

**Health Professions Council
Council meeting 31 May 2007**

2006-2007- DRAFT ANNUAL REPORT

Philippa Richardson

Executive Summary and Recommendations

Introduction

The text for the front section of the Health Professions Council (HPC) 2006-2007 annual report is attached. The document covers the financial year, 1 April 2006 to 31 March 2007. Financial statements ('back section') will follow.

Decision

The Council is asked to approve the following document. The Council is also asked to agree that the Audit Committee and the Finance and Resources Committee will be jointly responsible for reviewing the annual report and accounts and for agreeing any amendments.

Background information

A verification meeting was held with Jonathan Bracken, HPC Solicitor and Parliamentary Agent, on 23 April 2007. The document has also been fully edited by the Publications Manager in line with the HPC's house style. It is still subject to very minor editorial changes.

Resource implications

None

Financial implications

None

Appendices

Text for front section of HPC 2006-2007 annual report.

Date of paper

31 May 2007

HPC annual report 2007 (1 April 2006 to 31 March 2007)

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The Council

The Council submits its fifth annual report together with the audited financial statements for the year ended 31 March 2007.

Members during the year

All Council members served throughout the year except as shown below:

Norma Brook President¹
Anna van der Gaag President²
John Camp Vice President³ (resigned 8 January 2007)

Registrant members

Karen Bryan (appointed 12 March 2007)
Morgwn Davies
Helen Davis
Gail Darwent (until 8 July 2006)
Elizabeth Ellis (appointed 9 July 2006)
Christopher H Green (resigned 19 March 2007)
Robert Jones (until 8 July 2006)
Morag MacKellar
Pat McFadden
William Munro
Pam Sabine
Graham Smith (appointed 27 October 2006)
Simon Taylor
Annie Turner
Diane Waller

Alternate members

Ozan Altay
Patricia Blackburn
Sue Griffiths (appointed 9 July 2006)
Daisy Haggerty
Carol Lloyd
Alan Mount
Helen Patey
Jacqueline Pearce
Gill Pearson

¹ Until 8 July 2006 when her term of office as a Council member came to an end. Professor Brook did not seek re-election.

² President from 11 July 2006, previously a Council member.

³ The role of the Vice-President was abolished on 14 December 2006.

Doug Proctor
Jacqueline Sheridan
Eileen Thornton
Mark Woolcock

Lay members

Paul Acres
John Camp (resigned on 8 January 2007)
Shaheen Chaudhry (resigned on 25 January 2007)
Mary Clark-Glass
Robert Clegg
Peter Douglas (appointed 17 October 2006)
Sheila Drayton
Christine Farrell
John Harper
Tony Hazell
Ros Levenson (resigned 8 July 2006)
Jeff Lucas
Keith Ross
Barbara Stuart

A Register of Interests in respect of all members is maintained. The register is published on the HPC website.

The Council continued

Method of appointment or election of Council members

The Council consists of 40 members: 13 registrant members; 13 alternate members; 13 lay members; and the President⁴. There are currently three vacancies on the Council; one for a registrant member and two for lay members. The registrant and alternate members are elected by registrants from the same part of the Register (for example the physiotherapy member is elected by physiotherapists). The lay members are appointed by the Appointments Commission. The numbers of registrants and alternate members (currently 13) is linked to the number of professions regulated by the Council. There is an alternate member for every registrant member. An alternate member has the same function as a registrant member but only attends Council meetings in their capacity as a member if their corresponding registrant member is not present. There must be at least one lay member and one registrant or alternate member from each home country within the United Kingdom.

Legislative and regulatory background to the Council

The Health Professions Council (HPC), a 'body corporate', was set up on 1 April 2002 by the Health Professions Order 2001. The HPC replaced the Council for Professions Supplementary to Medicine (CPSM) which was abolished at that time. The Council is one of nine UK statutory regulators for healthcare professionals. The Council currently regulates approximately 177,000 registrants.

As a statutory regulator, the HPC is a public body, but it is independent and not part of the Department of Health (DH) or the National Health Service (NHS). The majority of its costs are funded by fees from registrants. The fees are set out in the Health Professions Council (Registrations and Fees) Rules. Any changes to the fees are subject to consultation and must be approved by Parliament.

Council functions and objectives

The Health Professions Order 2001 provides that the main function of the Health Professions Council is to establish standards of education and training, conduct and performance for members of the relevant professions, and to ensure the maintenance of these standards. In exercising these functions the Order also provides that the HPC's principal objective is: 'to safeguard the health and well-being of persons using and needing the services of registrants'.

Corporate governance arrangements and organisational structure

In accordance with the governance arrangements set out in the Health Professions Order 2001, the Council has established four statutory committees. These are as follows:

- Education and Training Committee
- Investigating Committee

⁴ The President may be either a registrant or a lay member.

- Conduct and Competence Committee
- Health Committee

The Council has also established three non-statutory committees:

- Finance and Resources Committee
- Audit Committee
- Communications Committee

During the financial year April 2006 to March 2007, the Council agreed that two other non-statutory committees, the Registration Committee and the Approvals Committee, had completed their work and that they should be abolished.

Committee membership

As set down in the Health Professions Order 2001, all committees are chaired by Council members. The majority of committee members are also Council members, however the Council has appointed six non-Council Committee members to bring additional professional skills and expertise to committee decision-making. These members were appointed in accordance with the principles set out by the Office of the Commissioner for Public Appointments.

The Council has a number of executive departments operating under the leadership of the Chief Executive. These departments are as follows:

- Fitness to Practise
- Registration (International and Grandparenting)
- Registration (UK)
- Policy and Standards
- Approvals and Monitoring
- Communications
- Finance
- Facilities Management
- Human Resources
- Information Technology
- Secretariat

Form of financial statements

In accordance with a direction given by the Privy Council, under Section 46(1) (b) of the Health Professions Order 2001, the HPC's financial statements have been prepared in a form which complies with the HM Treasury guidance on the preparation of accounts for non-departmental public bodies.

Recruitment

In the spring of 2005 the HPC held its first elections. All of the existing Council members stood down at that time. Registrant and alternate Council members were eligible to stand for re-election. All lay Council members were eligible for re-

appointment. All registrants working or living in one of the four home countries of the United Kingdom who were on the HPC Register on 2 March 2005 were also eligible to stand for election. In accordance with the Health Professions Order 2001, the terms of office of one quarter of the Council members expire each year. For example, elections were held for the registrant physiotherapy, occupational therapy and radiography members of Council in the spring of 2006.

Professor Norma Brook stood down as HPC President in July 2006. Her successor is Doctor Anna van der Gaag.

The Appointments Commission oversees the appointments process for lay members. Lay members may be reappointed following their initial term of office, however this is not automatic and follows an appraisal of their performance and a recommendation from the President. Vacancies are advertised in the national press. The appointments procedure is in accordance with the guidance from the Office of the Commissioner for Public Appointments.

Terms of office

The term of office for Council members is usually four years. However, the term of office for the period following the first elections is of a length specified by the Privy Council as follows:

Registrant Council members

Election in 2005 to hold office until 2006 (one year)
Physiotherapists, occupational therapists, radiographers.
Thereafter four years.

Election in 2005 to hold office until 2007 (two years)
Biomedical scientists, paramedics, chiropractors/podiatrists.
Thereafter four years.

Election in 2005 to hold office until 2008 (three years)
Speech and language therapists, operating department practitioners, dietitians.
Thereafter four years.

Election in 2005 to hold office until 2009 (four years)
Clinical scientists, arts therapists, orthoptists, prosthetists/orthotists.
Thereafter four years.

Lay Council members

Lay members were appointed for periods which vary between one and four years following the first elections.

Alternate Council members

The term of office for alternate Council members is currently four years.

President's statement

2006 – 2007 has been a busy and challenging year for the Council. I would like to start by acknowledging that behind our achievements are a committed Council, dedicated Committees and an enthusiastic group of employees, who have worked hard to ensure the continuing success of the HPC.

Throughout my presidency I am keen that we proactively engage with registrants, the professions and the public and create opportunities to listen and respond so that we continue to improve and develop. It is vital that we do not simply expand but that we evolve in response to external changes. We can only do this if we are aware of the wider landscape of healthcare.

Listening Events are a key aspect of this endeavour and, through the year, we held events at various locations across the country, from Bangor and Ayr to Newcastle and Burnley. Listening Events give registrants a forum for providing us with constructive feedback on how we are working. Additionally, employees and Council members have spoken at many professional seminars, exhibitions and conferences; and the student talks programme for prospective registrants continues to grow.

By consulting with the professions and our other stakeholders, we have continued to review and set standards and produce guidance for our registrants. In particular, I would like to thank everyone who responded to the consultation on our proposals to change the fees structure. I believe we have reached a consensus based on the response we received and the new fee structure will allow us to continue to operate at the highest standard of professional regulation.

This year has also seen continuing efforts to inform members of the public about what we do. Using the results of the MORI public research undertaken in September 2005, we focussed our communications activities in a number of ways. We mailed a public information leaflet to Citizen's Advice Bureaux and GP surgeries throughout the UK, we ran a public awareness campaign in Birmingham in October 2006, which resulted in an 8% increase in awareness of the HPC. We have also encouraged health professionals to help raise the profile of registration by providing free posters and leaflets about the HPC upon request. We have launched an 'advert e-kit' that allows registrants to download the special 'HPCheck' logo and use this to encourage awareness of the HPC as a benchmark of quality.

