

**Health Professions Council  
6 July 2006**

**ANNUAL REVIEW OF ACTIONS TAKEN FROM 11 JULY 2005 TO 10 JULY 2006**

**Executive Summary and Recommendations**

**Introduction**

An annual review of the actions agreed by the Council is attached for the period 11 July 2005 to 10 July 2006.

**Decision**

The Council is asked to note the actions that have been taken in the period 11 July 2005 to 10 July 2006.

**Background information**

None

**Resource implications**

None

**Financial implications**

None

**Appendices**

List of actions taken in 2005-6

**Date of paper**

26 June 2006

## ACTION POINTS

### HEALTH PROFESSIONS COUNCIL

#### PUBLIC MEETINGS 2005 – 2006

	<b>Action Point and Location in the Minutes</b>	<b>For the attention of</b>	<b>Action by (date)</b>	<b>Outcome</b>
1.	<u>Appointment of Additional Member</u> The Council agreed that the CEO write to the Privy Council with a recommendation that the Privy Council appoint the candidate in the same constituency in the election who had the next highest number of votes – if the Council elected a registrant President <b>12 July – public minutes 5.4</b>	MJS	asap	Actioned
2.	<u>Annual General Meeting</u> To be rearranged following cancellation on 8 July and former Council members to be invited. <b>18 July – public minutes 1.6</b>	NO'S	12/05	Actioned
3.	<u>Ethnic Monitoring</u> Item to be included on agenda for September 2005 meeting of Finance and Resources Committee <b>18 July -public minutes 6.1</b>	SL/LF	20/9/05	Actioned
4.	<u>Continuing Professional Development</u> Council approved the document – Key Decisions from our Consultation on CPD- subject to a number of amendments <b>18 July – public minutes 12.6</b>	RT	Effective as of 18 July 2005	Actioned
5.	<u>CPD – PLG</u> Council agreed CPD PLG be established <b>18 July – public minutes 13.4</b>	RT	September 2005	Actioned

6.	<u>PLG – Health, Disability and Registration</u> Council approved 2 documents <b>18 July – public minutes 16.3</b>	RT	Effective as of 18 July 2005	Actioned
7.	<u>Vat on Council Members' Expenses</u> Council agreed that members' fees and allowances were inclusive of VAT <b>18 July – public minutes 17.7</b>	SL	Effective as of 18 July 2005	Actioned
8.	<u>Minutes of F&amp;R Committee 23 March 2006</u> Council ratified recommendation of F&R Ctte that Audit Ctte become a subcommittee of Council <b>18 July – public minutes 17.8</b>	CB	Effective as of 18 July 2005	Actioned
9.	<u>Minutes of F&amp;R Committee 28 April 2005</u> Council ratified recommendation of F&R Ctte to increase daily rate paid to registration assessors for registration appeals mtgs from £65 to £130 <b>18 July – public minutes 18.2</b>	SL	Effective as of 18 July 2005	Actioned
10.	<u>Amendments to Audit Ctte Standing Orders</u> Council approved amendments <b>18 July – public minutes 28.3</b>	CB	Effective as of 18 July 2005	Actioned
11.	<u>Election of President and VC</u> Agreed election process should be amended 13 September – public minutes 5.1.1	NO'S	December 2006	Actioned
12.	<u>VAT on Council Members' Expenses</u> Members sought clarification as to whether the attendance allowance was a flat sum of £260 or a maximum sum <b>13 Sept – public minutes 7.2.1</b>	MJS	5 October 2006	Actioned

13.	<u>CEO Report</u> Council agreed that the issue of the delay in the agreement of the model contract should be raised at the next meeting with the Department of Health 13 Sept– public minutes 9.3	MJS	December 2006	Deferred as no education representatives at meeting
	Council agreed CEO to prepare targeted report <b>13 Sept – public minutes 9.5</b>	MJS	Effective as of 13 September 2005	Actioned
14.	<u>Regulation of New Professions</u> Council agreed Maxillofacial Prosthetists and Technologists should be regulated -	MJS	Sept 2005	CEO wrote to Secretary of State for Health
15.	<u>Restructuring of HPC</u> Council agreed that Ms Mead, DH Project Manager should be invited to the October meeting of Council <b>13 Sept - Public minutes 12.6</b>	MJS	5 October 2005	Actioned
16.	<u>Matters Arising –CEO Report</u> Issue in the delay of model would be included on agenda of next meeting with DH 5 October – public minutes 5.3	MJS	February 2006	Actioned
17.	<u>Post-Registration Qualifications</u> Council agreed to establish a PLG <b>5 October – public minutes 9.3</b>	RT	Included in 2006/7 Policy workplan	
18.	Include issue of delay in agreement of model contract on agenda for meeting with DH on 12 December 2005 <b>(6 December - Public minutes 5.1)</b>	MJS	12 December 2005	Noted at March 2006 Council meeting that Council was not the forum for this discussion
19.	A paper on the setting up of a PLG on Post-Registration Qualifications would be	RT	Included in workplan for financial year	Action agreed with RT

