

HPC CHAIRS' LIAISON GROUP

Wednesday 23 April 2008 – Room H, Park House

Notes

Present

Paul Acres	Chairman of the Audit Committee (by telephone)
Tony Hazell	Chairman of the Health Committee
Morag MacKellar	Chairman of the Investigating Committee
Keith Ross	Chairman of the Conduct and Competence Committee
Marc Seale	Chief Executive
Annie Turner	Chairman of the Communications Committee
Anna van der Gaag	HPC President (Chairman of Group)

In attendance

Niamh O'Sullivan Secretary to Council

Item 1.08/01 Apologies for absence

1.1 Robert Clegg, Eileen Thornton

Item 2.08/02 Notes of the meeting held on 13 December 2007

2.1 The notes of the meeting were received.

Item 3.08/03 Matters arising

3.1 **Item 3 – Governance guidance**
The Group noted that the quorum for Education and Training Committee meetings had been revised and was now half of the members of the Committee. This was in line with the quorum for all other HPC committees and subcommittees.

3.2 The Group noted that it would be useful for Council to reconsider its quorum. The President requested that the Secretary to Council include an item on the agenda for the next meeting of the Council proposing a quorum for Council which was in line with that for all committees.

Action: NO'S – May 2008

- 3.3 The Group noted that more use could be made of teleconferencing facilities if members were unable to attend meetings. The Group noted that a member of the Executive should contact Tony Hazell to discuss this further.

Action: IT Dept

Item 4.08/04 Verbal update from all members

- 4.1 The Group noted verbal updates from Committee Chairmen regarding their committee since the last meeting.
- 4.2 The Group noted committee chairmen could usefully remind members that they should not reopen issues that a committee had already discussed and on which a decision had been taken.
- 4.3 The Group noted that it would be useful if the three chairmen of the Fitness to Practise Committee sat together at future Fitness to Practise Forum meetings.
- 4.4 The President noted the importance of retaining the interest and engagement of members during the period leading up to the implementation of the proposed governance changes. It would be useful if chairmen could remind members of the importance of attending Council and committee meetings.
- 4.5 The Group noted that non-council committee members could attend six additional events which were related to their role as an HPC Council member for which HPC would reimburse an attendance allowance and expenses incurred. These events could include attendance at Fitness to Practise hearings and Council and committee meetings. All members who had not attended training on the Health Professions Order would be invited to attend the next session in the autumn. The President noted that she would send an invitation to all non-Council Committee members inviting them to attend the Council away day in October 2008.

Item 5.08/05 Date and time of next meeting

- 5.1 The next meeting of the Group would be held after the Council meeting on Thursday 3 July 2008.

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