Reforms to healthcare regulation have been a focus for the year. The majority of recommendations outlined by the Government in its report 'Trust, Assurance and Safety – the Regulation of Health Professionals in the 21st Century', are supported by the HPC. We believe these reforms are good for patients, good for the public and good for the professions. In particular, extending statutory regulation to include more health professionals will help further protect the public.

Greater clarity and consistency across the regulatory bodies will improve public understanding and access to regulatory processes. We will continue to work closely with the health departments in the four UK home countries, with the Council for Healthcare Regulatory Excellence (CHRE) and consumer organisations, the professions and their professional bodies to implement the reforms.

The HPC is a young organisation which aims to deliver modern, professional regulation by listening and responding to the views of our stakeholders. We are continuing to create more efficient and effective processes, and to make them more accessible to the public. We are engaging in a constructive dialogue that underpins good working relationships. Such dialogue is at the heart of progress for us all.

Chief Executive and Registrar's report

Operationally, the year has been busy, with continued growth and development across the organisation.

We have seen an increase in the volume of fitness to practise cases referred to the HPC, as well as a rise in the number and complexity of hearings. Cases referred by employers now make up 50% of all complaints received; 25% come from members of the public; and the remainder are referred by other agencies (such as the police). The practice committees have further reviewed the accessibility of the fitness to practise process, in particular the nature of the information on our website, and have also been involved in the review of our standards of conduct, performance and ethics.

We met our commitment to publish more information about how continuing professional development (CPD) will be linked to registration. Following the work of the Professional Liaison Group (PLG), which drafted information in 2005 – 06, we published an introductory guide and a detailed guide about the CPD audit process. The introductory guide was mailed to every registrant and example 'profiles', prepared in conjunction with professional bodies, were also published on our website.

In November 2006, we launched a major consultation on proposals to change the Council's fees structure, asking registrants and other stakeholders for their views. The consultation document was sent to all registrants and a wide range of other stakeholders, including professional bodies, employers, higher education institutions and others with an interest in the HPC. We received 1,200 responses to the consultation, ranging from positive to critical and the 'Key Decisions' document, published on our website, contains a detailed analysis of those responses and the decisions we made.

We have continued to set standards for our registrants, producing guidance and consulting with stakeholders. In particular, much work has been done on changes to the standards of proficiency and the Council has published guidance on health, disability and registration. It has published guidance on the standards of education and training and has also approved draft guidance on confidentiality, which will be the subject of consultation.

We believe we are leading the way in delivering an effective model of healthcare regulation and have achieved a great deal since we were established. We will continue to work closely with the professions and our stakeholders in the four UK home countries to ensure that our role in protecting the public is further strengthened and more widely recognised.

I would like to close thank the members of the Council, the Committees and our employees for their hard work, commitment and enthusiasm over the past year.

Statutory committee reports

1 April 2006 to 31 March 2007

Education and Training Committee

Principles

The Education and Training Committee is one of the HPC's four statutory committees. Its purpose is to advise Council on establishing standards of proficiency and establishing standards and requirements for education and training or continuing professional development (CPD). The Health Professions Order 2001 states that the Council may give guidance to registrants, employers and other appropriate parties on the standards. The Committee is made up of 18 members and met five times during the year.

Achievements

The Committee recommended that its sub-committees, the Registration Committee and the Approvals Committee, should be abolished, as policies in these areas had been established. The Council agreed to abolish these committees and thanked members for their work. The Education and Training Committee will directly oversee these areas of work in the future. From 1 February 2007, panels of the Education and Training Committee met regularly to consider recommendations about approval and monitoring of individual programmes of professional education.

During the year, the Committee:

- recommended proposed changes to HPC registration and renewal fees to Council. This was the subject of a consultation from November 2006 to February 2007.
- following a consultation process, recommended draft guidance on the standards of education and training to Council for approval;
- approved a consultation on requirements for external examiners in the standards of education and training.
- agreed to review the standards of proficiency for operating department practitioners, following the end of 'grandparenting' for that profession;
- identified and monitored strategic issues and agreed position statements where appropriate.
- met its commitment to publish more information about how CPD will be linked to registration. A Professional Liaison Group (PLG) had drafted this information in 2005-6. In 2006, the HPC published an introductory booklet and detailed information about the CPD audit process. Example profiles, prepared in conjunction with professional bodies, have been published on the HPC website.

The PLG to review the standards of proficiency met five times in 2005-6 and reported to Council in July 2006. The Council consulted on proposed changes in 2006-7. The results of the consultation will be published.

Ongoing work

Approval of supplementary prescribing courses

In February 2005 the Committee agreed criteria for approval of supplementary prescribing courses. During the year 15 supplementary prescribing courses were approved and three courses are awaiting approval.

Self referrals of health and character by registrants

In February 2005 the Committee agreed to establish procedures by which a panel of the Committee can consider and report on self referrals of health or character by registrants. In June 2005 the Committee agreed the process for considering self referrals. At the time of writing, 303 declarations on renewal, readmission or self-referral have been received.

Eileen Thornton

Chairman

Colin Bendall

Secretary

1 April 2006 to 31 March 2007

Investigating Committee

Principles

The Investigating Committee is a statutory committee of the Council. It is one of the three practice committees and is made up of eight Council members and one registered medical practitioner. Its purpose is to set the strategy and policy which determine how the HPC deals with complaints and/or fraudulent or incorrect entries onto the Register. If the HPC receives a complaint about a registrant, the Investigating Committee will appoint a panel to determine whether there is a 'case to answer'. If the complaint is about fraudulent or incorrect entry onto the Register, this will be considered at a hearing by a panel of the Investigating Committee. The Committee met four times during the year.

Achievements

During the year, the Committee:

- reviewed the priorities, projects and principles of the Fitness to Practise (FTP) workplan for the next financial year. An integral part of the workplan involves the training of FTP team members who will work towards achieving the award of BTEC Level 5 Advanced Professional Certificate in Investigative Practice from Edexcel, the National Awarding Body. This will permit members of the FTP team to undertake functions that have been historically carried out by solicitors and will ensure that resources are used efficiently.
- reviewed the nature and scope of information provided on the HPC website about FTP cases and made a recommendation to Council about the information displayed on the HPC website about FTP panels.
- reviewed the standards of conduct, performance and ethics (SCPEs) and recommended to Council that the updated SCPEs go out for consultation subject to the approval of the Health and Conduct and Competence Committees.
- followed the developmental and implementation phases of the Fitness to Practise database which had been designed to enable the FTP team to track cases electronically.
- followed the review that the FTP Department was engaged in for the provision of information provided to witnesses and the creation of FTP service level standards.

The Investigating Committee look forward to the continuation of its work in the setting of policy and strategy for the fitness to practise processes.

Morag MacKellar

Chairman

Sophie Butcher

Secretary

1 April 2006 to 31 March 2007

Conduct and Competence Committee

Principles

The Conduct and Competence Committee is a statutory committee of the Council. It is one of the three practice committees and is made up of nine Council members and one registered medical practitioner. Its purpose is to advise the Council on what constitutes appropriate conduct, performance and ethics of all registrants. If HPC receives a complaint about a registrants' conduct, or their competence, then the Committee may assemble a panel to hear the evidence at a hearing. The Committee sets the strategy and policy which determine how these panels are run, and assess their performance. The Committee met four times during the year.

Achievements

During the year, the Committee:

- led the review of the standards of conduct, performance and ethics (SCPEs) in liaison with the other practice committees and recommended to Council that the updated SCPEs go out to consultation.
- produced more detailed guidance on confidentiality and recommended to Council that the HPC should consult on confidentiality guidance at the same time as the draft SCPEs.
- reviewed the requirement for the creation of supplementary guidance to the SCPEs and recommended that a bank of information should be produced for the HPC website. This information would be based on the existing SCPEs and include signposts for further sources of information, such as Department of Health guidance and professional body guidance.
- approved the priorities, projects and principles of the Fitness to Practise (FTP) workplan for the next financial year. An integral part of the workplan involves the training of FTP team members who will work towards achieving the award of BTEC Level 5 Advanced Professional Certificate in Investigative Practice from Edexcel, the National Awarding Body. This will permit members of the FTP team to undertake functions that have been historically carried out by solicitors and will ensure that resources are used efficiently.
- discussed the overarching principles which would inform the Committees' strategic plan.
- noted the legal advice sought about when a striking off order could be made when a suspension order, which was imposed in respect of a competence or health allegation, was reviewed under Article 30 of the Health Professions Order 2001.
- reviewed HPC cases which had been referred to the High Courts by the Council for Healthcare Regulatory Excellence (CHRE) and reviewed the learning points that could be taken from these cases.
- approved the review of the documentation 'What happens if a complaint is made about me' and 'Making a complaint about a health professional'.

- approved the review of service level standards for the adequate provision of information to witnesses.
- looked at the number of cases where a review hearing had been held.
- reviewed the nature and scope of information provided on the HPC website about FTP cases and made a recommendation to Council about the information displayed on the HPC website about FTP panels.
- monitored the developmental and implementation phases of the Fitness to Practise database which had been designed to enable the FTP team to track cases electronically.
- participated in the tender and selection process for legal services.