	presented to Council in the new year <b>(6 December - Public minutes 5.3)</b>		April 2006-April 2007	
20.	A paper regarding the 'Foster Review' would be presented to the March 2006 meeting of Council <b>(6 December -Public minutes 7.2)</b>	MJS	1 March 2006	Awaiting publication of Foster Review
21.	Consultation on the Standards of Education and Training Guidance for Education providers should take place, publication on-line etc <b>(6 December - Public minutes 10.3)</b>	RT	February 2006	Consultation document issued on 15 February 2006
22.	The Partners' Complaint System should be circulated to members electronically for comment. Revised paper which should include comments made at meeting and by email should be presented to March 2006 Council meeting <b>(6 December Public minutes 11.7)</b>	LM	1 March 2006	Included on 1 March 2006 agenda
23.	The election of the alternate Radiographer member on Council (to replace Fiona Taylor) would be held as part of the 2006 election process <b>(6 December -Public minutes 15.3)</b>	NO'S	February 2006	Actioned
24.	Mr P McFadden should be nominated to represent Council on the Joint Royal Ambulance Liaison Committee <b>(6 December - Public minutes 16.2)</b>	MJS	December 2005	Letter from MJS to JRALC on 2212/2006
25.	A paper on the attendance of Council members at all Council meetings to be presented to March 2006 meeting of Council	NO'S	1 March 2006	Included on 1 March 2006 agenda

	<b>(6 December - Public minutes 17.4)</b>			
26.	Process for the appointment of members to the Audit Committee agreed subject to the inclusion of a statement that there would be an expectation that Council members with relevant qualifications would be given preference. <b>(6 December - Public minutes 18.4)</b>	NO'S	December 2005	Ratification of membership of Audit Committee included on 1 March 2006 Council agenda
27.	Council and Committee meeting dates for July 2006/July 2007 agreed. Secretary to circulate dates electronically <b>(6 December - Public minutes 25.2)</b>	NO'S	December 2005	Email from NO'S to Council on 13/12/05
28.	Executive to distribute recommendations of 'Foster Review' to Council and Committee members as soon as published <b>(6 December - Public minutes 26.3(i))</b>	MJS	As soon as recommendations published	Awaiting publication of Foster Review
29.	Executive to present paper on 'Foster Review' at March 2006 meeting of Council <b>(6 December - Public minutes 26.3 (ii))</b>	MJS	1 March 2006	Awaiting publication of Foster Review
30.	Strategic Intent would be main item on March 2006 Council agenda <b>(6 December - Public minutes 27.5)</b>	MJS	1 March 2006	Included on 1 March 2006 agenda

31.	The Survey of Attitudes to the HPC would be considered by the Communications Committee and would be included on a future Council agenda for discussion <b>(6 December - Public minutes 30.2)</b>	VN/SB	27 February 2006	Included on agenda for 27 Feb meeting of Communications Committee
32.	<u>Annual meetings of CEO, President and Professional Bodies</u> Registrant Council member from the relevant profession should be invited to attend these meetings. <b>(1 March 2006 – public minute 6.3)</b>	MJS	Ongoing	
33.	<u>Application from the Society of Sports Therapists</u> Issues raised at the meeting with regard to the application for regulation from the <b>Society of Sports Therapists</b> should be fed back to the Society in writing. There would be a presentation from the Society at the 11 May 2006 meeting of Council. <b>(1 March 2006 - public minute 8.11)</b>	CS	7 March 2006	Letter sent to SoST  Included on 11 May Council agenda

34.	<p><u>Policy and Standards Workplan</u>  Agreed that Council members had an important role in meeting with the Scottish Executive. The Executive to seek a calendar of these meetings from the Scottish Executive.  <b>(1 March 2006 – public minute 11.3)</b></p>	Action NO'S	April 2006	Scottish Executive will organise meetings later in the year
35.	<p><u>Policy and Standards Workplan</u>  Agreed references to healthcare workers on p9 of document should read assistant practitioners or other groups  <b>(1 March 2006 – public minute 11.4)</b></p>	RT		Document amended
36.	<p><u>Key Decisions from HPC consultation on returners to practice</u>  Agreed (i) the text of the responses and decisions documents  (ii) to publish the document on the HPC website  (iii) to implement the recommendations in July 2006  <b>(1 March 2006 – public minute 12.4)</b></p>	Action RT		This document has been published on-line. Implementation plan being finalized for July
37.	<p><u>Key Decisions from HPC Consultation on Fitness to Practise</u>  Agreed (i) to publish online the consultation responses as summarized in the document   (ii) to publish the decisions document online and in hard copy <b>(1 March 2006 – public minute 13.4)</b></p>	MG  MG	Action will be completed April/May  Action will be completed April/May	Information has been published on-line



