Interim orders

Interim Suspension Orders were granted in the following cases:

Matthew Hankin, physiotherapist
David Pratt, biomedical scientist
Richard Fitch, operating department practitioner
Benjamin Lavender, operating department practitioner

The following interim orders were reviewed

Karl Tett
David Pratt
Fiona Kuhns
Paul Gilbert
Prakathe Nawathe
Michael Knight
Mohammed Khokhar

The majority of interim order and reviews were presented by Fitness to Practise Case Managers

14. Registration Appeals

At the end of May there were 47 outstanding Registration Appeals

15. Health and character

52 Declarations were received in April and May 2006

16. Protection of title

53 complaints about the use of title were received in April and May 2006

17. Other information

Meetings have taken place with:

Kingsley Napley – case update meeting
Kingsley Napley and Bircham Dyson Bell – particulars
Visit to Doug Proctor

Sussex Ambulance Service

PKF

Chartered Society of Physiotherapy

CHRE – Learning Points Meeting

FTP Training

CHRE Clear Boundaries conference

High Court Appeals:

The following cases are currently outstanding:
Mohammed Khokhar

CHRE has withdrawn its appeal in the matter of Hermione Evans

Employee matters:

Eve Seall has been appointed to the position of FTP Manager.

1. Employee Resourcing

As previously outlined to Council, the Director of Communications position was advertised in PR Week and the Guardian newspaper in March 2006. The interview panel (Anna Van der Gaag, Norma Brook, Marc Seale and Larissa Foster) shortlisted 7 candidates to interview on 21st April 2006. However, the preferred candidate withdrew from the process following the interview. A second round of interviews were then conducted on 26th May 2006. Brooklands Executive conducted personality assessments on 6th June 2006 of the two preferred candidates (and one internal candidate as a development opportunity). As a result of the interviews and the assessment, Jacqueline Ladds was appointed to the post and starts on 4th September 2006.

Bonnie Hart has been appointed to the role of Communications Officer within the Communications Department following advertising in April. Bonnie was an internal candidate who previously held the Customer Services Manager position within the same Department.

Two Education Officer positions have been advertised, one internally only, and the other externally, following resignations of employees. The internal vacancy has been filled with the promotion of Osama Amar (former Team Administrator in the Education – Approvals and Monitoring Department). Interviews for the externally advertised vacancy are scheduled for 7th July 2006.

A Project Manager has been appointed and reports to the Director of Operations. Claire Phillips started on 12th June 2006.

The Facilities Manager vacancy was advertised in the Guardian Newspaper in April 2006. Following interviews on 1st June 2006, Steve Hall was appointed to the role. He had been employed temporarily in the role through an agency following the departure of the previous Office Services Manager. Steve brings a wealth of experience in facilities management and has already made significant improvements.

Interviews were held on 18th April for an IT Support Analyst. This is a newly created position which sits within the IT Department, and assist the IT Team in accommodating the needs of a greater number of users as employee numbers continue to grow at HPC. Craig Kveljje, an internal candidate, was appointed to the role and started in May.

Following an internal promotion and a resignation, two vacancies were advertised and filled in the UK Registrations Department. Joy Odoi and Sonny Burgess, both external candidates, started in May.

The Human Resources Director vacancy was advertised in the Guardian Newspaper and interviews were held on 16th June. The panel consisted of Robert Clegg, Norma Brook, Marc Seale and Barbara Stuart. Larissa Foster (formerly the Human Resources Manager) was appointed to the post.

The newly created position of Policy (Education) Manager was advertised on 23rd May 2006 and closed on 7th June 2006. The panel (Marc Seale, John Harper, Eileen Thornton, Larissa Foster and Rachel Tripp in her capacity as Acting Policy and Standards Director) will be interviewing on 20th July 2006. Unfortunately due to dates and timing Norma Brook was unable to be on the panel for this role.

Finally, a newly created role for a Fitness to Practise Manager, reporting to the Director of Fitness to Practise, was advertised externally in May 2006. The panel consisted of Kelly Johnson, Larissa Foster and an external advisor from Kingsley Napley, Michael Caplin, QC. Eve Seall, an internal candidate (formerly a Case Manager), was appointed to the role.