The Conduct and Competence Committee is dedicated to the ongoing identification and analysis of FTP trends which will be extrapolated via the FTP tracking system. The Committee looks forward to the year ahead working, in liaison with the other practice committees, on the setting of policies and strategy for FTP processes.

Keith Ross
Chairman

Sophie Butcher
Secretary

1 April 2006 to 31 March 2007

Health Committee

Principles

The Health Committee is a statutory committee of the Council. It is one of the three practice committees and is made up of eight Council members and one registered medical practitioner. Its purpose is to set the strategy and policy which determine how the HPC deals with allegations of ill health. If the HPC receives a complaint where the registrant's health appears to be relevant, the Fitness to Practise Department may appoint a panel, on behalf of the Health Committee, to hear the evidence at a hearing. The panel will be made up of a chairperson, a registrant partner and a lay partner. In hearings of such panels, if health is felt to be potentially a major factor in a particular case, a registered doctor will also be on the panel. Members of the Health Committee do not sit on panels. The Committee met four times during the year.

Achievements

During the year, the Committee:

- reviewed legal advice which had been sought about when a 'striking off order' could be made when a suspension order, which was imposed in respect of a competence or health allegation was reviewed under Article 30 of the Health Professions Order 2001.
- reviewed the priorities, projects and principles of the Fitness to Practise workplan for the next financial year. An integral part of the workplan involved the training of FTP team members who will work towards achieving the award of BTEC Level 5 Advanced Professional Certificate in Investigative Practice from Edexcel, the National Awarding Body. This will permit members of the FTP team to undertake functions that have been historically carried out by solicitors and will ensure that all resources are used efficiently.
- reviewed the nature and scope of information provided on the HPC website about ftp cases and made a recommendation to Council about the information displayed on the HPC website about ftp panels.
- reviewed the standards of conduct, performance and ethics (SCPEs) and recommended to Council that the updated SCPEs go out to consultation subject to the approval of the Investigating and Conduct and Competence Committees.
- reviewed the number of 'not well founded' cases received by the Health Committee.
- followed the developmental and implementation phases of the Fitness to Practise database which had been designed to enable the FTP team to track cases electronically.
- followed the review of service level standards for the adequate provision of information to witnesses.

The Health Committee looks forward to the continuation of its work and, together with the other practice committees, to making a contribution to the setting of policy and strategy for fitness to practise processes.

Tony Hazell

Chairman

Sophie Butcher

Secretary

Non-statutory committee reports

1 April 2006 to May 2006

Registration Committee

Principles

The Registration Committee was a non-statutory sub-committee of the Education and Training Committee. It dealt with issues relating to applications and registration. In May 2006 the Council agreed that the Registration Committee had completed its work and that it should be abolished. The duties of the Committee have been included within the remit of the Education and Training Committee and the Finance and Resources Committee.

Annie Turner

Chairman

Sophie Butcher

Secretary

1 April 2006 to 31 March 2007
Communications Committee

Principles

The Communications Committee is a non-statutory committee of the Council. Its purpose is to advise Council and the Executive on HPC's overall communications strategy and to monitor and evaluate the outcomes of the strategy. The Committee is made up of nine members and met three times during the year.

Achievements

During the year, the Committee:

- reviewed the draft Communications strategy to be implemented for 2007-2011.
- reviewed the draft Communications workplan 2007-8.
- noted the work being undertaken to refresh HPC's visual identity and house style to ensure consistency across all print and web applications.
- reviewed a qualitative piece of research conducted by Opinion Leader Research (OLR), in which health professionals from a variety of different settings were asked about their perception of the standards of proficiency (SoPs). The research sought to identify the level of importance assigned to the SoPs by health professionals in the progression of their career.
- followed an audit of internal communications within the HPC. The main findings and recommendations resulting from the audit will be drawn up into a prioritised list and incorporated into the communications workplan.
- agreed to the inclusion of Terms of Reference in the Communications Committee Standing Orders.
- noted the work with the Joint UK Health and Social Care Regulators Public Patient Involvement (PPI) Group. HPC has been involved with the Group since its inception in January 2005.

The Committee looks forward to continuing the important work of promoting the role of the HPC to its stakeholders.

Pat McFadden

Chairman

Sophie Butcher

Secretary

1 April 2006 to 31 March 2007

Finance and Resources Committee

Principles

The Finance and Resources Committee is a non-statutory committee of the Council. Its main functions are to monitor finance on behalf of the Council and to make recommendations to the Council on the budget and other financial issues. Its remit also covers human resources, operations and information technology. The Committee is made up of eleven members and met seven times during the year. In addition to this, the Committee met twice as the Remuneration Committee.

Achievements

In 2005 it was agreed that the Audit Committee would report directly to the Council. The Audit Committee was reconstituted with a separate membership from the Finance and Resources Committee. In 2006 the Council agreed new standing orders for both committees.

During the year, the Committee:

- recommended the five-year financial plan to Council for approval;
- recommended proposed changes to fees to Council, which were the subject of consultation from November 2006 to February 2007;
- agreed general principles for fees, including that they should be regularly reviewed and set at a level to maintain the reserves policy and ensure the Council's financial viability;
- received a costing model prepared by the internal auditor, which enabled the Council's costs to be apportioned to income from different fees;
- approved workplans for the Human Resources, Information Technology, Finance and Operations Departments;
- recommended the 2004-5 and 2005-6 annual reports and accounts to Council;
- received a report on performance of the Council's investments and reviewed the investment policy;
- oversaw preparation for proposed alterations to the Council's offices;
- approved a project management and reporting process;
- considered the budget for 2007-8 and recommended it to the Council for approval; and
- considered future arrangements for the employee pension scheme.

The Committee reviewed payroll recommendations when it sat as the Remuneration Committee in April 2006 and March 2007.

The financial results and commentary for the year are shown elsewhere in this annual report.

The Committee has again had a busy year and looks forward to continuing its work in 2007-8.

Robert Clegg
Chairman

Colin Bendall
Secretary

1 April 2006 to 31 March 2007

Audit Committee

Principles

The Audit Committee is a non-statutory committee of the Council. Its aims are to ensure that the financial and operating systems of HPC are rigorously audited and that risks are identified and controlled. The Committee acts as the main link between the Council, the internal auditors (PKF (UK) LLP) and the joint external auditors (Baker Tilly and the National Audit Office). It approves the workplans for the internal and external auditors and receives progress reports to ensure that the Council's systems are effective and provide value for money. It supports the drive for continuous improvement in the way the Council operates. The Committee is made up of six members and met seven times during the year. Each meeting was attended by representatives of Baker Tilly and the National Audit Office (NAO). Following the appointment of PKF as internal auditors, representatives of that firm also attended meetings.

Achievements

In 2006 the Council agreed new standing orders for the Audit Committee and the Finance and Resources Committee and agreed that the Audit Committee should meet in public.

During the year, the Committee:

- approved the Baker Tilly audit plans and the NAO audit strategies for 2005-6 and 2006-7;
- approved the internal audit plans for 2006-7 and 2007-8;
- recommended the 2004-5 and 2005-6 annual reports and accounts to Council for approval;
- received progress reports on internal audit work and considered the results of internal audits of the Human Resources Department, the Information Technology service level agreement, fitness to practise and corporate governance arrangements and financial procedures;
- received reports on British Standards Institute (BSI) audits of the Council's work, which enabled the Council to retain its International Organisation for Standardisation (ISO) 9001 accreditation;
- received updates of the risk register, prepared with input from the internal and external auditors;
- recommended to Council that Baker Tilly should be reappointed (this recommendation was ratified by Council in December);
- recommended to Council that PKF should be reappointed (this recommendation was ratified by Council in March).

In April 2006 and February 2007, the Committee attended training sessions which included contributions from Baker Tilly, the NAO and PKF. The Committee also compared its arrangements to the NAO self assessment checklist for audit

committees. The Committee agreed to regularly review its effectiveness and the effectiveness of the internal and external auditors.

Paul Acres

Chairman

Colin Bendall

Secretary

1 April 2006 to 31 March 2007

Approvals Committee

Principles

The Approvals Committee is a non-statutory sub-committee of the Education and Training Committee. It deals with programme approvals, including considering visitors' reports. The primary purpose of the Committee is to oversee the development, implementation and review of the Council's procedures for approval and monitoring of programmes and education providers. The Approvals Committee is made up of eleven members and met three times during the year.

Achievements

During the year, members of the Committee met as 'approvals panels' to allow timely consideration of recommendations in respect of programme approvals, annual monitoring and major and minor changes to programmes. Eleven Panel meetings were held during the year.

During the year the Committee continued oversight of approval and monitoring processes. Annual monitoring of programmes took place for the first time, involving a series of assessment days attended by groups of 'visitors' from different professions, who worked together to consider submissions from education providers. The Committee agreed that programmes approved in the previous academic year, or those going through the approvals process, would not normally be subject to monitoring in the same year. This will reduce the burden of the Council's requirements on education providers and streamline the link between the approvals and monitoring processes.

The year saw industrial action by several trade unions in higher education, including action in connection with examinations. The Council contacted education providers and received confirmation that students would still be assessed in accordance with HPC's standards, thereby ensuring that the public would be protected.