38.	<p><u>Applications for Registration by Refugees</u> Agreed to waive the scrutiny fee for applicants <b>(1 March 2006 –public minute 14.3)</b></p>	GRS & SL	From 1 March 2006	Fee exemption included in paper from SL to F&R re; International fees
39.	<p><u>Revision of the Process for Election the President and VC</u> Agreed a further proposal on this matter to be brought to May meeting of Council <b>(1 March 2006 – public minute 15.5)</b></p>	Action: NO'S	11 May 2006	Included on 11 May Council agenda
40.	<p><u>Alternate Members –Council Meetings</u> Agreed that alternate members, in their first year of office, could attend and be paid attendance allowance and expenses for the Council meeting and annual away day event and one other meeting of Council during that year. <b>(1 March 2006 –public minute 16.3)</b></p>	Action: NO'S	March 2006	Informed alternate members in first year on Council by email on 21/3/06 – NO'S
41.	<p><u>HPC Performance Appraisal System for Partners</u> Council approved the performance appraisal system for all partner roles.</p> <p>Council noted the proposal contained in the document that a presentation be made to Council in six months time to provide feedback on the progress of this system. <b>(1 March 2006 – public minute 21.6)</b></p>	Action: LMcKell	13 September 2006 Council meeting	Noted on draft agenda
42.	<p><u>Regulation of New Professions</u> Agreed in principle that HPC should regulate Sports Therapists subject to a</p>	MJS	26 May 2006	Actioned Ltr included on 11 May Council agenda as

	number of conditions. CEO to write to Secretary of State for Health <b>11 May – public minutes 8.14</b>			item to note
43.	<u>Draft Health Professions Council Annual Report</u> Agreed draft 2005/6 annual report subject to inclusion of amendments <b>11 May – public minutes 12.4</b>	VN	6 July 2006	Amended report included on 6 July agenda
44.	<u>Sanctions</u> Agreed revised sanctions policy & that this policy should be published as a separate document to the practice notes <b>11 May – public minutes 14.4</b>	KJ	6 July 2006	Actioned
45.	Partner Re-Appointment Process Agreed recommendations set out in paper <b>11 May – public minutes 16.4</b>	YH	By end of August 2006	Ongoing
46.	<u>Fees General Policies and Scrutiny Fees</u> Agreed that the scrutiny fee be raised from £200 to £350 per application effective from 1 January 2007 <b>11 May 2006 –public minutes 17.3</b>	SL	1 January 2007	Consultation Paper being prepared for inclusion on Council agenda in July
47.	<u>Review of Provision of Legal Services</u> Agreed that invitation to tender document would be prepared and issued seeking provision of services of Parliamentary Agent and provision of legal services associated with Fitness to Practise processes. Exercise to be completed by 1 April 2007,	MJS	Before 1 April 2007	Ongoing

	before start of 2007/8 financial year <b>11 May 2006 – public minutes 18.3</b>			
<b>48.</b>	<u>The Future of the Registration Committee</u> Agreed to request the President to reallocate the members of the Registration Committee to other statutory and non-statutory committees <b>11 May 2006 – public minutes 22.3</b>	NO'S	Post election of new President – 11 July 2006	To be actioned
<b>49.</b>	<u>Revision of Process for Election of President and Vice-President</u> Council agreed that proposals for a system of postal voting in the election of the President and VP should be considered at 6 July Council meeting <b>11 May 2006 – public minutes 23.3</b>	NO'S	Before 6 July 2006 Council meeting to fit in with election timetable	Agreed electronically June 2006
<b>50.</b>	<u>Declaration of the Results of the Council Elections 2006</u> Agreed it should be highlighted on the nomination form that if a nominator provided a home address on the form this address would be published <b>11 May 2006 – public minutes 24.4</b>	NO'S	In time for next election	Ongoing
<b>51.</b>	<u>Council Representatives on External Bodies</u> Agreed that the President should take the decision regarding the appointment of a Council member to the advisory board of the Higher Education	NB	June 2006	Referred to Education & Training Committee

	Academy Learning and Teaching in Health (HEALTH) <b>11 May 2006 – public minutes 25.2</b>			
<b>52.</b>	<u>Amendments to Council and Committee Dates</u> Agreed dates & that they should be circulated to members electronically <b>11 May 2006 – public minutes 26.3</b>	NO'S	May 2006	Actioned
<b>53.</b>	<u>Minutes of Finance and Resources Committee held on 22 March 2006</u> Agreed that in future minutes of all committees should be circulated electronically for agreement by members <b>11 May 2006 – public minutes 28.2</b>	Secretariat	From 11 May	Ongoing



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