2. Other Employee Matters – Training

Four days of training have been organised for formal Plain English Training across the organisation and two of these have already been held.

Roy Dunn, Director of Corporate Services, is currently organising IT training for HPC based on needs assessed in the performance reviews.

The second session of the HR Disciplinary Training has been booked in for August 2006, and will be conducted by the Work Foundation. This will train managers in writing investigation reports, presenting their investigations at a disciplinary, and address appropriate situations to refer to disciplinary hearings.

The HR Department is organising Diversity Training for management. This involves training on legal issues around managing employees – from appropriate behaviours in the workplace, to new legislation impacting on age discrimination.

Finally, recruitment and selection training (interview techniques) is in the process of being organised for later in the year. This will occur on 9th October 2006.

Exit Interviews

The exit interview process has now been running for one year. A confidential report has been compiled and sent to the Executive Management Team (EMT). EMT is currently considering the results and any actions which should be taken. Some improvements have already been identified (for example, asking people about the salary amount in new positions offered to them at other organisations for similar roles, so that HPC can improve its benchmarking).

1. Telephone Calls

The team received 2,201 calls from applicants during this period, with an average 87% answer rate. Calls were answered on average in 18 seconds.

2. International Registration Application

A total of 385 new applications were received during this period and 341 were registered. Applications took on average 74 working days to deliver an initial assessment report. This timescale has fallen from 102 in January and I expect further improvements throughout the summer.

3. Grandparenting Registration Application

Only one operating department practitioner application was received in this period. Our planned purge of applications began in May and is having very visible results, this will continue over the coming months.

4. Emails

The team are receiving approximately 30 - 50 emails per day and all are responded to within 5 working days.

5. Improvements/Developments

Sarah Giles (Registration Officer) & I are in final stages of implementing a new archiving process including a more efficient and cost effective scanning solution. This project has been ongoing for the last two months and I expect to have a positive update to report for the next meeting.

6. New recruits

Deborah Dawkins was appointed Acting Team Leader after a short trial period.

1. Continuing Professional Development Assessors Recruitment

At present the recruitment process for the CPD Assessors is in its early stages. Meetings are being held with the relevant department to ascertain how many CPD Assessors will be needed. Furthermore, meetings shall be held to develop draft role briefs for the CPD Assessors.

2. Performance Appraisal

Further to Council's approval of the Partner Appraisal System, the internal implementation process has been agreed and posted on to HPC's Management System. To date, seven visitors have been sent the paper work for appraisal during May and June 2006.

3. Partner Re-appointments Process

On the 11th May 2006, the re-appointments process was presented to the Council. Council approved the process with a number of minor amendments to the paperwork. It was agreed that the re-appointments process would be a paper based exercise.

All re-appointments paperwork will be sent by the 9th June 2006 to all partners whose contracts expire in 2006. Meetings are arranged at the end of July between the partner manager, head of departments, and an Independent Assessor from the OCPA. The final decision for the re appointments process will be decided by the partner manager, head of department and the independent assessor from the OCPA

4. Partner Conference

All Partners have received notification of the 2006 conference dates and have been advised that official invitations will be sent in July (once the re-appointments process has been completed). The Health Minister for Scotland has been contacted and has agreed to speak as a keynote speaker at the partner conference. We are still awaiting a response from the other keynote speaker that has been approached to speak at the conference.

1. Meetings

- University of Central England, student talk, 16th May 06
- Speaker at European Region of World Confederation of Physical Therapy conference on Common Platforms, 24th May 06
- Alliance of UK health regulators in Europe, 24th May 06
- Nursing and Midwifery Council, Health, disability and character consultation event, 25th May 06
- 'LASER' group, CPD talk, 9th June 06
- Society of Chiropractors and Podiatrists conference, CPD talk, 21st June
- Council for Healthcare Regulatory Excellence, Clear Boundaries conference, 21st June 06
- Department of Health, Statutory Regulation of Acupuncture, Herbal Medicine and Chinese Medicine Practitioners, 22nd June 06
- UK Interprofessional Group, 26th June 06
- Nursing and Midwifery Council, Code of Conduct review meeting, 27th June 06
- Partnership Quality Assurance Framework for Healthcare Education conference, 27th June 06
- Council for Healthcare Regulatory Excellence, meeting re: student registration, 28th June 06
- Creating an Inter-professional Workforce, 30th June 06

2. Current Projects:

Review of the Standards of Proficiency

The last meeting of the PLG took place on 19th June. The recommendations from the group are the subject of a paper to the Council.