The Committee noted that some education providers had experienced difficulties in meeting the requirement of section 6.7.5 of the 'Standards of education and training', which stated that assessment regulations should clearly specify requirements for the appointment of at least one external examiner from the relevant part of the Register. During the year, the Council consulted on an amendment which continued to require that regulations should clearly specify appointment of at least one external examiner from the relevant part of the Register, but allowed the possibility of other arrangements if agreed.

As the processes for approving and monitoring programmes had been established, the Council agreed that the Committee had completed its work and that it should be abolished with effect from 31 December 2006. The Education and Training Committee will oversee policy and procedural issues and panels of

the Education and Training Committee will take over the work of the Approvals Panels.

The Approvals Committee would like to recognise the large number of visits which have been successfully completed and arranged for the coming year.

As Chairman, I am grateful to the members of the Approvals Committee and the Council's employees for their support.

Professor John Harper
Chairman

Colin Bendall
Secretary

Communicating with the public

Communicating with the public is one of the most important aspects of our work. We try to raise awareness amongst the public about who we are, what we do and the importance of checking that health professionals are registered. We are encouraging the public to make sure they use registered health professionals, to ensure they are treated by those who meet national standards.

In 2006, we stopped looking solely at UK-wide media campaigns and moved to region-specific campaigns. Throughout September and October we ran an awareness campaign in the Birmingham area. We hope it will form part of a series of regional campaigns, aimed at increasing awareness amongst the general public and encouraging them to check that their health professionals are registered.

We carried out some market research before the campaign (through Mori) and found that over 95% of people in Birmingham wouldn't let an unqualified gas engineer or electrician (90%) carry out repairs on their house; yet when it came to people's health, almost 80% of patients weren't checking to see if the person treating them was qualified.

We used a range of advertising, public relations and special promotions to push our campaign message. Articles were placed in local newspapers, adverts were posted on buses, bus shelters and telephone booths, and we ran radio advertising on BRMB and Heart FM. We also held a promotion in the Bull Ring shopping centre, where the HPC Communications team met face-to-face with members of the public to raise awareness. Information packs were also distributed in local hospitals and GP surgeries. Awareness levels in the area increased by approximately 8% as a result of the campaign.

The HPC has also distributed a 'Be Sure Be Safe' public information leaflet to Citizens' Advice Bureaux across the UK. The leaflet is also stocked in the majority of doctors' surgeries around the country. This means that the public has access to information when they are most receptive to HPC's message.

We have also been encouraging registrants themselves to help raise the profile of registered health professionals. We have done this by providing free posters, public information leaflets and car stickers to any registrants that request them. We have also launched an online 'advert e-kit' that allows registrants to download the special 'HPCheck' logo and offers guidance on how and when to use it.

Last year, we successfully launched the ongoing 'HPCheck' campaign. This involved setting up a new microsite (www.hpcheck.org) aimed solely at the public – as a way of encouraging them to check simply and easily that their health professionals are registered. The microsite contains essential information about who we are, what we do and who we regulate; as well as information on why you

should check your health professional is registered and what registration means. We will continue to work on raising awareness of the HPC and the importance of using registered professionals throughout the coming year.

The web

www.hpc-uk.org

The web remains the most cost-effective and efficient way of making large amounts of information available to large numbers of people. We consistently utilise the HPC website as a tool to communicate news quickly and effectively to our registrants and other stakeholders. Accessing our website is one of the best ways for you to keep up to date with our work.

The redesigned website has proved to be a great success and continues to expand with information being added on a daily basis. On average, the site receives over 70,000 visits per month.

This year we launched our 'advert e-kit', to help increase public awareness of the organisation and raise the profile of registered health professionals. Registrants are now able to download special 'HPCheck' logos and advertising templates, which they can use to publicise their HPC registered status.

Improvements have also been made behind the scenes. We now have the ability to collect and analyse more detailed statistical information from the site. Along with other feedback received, this data has helped us plan the next stage of development – which is already under way.

Developments

The website's content management system (CMS) is being extended to allow more detailed and up-to-date information to be displayed on the site, while also improving its functionality. A new 'education' section is being built and will include a more interactive approved course list, as well as much improved information for, and about education providers. We are also improving the way users can view and navigate information on the site generally. The Fitness to Practise section is being extended and a new search facility will make it easier to find information about fitness to practise hearings, both past and present. The main website search engine is also being replaced with a more powerful resource. This will allow users more flexibility in the way they search for information and documents on the site overall.

www.hpcheck.org

This special microsite was launched as part of the 'HPCheck' campaign, to encourage people to check – simply and quickly – that their health professionals are registered. The very compact site consists of the online Register (displayed on the home page), plus a small number of pages containing essential information and HPC's key messages only. We continue to use advertising and public awareness campaigns to raise awareness of the site.

www.healthregulation.org

This section of the HPC website attempts to list in one place all relevant bodies involved in the regulation of health professionals throughout the world. It is an ambitious and ongoing piece of work, which depends as much on site visitors emailing information to us, as it does on HPC Council members' information, and staff research. The database is designed and maintained by the HPC and lists the website addresses of regulators and professional bodies around the world.

Information about health regulators across the globe can be required by many people, from health professionals who want to practise outside the UK, to other regulators who want details on whether an applicant has ever been sanctioned by another regulator. We hope that this area of the site will continue to grow, and be a source of useful information to visitors.

The future

The development of secure registrant facilities is ongoing. We are looking to provide a system that will give registrants the ability to renew their registration and update their contact details online. A facility for potential registrants to apply online is also being developed.

We are continually looking at ways to improve the main HPC website.

Your input

If you have any comments to make about the HPC website, either good or bad, please get in touch by emailing: webmaster@hpc-uk.org

We welcome constructive feedback that will help us to make the site more useful, and make the information that you need more easily available.

Events

Events provide a valuable opportunity for the HPC to interact face-to-face with our stakeholders, to communicate our messages, raise awareness of the HPC and the work that we do, and for us to receive feedback on the organisation's activities. Over the past year we have developed our Listening Event programme, attended a variety of external conferences and exhibitions, and held our second Partner Conference.

Listening Events

Listening Events are run throughout the UK, providing an introduction to the HPC and giving registrants the opportunity to see and hear first-hand how we are progressing. As well as providing the opportunity for registrants to meet with other health professionals, the events provide an invaluable opportunity for attendees to meet HPC Council members – and wherever possible the Chief Executive and/or the President. A dedicated question and answer session at every event enables registrants to provide feedback on how we can improve. This feedback is used to help us develop HPC strategy and the future regulation of health professionals.

Where we've been...

June 2006

Bangor (Northern Ireland) – Tuesday 13

Ayr – Thursday 15

February 2007

Aberystwyth – Tuesday 13

Worcester – Tuesday 15

September 2006

Newcastle – Tuesday 5

Burnley – Thursday 7

The 2007-8 Listening Event programme is yet to be confirmed, however, as always, events will be located throughout the UK to reach as many registrants as possible. Please see below for details of how to keep up-to-date with HPC events.

External conferences and exhibitions

Over the past twelve months HPC has exhibited at the following conferences:

- HR in the NHS, 25-27 April 2006, Birmingham
- Primary Care 2006, 4-5 May 2006, Birmingham

- Trading Standards Institute's Annual Conference and Exhibition, 20-22 June 2006, London
- Patient Information Forum, 28 February 2007, London
- Managing Long Term Conditions, 29 March 2007, Telford

Over the next twelve months HPC will be exhibiting at a range of conferences, including:

- Primary Care, 10-11 May 2007, Birmingham
- Institute of Biomedical Science Congress, 24-26 September 2007, Birmingham
- HR in the NHS, 9-11 October 2007, Birmingham

HPC partner conference

In November 2006 we ran our second training conference for HPC 'partners'. The event, held in Glasgow, was a great success and facilitated open communication between partners, Council members and HPC employees. Delegates had the opportunity to attend a range of workshop groups and keynote speeches, as well as a special question and answer panel session. This session enabled delegates to put questions and comments to Council members, the HPC President and our Chief Executive. Over 220 partners attended the event and we hope to hold a third conference in 2008. For more information on HPC partners, please see our website.

Further details

For full details of HPC events, and to keep up-to-date with the events schedule, please visit the 'Events' section of the HPC website at: www.hpc-uk.org
Alternatively, you can sign up to our electronic newsletter by emailing: newsletter@hpc-uk.org If you would like to make a general enquiry about HPC events, please email events@hpc-uk.org or telephone 020 7840 9797.

Policy and standards

The financial year 2006 – 2007 was an important year of development for the still relatively new Policy and Standards Department.

Standards

The establishment and the review of standards form the backbone of the Department's work, and several large-scale projects were rolled out this year. The review of the standards of proficiency (SoPs) was completed, and was the subject of consultation. The standards of conduct, performance and ethics (SCPEs) were reviewed by the practice committees. In addition, after receiving feedback, the Council consulted on its requirement for external examiners, in relation to the standards of education and training.

Guidance

Following consultation, the Council agreed the text of its documents on health, disability and registration. The practice committees also discussed the possibility of issuing additional guidance on the standards of conduct, performance and ethics, and established draft guidance on confidentiality, which will be the subject of a consultation. The final standards of education and training guidance document was also published.

In addition to formal guidance, the Policy and Standards Department has been working to produce more information for registrants about continuing professional development (CPD). Two information brochures for registrants were published in April 2006, and we have also been working in partnership with professional bodies to publish sample CPD 'profiles' on our website.

