

Council

The 107th meeting of the Health and Care Professions Council will take place as follows:-

Date: Thursday 22nd September 2016

Time: 10am

Venue: The Council Chamber, Health and Care Professions Council, Park House,
184 Kennington Park Road, London SE11 4BU

Members: Elaine Buckley (Chair)
Stephen Cohen
Maureen Drake
Richard Kennett
Sonya Lam
Eileen Mullan
Joanna Mussen
Robert Templeton
Graham Towl
Joy Tweed
Nicola Wood
Stephen Wordsworth

Enquiries: Kelly Holder, Secretary to Council
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Public Agenda – Part 2

1. **Chair’s welcome and introduction** verbal
2. **Apologies for absence** verbal
3. **Approval of agenda** verbal
4. Reports from Teresa Haskins – Director of Human Resources
 - (i) **Human Resources and Partners report** enclosure 1
For discussion
 - (ii) **Employee exit interview report** enclosure 2
To note
5. **Fitness to Practise report** enclosure 3
To note
Kelly Holder – Director of Fitness to Practise
6. **Fitness to Practise 2015-16 Annual Report** enclosure 4
For discussion and approval
John Barwick – Head of Fitness to Practise Operations
7. **Prosecution Policy** enclosure 5
For discussion and approval
Sarita Wilson – Head of Case Reception and Triage
8. **Proceeding in Absence Practice Note** enclosure 6
For discussion and approval
Jason Rowbottom – Adjudication Manager – Hearings
9. **Proposed changes to the registration appeals process** enclosure 7
For discussion and approval
Claire Harkin - Registrations Operations Manager
10. **Education report** enclosure 8
To note
Abigail Gorringe – Director of Education
11. **Minutes of the Education and Training Committee Meeting 8th** enclosure 9
September 2016
For information
Joy Tweed – Chair of the Education and Training Committee
12. **Operations report** enclosure 10
To note
Greg Ross Sampson – Director of Operations

- 13. **Secretariat report** enclosure 11
To note
Kelly Holder – Secretary to Council

- 14. **Six monthly review of Information Governance** enclosure 12
For discussion
Claire Amor – Information Governance Manager

- 15. **Six monthly review of feedback and complaints** enclosure 13
For discussion
Ruth Cooper - Service and Complaints Manager

- 16. **Minutes of the Audit Committee Meeting 6th September 2016** enclosure 14
For information
Richard Kennett – Chair of the Audit Committee

- 17. **Internal audit of whistleblowing** enclosure 15
For information
Claire Amor – Information Governance Manager

- 18. **Feedback from Council Member attendance at events** verbal
For discussion
Elaine Buckley – Chair

- 19. **Chief Executive’s Summary of key issues** verbal
Marc Seale – Chief Executive and Registrar

- 20. **Any other business** verbal
Previously notified and agreed by the Chair

- 21. **Meeting evaluation** verbal

- 22. **Date and time of next meeting:** verbal
Wednesday 7th December 2016 at 2pm and Thursday 8th December
2016 at 10am at Park House, 184 Kennington Park Road, London
SE11 4BU.

23. **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;

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

- (c) 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;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;
- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (f) action being taken to prevent or detect crime to prosecute offenders;
- (g) the source of information given to the Council in confidence; or
- (h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Council's functions.'

Item	Reason for Exclusion
24	H

Private Agenda – Part 2

- 24. **Minutes of the private Audit Committee Meeting of 6th September 2016** enclosure 16
For information
 Richard Kennett – Chair of the Audit Committee

- 25. **Any other business in private** verbal
 Previously notified and agreed by the Chair