Standards of conduct, performance and ethics review

A possible workplan for the review of the Standards of Conduct, Performance and Ethics is the subject of a paper to this Council meeting.

Continuing professional development additional information

The long CPD document is the subject of a paper to the Council. Once approved, and the Crystal Mark is confirmed, this will be published online, with the example profiles which have so far been approved by the Education and Training Committee. Further profiles are being developed with the professional bodies.

Health, disability and registration

The results of this consultation are the subject of a paper to the Council.

Standards of Education and Training Guidance for Education providers

The results of this consultation are being analysed, and will be taken to the next meeting of the Education and Training Committee.

Grandparenting report

Michael Guthrie is compiling a report on the grandparenting process. A first draft has been considered by the Education and Training Committee, and is expected to be taken to the Council in September.

European Union

Sam Mars is working on the implications of the Professional Qualifications Directive for HPC, and also on implementing the recommendations from the Healthcare Professionals Crossing Borders conference in Edinburgh, October 2005.

1. Re-Appointment of lay members

The NHS Appointments Commission has confirmed the re-appointment of Christine Farrell and Jeff Lucas to the Council for a four year term of office.

Ros Levenson has taken the decision to stand down and will be attending her final meeting of Council on 6th July 2006.

2. Induction of New Members

An induction of some of the newly elected registrant and alternate members of Council was held on 12th June 2006.

A training session which covers the Health Professions Order will be offered to all members of Council and relevant HPC employees, who have not already attended a session, in the autumn.

3. Updating of Information Pack

The Secretariat is currently updating the Members’ Information Pack to take account of changes which have occurred as a result of the recent Council Elections. All Council Members have been asked to provide feedback on the pack.

4. New Calendar

The mini calendar of Council and committee meeting dates for 2006/7 will be available shortly. All Council members and HPC employees will be provided with a copy. Further copies available from the Secretariat on request.

5. Process for the Election of the President and Vice-President

The final process for the election of the President and the Vice-President was agreed by Council electronically. The election of the President is currently underway.

6. Council and non-Council Committee Members Performance Review

The President is completing the current round of members’ performance review. A meeting has been arranged with the Secretariat on 5th July to provide feedback from members regarding their training needs and to feedback other relevant comments.

7. Annual Meeting

The annual meeting will be held on 7th July 2006

8. External Meetings

Members of the Secretariat attended the following external meetings;

Meetings

Meeting with Head of Secretariat - GMC

Conferences

UK Charities: Promoting Good Governance

Risk Management

The Regulation of Healthcare Professionals

Training

Introduction to Risk Management

Introduction to Project Management

Plain English training

1. Telephone Calls

The team received 18,459 calls from registrants, applicants and other stakeholders during this period. The team maintained the improvements made over the past few months, and achieved an 83% answer rate during this period.

2. Registration Application

A total of 647 new applications were received during this period and 1,249 individuals were registered. Applications took on average 6.5 working days to process from start to finish. The team continues to exceed their target, which is set at 10 working days.

3. Emails

The team are receiving approximately 60-80 emails per day and are managing to respond to the majority of these on the day of receipt, exceeding our target of 48 hours in most cases.

At the start of April, all registered dietitians were invited to renew their registration for the next two year cycle. Registrants have until the 30th June 2006 to renew their registration for the 2006/08 period.

4. Registration Renewal

Of the number originally invited to renew registration, 35.5% of arts therapists were sent their final renewal forms at the end of April 2006. Registrants have until the 31st May 2006 to renew their registration for the 2006/08 period.

The next profession to be invited to renew registration will be chiroprodists who will be sent their renewal forms at the beginning of May 2006.

5. Improvements/Developments

Work continues on the revision of HPC's registration/readmission form and guidance notes.

6. New recruits

Anna Mason (previously a member of the renewals team) joined UK registration in May 2006. Anna is presently overseeing the application process; ensuring that applications are logged and processed efficiently.

Hope Morrison left HPC in May to return to Australia. Recruitment for a replacement (year-long contract) will take place shortly.

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