Consultations

The Policy team was also involved in the preparation and implementation of the consultation on registration fees. Working with the Finance and Communications Departments, we prepared a draft consultation document, attempting to strike a balance between providing full information about our finances, and our suggestions, and creating a document that was readable, concise and clear.

We processed the responses that were received: over 1,200 in total. These responses were logged and analysed – and any additional themes raised were drawn out. A summary was then presented to the Council to assist their decision-making.

New professions

Liaising with new professions or 'aspirant groups' seeking statutory regulation is now the responsibility of the Policy and Standards Department. We meet with aspirant groups, handle the 'scoring' of applications to the Council, and liaise with colleagues in project management about the operational side of bringing a new profession onto the Register.

The review of regulation

The Chief Medical Officer's report 'Good doctors, safer patients', and the Department of Health's review of non-medical regulation were published in July 2006. HPC issued an immediate response welcoming the documents, and the Council then began to prepare a detailed response, particularly to the second report.

The Council's response was submitted in November 2006. The subsequent Government 'White Paper', 'Trust, Assurance and Safety, the Regulation of Health Professionals in the 21st Century', was published in February 2007.

More information about all of the work above is available on our website:
www.hpc-uk.org

Registrants: past, present and future

HPC is now five years old. However, registration for some of our professions began 70 years ago. Our predecessor, the Council for Professions Supplementary to Medicine (CPSM), began in 1960, but before then there was a voluntary register run by the Board of Registration of Medical Auxiliaries (BRMA). The British Medical Association (BMA) set up the BRMA in 1935, which published its first register on 26 May 1937. The Board covered seven 'auxiliary' professions: chiropodists, dietitians, orthoptists, physiotherapists, radiographers, speech therapists and dispensing opticians (now regulated by the General Optical Council). The yearly registration fee was 'half a guinea', or 55p in modern money – which was a sizeable sum back then. In 1951 it had about 6,000 registrants. This register continued into the early 1960s, ending with the establishment of CPSM.

As well as using historical information like this to show how far we have come, we are looking into how we can use our current, generalised data (we will not use any personal data) to give a better picture of the nature of our registrants and our work. This should help us better analyse where we are now and indicate where we are likely to be heading in the future. We have already found some interesting results. The most obvious is that the number of registrants continues to grow – as it has every year since statutory registration began. In 1965, the CPSM registered just under 26,000 health professionals. At the handover from CPSM in 2002, this figure had risen to almost 138,000. When the operating department practitioners (ODPs) joined us in 2004, there was a jump in number to just over 160,000. Our registrant total now stands at nearly 178,000. The recent Government 'White Paper' has proposed that other professions should be joining us, which would of course result in further increases.

We have also begun to look at other trends within each profession; for example, we have analysed our registrants by gender. Currently, 76% of our registrants are women and 24% are men. Indeed, the large majority of our professions are overwhelmingly female. For example, 81% of physiotherapists, 72% of chiropodists/podiatrists and 82% of radiographers are women. Some professions, like orthoptists, dietitians and speech and language therapists, are almost entirely women (94%, 96% and 97%). Only clinical scientists, paramedics and prosthetists/orthotists have a male majority (53%, 76% and 66%). Shortly, we hope to produce a similar analysis of registrants by age and geographical distribution.

(2 x graphs to be inserted – see attachments)

Council member biographies

Ozan Altay

Ozan is a practising prosthetist working for the contractor to the National Health Service (NHS) in Wolverhampton. He qualified via Paddington College and the London School of Prosthetics, Roehampton. Ozan's voluntary work has included raising resources for amputee victims of the conflict in Sri Lanka and working there in a lower limb field clinic. Having won a travel fellowship to Hong Kong in 2004, he attended the International Society for Prosthetics and Orthotics World Congress. He also reported on orthotic and prosthetic education and training at the University and visited the Prosthetic Department at Kowloon Hospital.

Patricia Blackburn

Patricia is the Commissioner for the Allied Health Professions at Southern Health and Social Services Board, based in Armagh in Northern Ireland. She is Chair of the newly-formed Irish Branch of the British and Irish Orthoptic Society, Chair of the Advisory Committee for the Allied Health Professions to the Department of Health and Social Services and Public Safety in Northern Ireland (DHSSPSNI) and Vice-Chair of the Northern Ireland (NI) Health Professions Forum.

Karen Bryan

Karen is Professor of Clinical Practice at the European Institute of Health and Medical Sciences, University of Surrey. She is a speech and language therapist with particular interests in mental health of adult populations, rehabilitation and older people's access to effective healthcare interventions. Karen has extensive experience of healthcare education and course development. She continues to work in practice as a consultant speech and language therapist in forensic mental health at the West London Mental Health Trust. Karen is the Director of the multidisciplinary Healthcare Workforce Research Centre at the University of Surrey. The Centre has investigated many aspects of workforce development, including the experiences of internationally recruited nurses, care sector development, healthcare evaluation, patient safety and education and practice development for the healthcare workforce.

Paul Acres

Paul was a police officer for 36 years, serving in a number of specialist and senior management positions. He was a detective, senior complaints investigator and for five years Deputy Chief Constable of Merseyside before his appointment as Chief Constable of Hertfordshire. He developed national policing policy on professional standards, community and race relations, personnel management, conflict management and police use of force and firearms. He retired from policing in 2004 and now holds several public appointments concerned with the development of professional standards. He was recently appointed as Chairman of Sefton NHS Primary Care Trust.

Mary Clark-Glass

Mary was formerly a lecturer in law and broadcaster in Belfast; she has been involved in equality and human rights issues since the 1970s. Head of the Equal Opportunities Commission (EOC) for Northern Ireland 1984-92, a Human Rights Commissioner 1984-1990 and former member of the Probation Board for Northern Ireland, she also served as a Commissioner on the Commission for Racial Equality (CRE) for Northern Ireland. Mary is currently a General Medical Council (GMC) associate, a member of the General Dental Council's Fitness to Practice Committee and a non-executive member of the Board of Royal Group of Hospitals Belfast until 31 March 2007.

Robert Clegg

Robert retired as Chief Executive of the Rochdale Healthcare NHS Trust in 2002 after 32 years in the NHS. He is Chairman of Springhill Hospice Rochdale, a member of the Corporation of Hopwood Hall College, Rochdale and a member (and past president) of the Rotary Club of Rochdale East. He is also Chairman of the Rochdale Life Education Unit and Acting Chairman of the Rochdale Cultural and Leisure Trust. A member of the Conservative Party he represents Wardle and West Littleborough Ward on the Rochdale Metropolitan Borough Council (MBC).

Morgwn Davies

Morgwn has worked for the Scottish National Blood Transfusion Service (SNBTS) for over twenty years as a biomedical scientist (BMS). At present he works as a BMS 2 in the Histocompatibility and Platelet Immunohaematology Laboratory, which is part of the Edinburgh Clinical Blood Transfusion Service, based at the Royal Infirmary of Edinburgh.

Helen Davis

Helen is Head of the Orthoptic Section of the Academic Unit of Ophthalmology and Orthoptics at the University of Sheffield. She is Programme Leader of the BMedSci in orthoptics and joint author of the textbook, *Diagnosis and Management of Ocular Motility Disorders* (a core text for the undergraduate programme). She was involved in setting the initial benchmark statements and standards of proficiency for orthoptists. She sits on disciplinary and student review panels at the University, and continues her clinical practice at the Sheffield Teaching Hospitals NHS Foundation Trust.

Peter Douglas

Peter is the former National Managing Partner of HLB Kidsons, Chartered Accountants, and was for ten years a Council member of the Institute of Chartered Accountants in England and Wales. He has been Director of Professional Standards at the Chartered Institute of Management Accountants, a governor of two independent schools and a higher education college. He is a member of the steering board of the National Weights and Measures Laboratory,

a Department of Trade and Industry (DTI) agency, Chairman of its audit committee and a member of the audit committee of Ashridge Business School.

Sheila Drayton

Sheila is an independent consultant with a background in health service education and management, and was an Executive Director in an NHS trust. Her main areas of interest are clinical leadership and the development of effective clinical teams. Sheila was formerly a member of the United Kingdom Central Council for Nursing, Midwifery and Health Visiting, and is currently a member of the General Teaching Council (Wales) and a member of the Nursing and Midwifery Council's Fitness to Practise Panel.

Elizabeth Ellis

Elizabeth is currently employed as a Mobile MRI Radiographer in the South of England. She has recently completed a postgraduate diploma (PGD) in computed tomography (CT) at City University, London. Previously, she held the post of Society of Radiographers (CoR) representative for Portsmouth QA Hospital, during which time she was involved in the introduction of Advanced Practitioner roles and oversaw the implementation of 'Agenda for Change'.

Christine Farrell

Christine is a freelance consultant in health policy. She has worked in research and service development, latterly at the King's Fund in London, and also as an advisor to the Department of Health Research and Development Division. She has worked in a voluntary role in the NHS since 1974 and was a trustee and chair of a national charity providing health services from 1979 to 1995. For the past ten years her work has focused on involving patients and the public in the NHS, and patient and professional views about cancer services. Her most recent work is with an 'international task group' developing initiatives and curricula for the involvement of patients in health professional education.

