

## The Health Professions Council Meeting

**Thursday 27 March 2008**

**10:30am**

The 45<sup>th</sup> meeting of the Health Professions Council will be held at the following location:

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

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

**Niamh O'Sullivan**  
**Secretary to Council**  
Monday 17 March 2008

Health Professions Council  
Park House  
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London SE11 4BU

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## Agenda part one – open to members of the public

1. **President's welcome and introduction**
2. **Apologies for absence** verbal
3. **Approval of agenda** verbal
4. **Minutes of the Council meeting held on 13 December 2007**  
Niamh O'Sullivan – Secretary to Council enclosure 1  
paper HPC01/08
5. **Matters arising**  
Niamh O'Sullivan – Secretary to Council enclosure 2  
paper HPC02/08
6. **Minutes of the Council meeting held on 20 February 2008**  
Niamh O'Sullivan – Secretary to Council enclosure 3  
paper HPC03/08
7. **Matters arising**  
Niamh O'Sullivan – Secretary to Council enclosure 4  
paper HPC04/08
8. **President's report** enclosure 5  
paper HPC05/08
9. **Chief Executive's report** enclosure 6  
paper HPC06/08

### Items for discussion/approval

#### Strategy and policy

10. **Annual budget 2008/9**  
Marc Seale – Chief Executive enclosure 7  
paper HPC07/08
11. **Regulation of new professions by HPC (Application from the Society and College of Radiographers for the Regulation of Sonographers)**  
From Marc Seale – Chief Executive enclosure 8  
paper HPC08/08
12. **Draft Policy and Standards Workplan 2008**  
Rachel Tripp – Director of Policy and Standards enclosure 9  
paper HPC09/08
13. **Draft fee rise consultation document**  
From Michael Guthrie – Policy Manager enclosure 10  
paper HPC10/08

- 14. **Revised Standards of Conduct, Performance and Ethics** enclosure 11  
Charlotte Urwin, Policy Officer paper HPC11/08
- 15. **Confidentiality Guidance** enclosure 12  
Charlotte Urwin, Policy Officer paper HPC12/08
- 16. **Consultation on amendment to the Standards of Proficiency for Radiographers** enclosure 13  
Michael Guthrie – Policy Manager paper HPC13/08
- 17. **Outcome of Consultation on Standards of Proficiency for Operating Department Practitioners** enclosure 14  
Michael Guthrie – Policy Manager paper HPC14/08

**Corporate governance**

- 18. **Revised Council members' code of conduct** enclosure 15  
Niamh O'Sullivan – Secretary to Council paper HPC15/08
- 19. **Revised professional liaison group operating manual** enclosure 16  
Niamh O'Sullivan – Secretary to Council paper HPC16/08
- 20. **Updated risk register** enclosure 17  
Marc Seale – Chief Executive paper HPC17/08
- 21. **Nomination of Chairman and Vice-Chairman to the Communications Committee** enclosure 18  
Niamh O'Sullivan – Secretary to Council paper HPC18/08
- 22. **Ratification of appointment to the Health Committee** enclosure 19  
Niamh O'Sullivan – Secretary to Council paper HPC19/08
- 23. **Minutes of the Finance and Resources Committee meeting held on 20 November 2007** enclosure 20  
Robert Clegg – Chairman of the Committee paper HP20/08
- 24. **Unconfirmed minutes of the Finance and Resources Committee meeting held on 6 February 2008** enclosure 21  
Robert Clegg – Chairman of the Committee paper HPC21/08

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| 25. | <b>Minutes of the Remuneration Committee held on 6 March 2008</b><br>Robert Clegg – Chairman of the Committee                   | enclosure 22<br>paper HPC22/08 |
| 26. | <b>Minutes of the Audit Committee meeting held on 5 December 2007</b><br>Paul Acres – Chairman of the Committee                 | enclosure 23<br>paper HPC23/08 |
| 27. | <b>Unconfirmed minutes of the Audit Committee meeting held on 27 February 2008</b><br>Paul Acres – Chairman of the Committee    | enclosure 24<br>paper HPC24/08 |
| 28. | <b>Unconfirmed Minutes of the Communications Committee held on 25 February 2008</b><br>Annie Turner – Chairman of the Committee | enclosure 25<br>paper HPC25/08 |
| 29. | <b>Partner Appointments (Drama Therapists) Ratification</b><br>From Yasmin Hussain – Partner Manager                            | enclosure 26<br>paper HPC26/08 |
| 30. | <b>Partner Appointments (CPD Assessors) Ratification</b><br>From Yasmin Hussain – Partner Manager                               | enclosure 27<br>paper HPC27/08 |

**Items to note**

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| 31. | <b>Recommendations to the Department of Health relating to new structure of Council agreed at 20 February 2008 Council meeting</b><br>Marc Seale – Chief Executive | enclosure 28<br>paper HPC28/08 |
| 32. | <b>Implementing the White Paper, Trust Assurance and Safety – Niall Dickson Report</b><br>Marc Seale – Chief Executive   | enclosure 29<br>paper HPC29/08 |
| 33. | <b>Minutes of the Education and Training Committee meeting held on 4 December 2007</b><br>Eileen Thornton – Chairman of the Committee                              | enclosure 30<br>paper HPC30/08 |
| 34. | <b>Minutes of the Health Committee meeting held on 5 February 2008</b><br>Morag MacKellar – Chairman of the Committee  | enclosure 31<br>paper HPC31/08 |
| 35. | <b>Unconfirmed minutes of the Investigating Committee meeting held on 12 February 2008</b><br>Morag MacKellar – Chairman of the Committee                          | enclosure 32<br>paper HPC32/08 |

36. **Unconfirmed minutes of the Conduct and Competence Committee meeting held on 19 February 2008**  
Keith Ross – Chairman of the Committee enclosure 33  
paper HPC33/08
37. **Reports from council representatives at external meetings**  
Niamh O’Sullivan – Secretary to Council enclosure 34  
paper HPC34/08
38. **Any other business**  
Previously notified and agreed by the Chairman
39. **Date & time of next meeting**

10:30am on Thursday 29 May 2008

Subsequent meetings at 10.30am on the following dates;

Thursday 3 July 2008

Thursday 11 September 2008

Wednesday 1 October 2008

Thursday 11 December 2008

Thursday 10 February 2009

Friday 27 March 2009

Wednesday 20 May 2009

Monday 6 July 2009

### **Resolution**

The Council is invited to adopt the following:

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

- (i) information relating to a registrant, former registrant or application for registration;
- (ii) information relating to an employee or office holder, former employee or applicant for any post or office;

- (iii) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (iv) negotiations or consultation concerning labour relations between the Council and its employees;
- (v) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (vi) action being taken to prevent or detect crime to prosecute offenders;
- (vii) the source of information given to the Council in confidence; or
- (viii) any other matter which, in the opinion of the President, is confidential or the public disclosure of which would prejudice the effective discharge of the Council's functions.

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