Sue Griffiths

Sue undertook a career as a clinical therapy radiographer (radiotherapist) and from 1991 to 2007 was the Professional Head of Radiotherapy at Leeds Teaching Hospitals. In the early 1990s Sue worked with the Faculty of Oncology of the Royal College of Radiologists (RCR) to identify and quantify the national shortage of radiotherapy equipment and radiographers, which by 2000, influenced national resourcing policy and equipment provision in England. With strong interests in safety and standards, her work has encompassed returner staff training, student recruitment initiatives, and the development of National (CoR/DH) Workforce Planning and staffing models. Sue was more recently on the Radiotherapy Advisory Group (CoR), and the project board for the curriculum framework for the new career structure. Sue has made a significant contribution as a highly regarded author within the radiotherapy world, with numerous peer reviewed papers and books.

Daisy Haggerty

Daisy is Principal Clinical Scientist and Service Manager at the Northern Molecular Genetics Service and has many years of experience in the field of human genetics. She was involved in setting up the Molecular Genetics Unit, Newcastle, and was instrumental in the development of various tests for the group which has a world-wide reputation in the field of neuromuscular disorders. She has an ongoing interest in the wider implications and ethical considerations involved in the use of genetic testing. Her wish to ensure that high standards are maintained within the profession led her to becoming a registrant 'partner' with the HPC in 2003, taking on the role of Registration Assessor and becoming a member of Conduct and Competence panels. She was also a member of the 'professional liaison group' (PLG) that looked at updating the standards of proficiency. Currently, in her role as the alternate clinical science registrant member of the Health Professions Council, she sits on the Investigating Committee and the Communications Committee.

John Harper

John is Senior Vice-Principal and Deputy Vice-Chancellor at The Robert Gordon University, Aberdeen, with particular responsibility for Academic Development and Quality. He is the former Dean of the Faculty of Health and Social Care and also a former member of the Scottish Executive NHS Modernisation Forum and of the CPSM. He is currently a member of several Scottish committees associated with teaching and learning and quality assurance.

Tony Hazell

Tony began his career as a Probation Officer, before moving into higher education, where he remained for almost 30 years. He retired from the post of Assistant Principal at the University of Wales Institute Cardiff in 2004. He is currently Chair of the Velindre NHS Trust (NHS Wales), a large organisation providing a wide range of services across the whole of Wales, and is a member of the Learning and Teaching Committee of the Higher Education Funding Council for Wales (HEFCW).

Carol Lloyd

Carol is Emeritus Professor of Occupational Therapy in the Faculty of Education, Health and Sciences at the University of Derby, where she was previously Subject Manager. She has been an external examiner at various universities and also a Quality Assurance Agency (QAA) reviewer. As a partner of HPC she is a 'visitor' and has been a member of various education programme approval teams. She has been involved with the Trent Workforce Development Confederation and is a member of her local Foundation Hospital Trust.

Jeff Lucas

Jeff is Deputy Vice-Chancellor at the University of Bradford and Professor of Health Studies. He took up office as DVC in September 2004 having previously served as Pro-Vice-Chancellor Learning and Teaching and prior to that, Dean of

the School of Health Studies. He graduated from the University of London in zoology and physiology and has a PhD in medicine from the Royal London Hospital. In 1996 he became the inaugural Dean of Health Studies at Bradford and has served as the evaluator of the Bradford Health Action Zone, external assessor of the Common Learning pilots at the NHS and independent evaluator of the QAA work with the Department of Health. In the region he served as a Non-Executive Director of the West Yorkshire Strategic Health Authority, where he represented the interests of West Yorkshire universities. He served as interim Non-Executive on the new Yorkshire and Humber SHA. Jeff also edits the International Journal of Clinical Governance.

Morag MacKellar

Morag is Head of Nutrition and Dietetics, Forth Valley Primary Care and Public Health Nutritionist for NHS Forth Valley. She is also a member of the Stirling Community Health Partnership Committee, and Chair of the national multi-agency steering group Scottish Nutrition and Diet Resource Initiative. Morag contributes to a number of departmental and policy groups for the Scottish Executive, including the Scottish Food and Health Council. She is a former Chair of the Dietitians Board at CPSM and previously Chair of the British Dietetic Association. In addition she has been made a Fellow of the Association in recognition of her services to the dietetic profession.

Pat McFadden

Pat is currently employed as an operational Clinical Practice Supervisor, based at Sharston Ambulance Station in South Manchester – now merged into newly-established North West Ambulance Service NHS Trust. He has been employed within the NHS for 29 years and qualified as a paramedic with the Greater Manchester Ambulance Service (GMAS) in 1987. In recent years he has had extensive involvement in the committees and partnership forums at every level of the Ambulance Service. Most recently he was involved in the introduction of 'Agenda for Change' within the Ambulance Service. Presently he is the Staff Side Lead for the Knowledge and Skills Framework. He is involved in the delivery of awareness and embedding the process, working closely with the Education, Training and Development Team in Manchester. Pat has extensive staff representation experience and until recently served as a UNISON representative in various roles spanning 20 years.

Alan Mount

Alan is Professional Lead for Operating Department Practice within the Faculty of Health and Social Care at Canterbury Christ Church University. Alan has a long history within the peri-operative field, both as a practitioner and as an educator. He was appointed in February 2002 to the former Association of Operating Department Practitioners (AODP) Board. He was involved with the development of the new standards of proficiency, scope of practice and subject benchmarks for ODPs in accordance with the transfer of the profession to the HPC in October 2004. In May 2004 he was awarded the Association of Operating Department

Practitioners Fellowship for outstanding service to the ODP profession. More recently he has been involved with the PLG looking at the development of the standards for continuing professional development (CPD) and the guidance document for the standards of education and training. Alan is also a 'visitor' partner for ODP education programme approvals.

William Munro

Willie is Orthotic Director of Munro Bolton, Orthotics Ltd, a practice which supplies orthoses to hospitals in Scotland. He was a founding member of the British Association of Prosthetists and Orthotists (BAPO) and is Clinical Associate at the National Centre for Training and Education in Prosthetics and Orthotics at the University of Strathclyde. Willie is involved in community work in Glasgow and he is the former Vice-Chairman of the Prosthetists and Orthotists Board at CPSM.

Helen Patey

Helen is Deputy Managing Director and Head of Clinical Services at the Nordoff-Robbins Music Therapy Centre in London. Her career in music therapy includes clinical practice, lecturing, writing, research and promoting music therapy. Helen has been involved in all aspects of the music therapy profession, chairing the British Society for Music Therapy and the Courses Liaison Committee. She also represents the UK on the Education Commission of the World Federation of Music Therapy.

Jacki Pearce

Jacki has managed speech and language therapy services for all client groups in Hertfordshire and Essex PCTs for some years, but is now working independently, and currently undertaking some SLT development work for Social Services. She has served as a Magistrate for 15 years, and took time out to undertake a Master's degree in health law to underpin her interest in professional regulation and fitness to practise. She is the SLT alternate on Council, Vice-Chair of the Health Committee, chairs registration appeals, and currently represents the HPC on the NHS Information Standards Board.

Gill Pearson

Gill currently works as the Programme Manager of Nutrition Programmes at the University of Surrey. She has experience of working in both the NHS and higher education, teaching on both undergraduate and postgraduate courses. She has been a dietetic manager of both community and acute hospital dietetic departments, both in England and Scotland.

Doug Proctor

Doug's career as a biomedical scientist in the NHS spans 32 years. He is currently employed as the Laboratory Manager (BMS Grade 4) in the Clinical Biochemistry Department at Prince Charles Hospital in Merthyr Tydfil. He is a

Chartered Scientist and fellow of the IBMS and is trained and accredited as a HPC panel partner. Doug is also a Committee Member of the South East Wales branch of the IBMS and has previously been Branch Secretary of the Cardiff and Wales NHS Branch of Amicus. In addition, he has represented Wales at the Pathology Occupational Advisory Committee of Amicus. He was previously elected as the alternate member to the MLT Board of the CPSM.

Keith Ross

Keith is a self-employed personnel and management consultant. He concentrates on human resources assignments and management roles mainly in the public sector – specifically in the health and education fields. Before becoming self employed, Keith had a 20-year career in human resources roles in the Scottish Health Service and latterly was Director of Personnel for a Scottish Health Board and an acute NHS trust. Keith is a 'Fitness to Practise' panel member of the Nursing and Midwifery Council, and Chair of the Royal Pharmaceutical Society of Great Britain Code of Conduct Panel.

Pam Sabine

Pam is Head of Podiatry and Podiatric Surgery Services at South East Essex Primary Care Trust, combining management of the service with her clinical role as Consultant Podiatric Surgeon. She is a past Chair of the Society of Chiropodists and Podiatrists and a former member of the Chiropodists' Board at CPSM. Pam is actively involved in professional groups such as the Association for Extended Prescribers. Pam is a member of the South East Essex Diabetes Network and the Trust Professional Executive Committee. She is an Independent Reviewer for second stage complaints with the Healthcare Commission.

Jackie Sheridan

Jackie graduated from Salford University in 1997 with a degree in podiatric medicine. She has been editor of 'ThatFootSite.com', an online journal for the podiatry profession, since its creation in 1998 and a director of its sister company Professional Events Management. Professional Events Management provides CPD courses for chiropodists and podiatrists. She has worked for East Cheshire PCT and in private practice within the profession. She is a member of the Manchester and District Branch of the Society of Chiropodists and Podiatrists.

Graham Smith

Graham qualified as a physiotherapist in the Royal Air Force in 1977 and as a teacher of physiotherapy in 1982. He is currently an Independent Rehabilitation and Sports Injury Consultant based in Glasgow. He has extensive experience in the treatment, management and rehabilitation of injuries at all levels of the sporting spectrum and has worked with Glasgow Rangers FC, the British Olympic team in Nagano and numerous national representative sports teams. He is a Fellow of the Chartered Society of Physiotherapy and a Visiting Professor at the University of Teesside. He combines his clinical and consultancy roles with lecturing commitments both nationally and internationally.

Barbara Stuart

Barbara works as a Business Careers Advisor. She has previously worked in the private sector but more recently in the voluntary sector as Director of Operations of Lakeland Community Care Ltd. She is a Lay Magistrate in the Youth and Family Courts in Northern Ireland and in March 2007 was appointed as a Non-Executive Director with the Western Health and Social Care Trust. A former carer, she is Vice-Chair of the Management Committee of the local Alzheimer's Society.

Simon Taylor

Simon is currently the Lead Practitioner/Theatre Manager at the Day Case Surgery Theatres at Clayton Hospital Wakefield, which is part of the Mid Yorkshire NHS Trust. He has been a qualified operating department practitioner since 1984 and has worked in the NHS ever since. His main areas of interest are training and development, and health and safety. He has been very active within the Trade Union Movement as a Health and Safety Representative. He is a qualified Health and Safety Practitioner and a member of the Trust's Health and Safety Committee.

Eileen Thornton

Eileen is Head of the School of Health Sciences at the University of Liverpool. She has been in health care education for a number of years, particularly physiotherapy. She has been actively involved with her professional body, serving on and chairing many committees relating to pre- and post-registration education, registration and professional conduct. She has been the alternate member for physiotherapy on the Health Professions Council since it began in its shadow form. During this time she has sat on committees and professional liaison groups involved in developing the standards, processes and procedures concerning registration, approval and monitoring, continuing professional development and wider education policy.

Annie Turner

Annie is Professor of Occupational Therapy at The University of Northampton and is an experienced external examiner and programme validator. She has acted as lead editor of five editions of 'Occupational Therapy and Physical Dysfunction' and is author of the current College of Occupational Therapists pre-registration curriculum framework. She has also been a member of the Quality Assurance Agency occupational therapy panel, which developed the profession's benchmark statements, as well as a member of the COT's Council and the Education and Practice Board. Currently she is developing a foundation degree for allied health professionals (AHPs) with the Open University.

Anna van der Gaag

Anna is a self-employed consultant and Honorary Research Fellow in the Faculty of Medicine, University of Glasgow. She has been actively involved in research

and development initiatives in speech and language therapy for more than two decades. She works within the NHS on organisational learning and development projects. Her current research work includes user involvement in decision making, e-learning in postgraduate education and improving communication between primary care practitioners and people with communication disabilities. Anna has been a member of various advisory groups for the Medical Research Council, Department of Health, Kings Fund and the Royal College of Speech and Language Therapists.

Diane Waller

Diane is Professor of Art Psychotherapy at Goldsmiths College, University of London. She is Vice-President of the International Society for Expression and Art Therapy, a council member of the World Psychiatric Association's Section on Art and Psychiatry and Honorary President of the British Association of Art Therapists. Diane is a UKCP registered group analyst, and her research interests are in sociology of professions in the UK and Europe, art and group psychotherapy, intercultural therapy, addiction and progressive illness. She has written several books on these subjects. Diane was formerly Chair of the Arts Therapists Board at CPSM, and of our Education and Training Committee.

Mark Woolcock

Mark has worked for the South Western Ambulance Service and its predecessors for 16 years in a variety of operational, training and managerial roles. Mark became a paramedic in 1996 and still works in a range of operational settings, including the Air Ambulance in Cornwall. For the past five years Mark has been involved with the delivery of education and training, both within his service and also to national and international audiences. Mark serves on the Governing Council of the British Paramedic Association, where he is also Treasurer and is a member of the Resuscitation Council (UK) Sub-Committee for EPLS as well as other Paediatric Course Steering Committees across the UK.

Council and committee meetings

5 April 2006	Registration
6 April 2006	Approvals Panel
11 April 2006	Education and Training Committee
12 April 2006	Health
19 April 2006	Investigating
20 April 2006	Conduct and Competence
27 April 2006	Remuneration Committee and Finance and Resources
2 May 2006	Audit
11 May 2006	Council
17 May 2006	Approvals Committee and Approvals Panel
24 May 2006	Communications
12 June 2006	Audit
13 June 2006	Education and Training Committee and Approvals Panel
22 June 2006	Finance and Resources
28 June 2006	Audit
6 July 2006	Council (last meeting of 2005-6 Council)
7 July 2006	Annual Meeting (first meeting of 2006-7 Council)
11 July 2006	Council and Approvals Panel
28 July 2006	Finance and Resources
3 August 2006	Approvals Panel (cancelled)
5 September 2006	Approvals Committee and Approvals Panel
7 September 2006	Health

12 September 2006	Council
14 September 2006	Investigating
18 September 2006	Finance and Resources
19 September 2006	Conduct and Competence
26 September 2006	Audit
28 September 2006	Education and Training Committee
4/5 October 2006	Council and away day
10 October 2006	Approvals Panel
27 October 2006	Communications
2 November 2006	Approvals Committee and Approvals Panel
7 November 2006	Health
16 November 2006	Investigating
20 November 2006	Finance and Resources
22 November 2006	Conduct and Competence
5 December 2006	Education and Training Committee and Approvals Panel
6 December 2006	Audit
14 December 2006	Council
16 January 2007	Health
23 January 2007	Investigating
30 January 2007	Conduct and Competence
1 February 2007	Education and Training Panel
7 February 2007	Finance and Resources
27 February 2007	Communications

28 February 2007	Audit
8 March 2007	Remuneration
21 March 2007	Finance and Resources
27 March 2007	Audit
28 March 2007	Education and Training Committee and Education and Training Panel
29 March 2007	Council

Council meeting attendance

Member	May	July*	July**	Sept	Oct	Dec	Mar
	2006	2006	2006	2006	2006 ✧	2006	2007
Mr Paul Acres	✓	✓	✓	✓	✓	✓	x
Professor N Brook (1)	x	✓					
Professor Karen Bryan (2)							x
Mrs Jacki Pearce (A)				x	✓	✓	✓
Mr John Camp (3)	✓	✓	✓	✓	✓	✓	
Mrs Shaheen Chaundhry(4)	✓	✓	x	✓	✓	✓	
Mrs Mary Clark-Glass	✓	✓	✓	✓	✓	✓	✓
Mr Robert Clegg	✓	✓	✓	x	✓	✓	✓
Mr Morgwn C Davies	x	✓	✓	✓	✓	✓	✓
Mr Douglas Proctor (A)	x				✓		
Ms Helen Davis	✓	✓	✓	✓	✓	✓	✓
Mrs Patricia Blackburn (A)					✓		
Miss Gail Darwent(5)	✓	x					
Mr Peter Douglas (6)						✓	✓
Mrs Sheila Drayton	x	✓	x	x	✓	✓	✓
Miss Elizabeth Ellis (7)			✓	✓	✓	✓	✓
Mrs Sue Griffiths (A) (8)					✓		
Ms Christine Farrell	✓	✓	✓	✓	x	✓	✓
Dr Christopher H Green (9)	x	✓	✓	✓	✓	✓	
Mrs Daisy Haggerty (A)	✓				✓		x
Professor John Harper	x	✓	x	x	✓	x	✓
Professor Tony Hazell	✓	✓	✓	✓	✓	✓	✓
Dr Robert Jones (10)	x	x					
Mrs Ros Levenson	✓	✓					
Professor Jeff Lucas	x	✓	✓	✓	✓	✓	✓
Miss Morag MacKellar	✓	✓	✓	✓	✓	✓	✓
Miss Gill Pearson (A)					x		
Mr Pat McFadden	✓	✓	x	✓	✓	✓	✓
Mr Mark Woolcock (A)					✓		
Mr William Munro	x	✓	x	x	x	✓	✓
Mr Ozan Altay (A)			x	x	✓		
Mr Keith Ross	✓	✓	✓	✓	✓	✓	x
Miss Pam Sabine	x	✓	x	✓	✓	✓	✓
Mrs Jacqueline Sheridan (A)	✓				✓		
Professor Graham N Smith (11)						✓	x
Miss Eileen Thornton (A)	✓	x	✓	x	✓		✓
Mrs Barbara Stuart	✓	✓	✓	✓	✓	✓	✓
Mr Simon Taylor	✓	✓	✓	x	x	✓	x
Mr Alan Mount (A)				x	✓		
Mrs Annie Turner	✓	✓	✓	x	✓	✓	✓

Professor Carol Lloyd (A)				✓	✓		
Professor Diane Waller	✓	✘	✓	✓	✘	✓	✓
Ms Helen Patey (A)					✘		
Dr A van der Gaag	✘	✓	✓	✓	✓	✓	✓

Key

- ✓ Attended
- ✘ Apologies received for absence
- (A) Alternate Member
- ✧ Council Meeting and Away Day
- * Final meeting of 2005-6 Council
- ** First meeting of 2006-7 Council
- (1) Until 8 July 2006
- (2) Appointed 12 March 2007
- (3) Resigned 8 January 2007
- (4) Resigned 25 January 2007
- (5) Until 8 July 2006
- (6) Appointed 17 October 2006
- (7) Appointed 9 July 2006
- (8) Appointed 9 July 2006
- (9) Resigned 19 March 2007
- (10) Until 8 July 2006
- (11) Appointed 27 October 2006

Committee meeting attendance

Education and Training Committee

Member	April 2006	June 2006	September 2006	December 2006	March 2007
Eileen Thornton	√	X	√	√	√
Shaheen Chaudhry (1)	√	√	√	√	
Gail Darwent (2)	√	√ (part)			
Helen Davis	√	√ (part)	√	√	√
Sheila Drayton	√	√ (part)	√	√	√
Elizabeth Ellis (3)			√	X	√
Christine Farrell	√	√	X	√	√
Christopher H Green (4)	X	√ (part)	√	√	
John Harper	X	√	X	X	√
Tony Hazell	√	√	√	√	X
Stephen Hutchins	X	√	√	√	√
Carol Lloyd	√	√	X	√	√
Jeff Lucas	X	X	X	√	X
Patrick McFadden	√	X	√	√	X
Alan Mount	√	√	X	√	X
Gill Pearson	X	X	√	√	√
Doug Proctor	X	√	X	√	X
Pam Sabine	√	√	√	√	√
Barbara Stuart	√	√	√	√	√
Anna van der Gaag (5)	√	√			
Diane Waller	X	X	√	X	√

√ Attended

X Apologies for absence received

(1) Member of Council until 25 January 2007

(2) Member of Council until 8 July 2006

(3) Appointed to Council from 9 July 2006

(4) Member of Council until 19 March 2007

(5) Elected as President 11 July 2006 and therefore ceased to be a Committee member

Investigating Committee

Member	April 2006	September 2006	November 2006	January 2007
Nigel Callaghan	√	√	√	√
Shaheen Chaudhry	√	x	√	x
Robert Clegg	x	x	√	√
Christine Farrell	√	part	√	√
Daisy Haggerty	√	√	x	√
Morag MacKellar	√	√	x	√
William Munro	√	√	x	√
Simon Taylor	√	√	x	x
Diane Waller	√	x	√	x
Mark Woolcock (1)				√

√ Attended

X Apologies for absence received

(1) Member of Council from 9 July 2005; appointed to Committee 14 December 2006

Conduct and Competence Committee

Member	April 2006	September 2006	November 2006	January 2007
Mary Clark-Glass	√	√	x	√
Helen Davis	x	√	√	√
Carol Lloyd	√	√	√	√
Pat McFadden	√	√	√	√
Helen Patey	x	x	√	√
Doug Proctor	√	√	√	x
Keith Ross	√	√	√	√
Pam Sabine	√	√	√	√
Gopal Sharma	√	√	x	√

√ Attended

X Apologies for absence received

Health Committee

Member	April 2006	September 2006	November 2006	January 2007
Ozan Altay	√	√	x	x
Patricia Blackburn	x	x	√	x
Morgwn Davies	√	√	√	√
Peter Douglas (1)				√
Sheila Drayton	√	√	√	√
Tony Hazell	√	√	√	√
Christina Kenny	√	√	x	√
Ros Levenson (2)	√			
Jacki Pearce	√	√	√	√
Annie Turner (3)		√	x	√

√ Attended

X Apologies for absence received

(1) Appointed to Council 17 October 2006; appointed to Committee 14 December 2006

(2) Member of Council until 8 July 2006

(3) Member of Council from 9 July 2006; appointed to Committee 14 September 2006

Registration Committee

Member	April 2006
Ozan Altay	√
Patricia Blackburn	x
John Camp	x
Christopher H Green	√
Helen Patey	√
Doug Proctor	√
Simon Taylor	√
Annie Turner	√
Anna van der Gaag	x
Mark Woolcock	x

√ Attended

X Apologies for absence received

Communications Committee

Member	May 2006	October 2006	February 2007
Paul Acres	√	√	X
Ozan Altay (1)		X	√
Mary Clark-Glass	√	X	√
Christine Farrell	X	√ (part)	√
Daisy Haggerty (2)		√	√
Ros Levenson (3)	√		
Morag MacKellar	√	√	√
Pat McFadden	√	√	√
Annie Turner (4)		√	√
Anna van der Gaag (5)	√		

√ Attended

X Apologies for absence received

(1) Member of Council from 9 July 2005; appointed to Committee 12 September 2006

(2) Member of Council from 9 July 2005; appointed to Committee 12 September 2006

(3) Member of Council until 8 July 2006

(4) Member of Council from 9 July 2006; appointed to Committee 12 September 2006

(5) Member of Council from 9 July 2005; member of Committee until 8 July 2006

Finance and Resources Committee

Member	April 2006	June 2006	July 2006	September 2006	November 2006	February 2007	March 2007
Robert Clegg	√	√	√	√	√	√	√
Patricia Blackburn (1)				X	√	X	X
Norma Brook (2)	√	√					
John Camp (3)	√	√	√	X	√		
Mary Clark-Glass	X	√	√	√	√	√	√
Morgwn C Davies	√	√	√	√	√	√	√
Peter Douglas (4)						X	√
Sheila Drayton	X	√ (part)	√	X	√	√ (part)	X
Robert Jones (5)	X	√					
William Munro	X	√	X	√	√	√	X
Daniel Ross	√	X	√	√	√	X	√
Keith Ross	√	X	X	√	√ (part)	√	X
Jacqueline Sheridan	√	√	√	√ (part)	X	√ (part)	X
Barbara Stuart	√	√	√	√	√	√	√

√ Attended

X Apologies for absence received

(1) Member of Council from 9 July 2005; appointed to Committee 12 September 2006

(2) Member of Council until 8 July 2006

(3) Member of Council until 8 January 2007

(4) Appointed to Council 17 October 2006

(5) Member of Council until 8 July 2006

Audit Committee

Member	May 2006	12 June 2006	28 June 2006	September 2006	December 2006	February 2007	March 2007
Paul Acres	√	√	√ (part)	√	√	√	√
Tony Hazell	√	√	√	√	√	√	√
Richard Kennett	√	√	X	√	√	√	√
Carol Lloyd	√	√	√	X	√	√	√
Doug Proctor	√	√	√	√	√	X	X
Graham Smith (1)						√	X

√ Attended

X Apologies for absence received

(1) Appointed to Committee 9 January 2007

Approvals Committee

Member	May 2006	September 2006	November 2006
John Harper	√	X	√
Shaheen Chaudhry	√	√	X
Helen Davis	√	√	√
Sue Griffiths (1)		X	√
Tony Hazell	X	X	X
Jeff Lucas (2)	X		
Alan Mount	X	√	√
Gill Pearson	√	√	√
Eileen Thornton	X	√	X
Annie Turner	X	√	√
Diane Waller	√	X	√
Mark Woolcock	√	√	√

√ Attended

X Apologies for absence received

(1) Appointed to Council 9 July 2006

(2) Resigned from Committee 11 July 2006

The five principles of good regulation

Proportionality

Regulators should only intervene when necessary. Remedies should be appropriate to the risks posed, and costs identified and minimised.

Accountability

Regulators must be able to justify decisions, and be subject to public scrutiny.

Consistency

Government rules and standards must be joined up and implemented fairly.

Transparency

Regulators should be open, and keep regulations simple and user friendly.

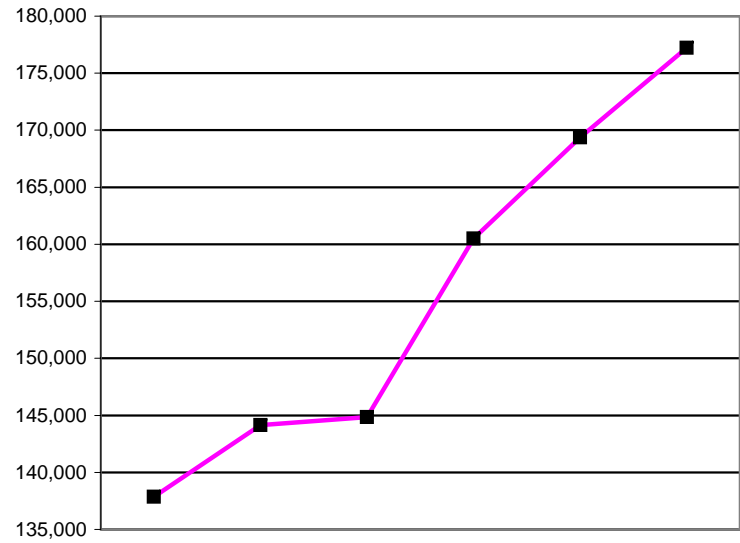
Targeting

Regulation should be focused on the problem, and minimise side effects.

The Better Regulation Task Force is an independent body that advises Government on action to ensure that regulation and its enforcement agree with the five principles of good regulation. Their publication 'Principles of Good Regulation' was last revised in February 2003 and is available on their website at www.brta.gov.uk

Government departments and independent regulators should use them when considering new proposals and evaluating existing regulations.

Number of registrants 2001-2007



	2001/2	2002/3	2003/4	2004/5	2005/6	2006/7
Total	137,857	144,141	144,834	160,513	169,369	177,230

Percentage of men and women in each profession 2007

