

Fitness to Practise Forum 23 April 2008

Annual review of action points

Executive Summary

Introduction

An annual review of the actions taken by the Fitness to Practise Committees has been provided for information for the period 12 April 2007 – 11 April 2008.

Decision

The Committee is asked to note the actions that have been taken in the period 12 April 2007 – 11 April 2008.

Background Information

None

Resource Implications

None

Financial Implications

None

Background Papers

None

Appendices

Conduct and Competence Committee actions 2007-8

Health Committee actions 2007-8

Investigating Committee actions 2007-8

FTP Forum actions 2007-8

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-04-11	a	SEC	AGD	Annual review of FtP actions 2007-8	Final	Public
				8	DD: None	RD: None

Conduct and Competence Committee actions 2007-8

Monday 23 April 2007

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	<p><u>Presentation from Representatives of the National Clinical Assessment Service (NCAS)</u> The Committee noted that a scoping paper to provide more information on this matter would be provided for their information. (Public minutes, 5.3)</p>	KJ	Wednesday 19 September 2007	Item presented to all FTP Committees in November.
2.	<p><u>Director of Ftp Report</u> The Committee noted that a review of the length of ftp cases would be provided for the Committee's information at their September 2007 meeting; (Public minutes, 7.5)</p>	KJ	Wednesday 19 September 2007	FTP Agenda Item 4
3.	<p><u>Fitness to Practise Annual Report 2006-7</u> The Committee recommended the Fitness to Practise Annual Report 2006-7 for approval at Council's meeting in May 2007 (Public minutes, 8.5)</p>	KJ	Thursday 31 May 2007	Completed
4.	<p><u>Fitness to Practise Workplan</u> The Committee approved the ftp workplan and agreed to keep it under review (Public minutes, 9.4)</p>	KJ	Thursday 31 May 2007	Ongoing
5.	<p><u>Disposal of Cases by Consent</u> The Committee agreed in principle to the following recommendations that:</p> <ol style="list-style-type: none"> 1. a process be developed for disposing of cases brought before it, in appropriate circumstances, by consent, and 2. an appropriate practice note and procedural forms 	KJ	Wednesday 19 September 2007	Agenda Item 6

	be prepared for consideration by the Committee prior to the implementation of that process. (Public minutes, 10.4)			
6.	<p><u>Fitness to Practise Hearing Locations</u></p> <p>The Committee supported the proposal to draft a set of criteria to hold ftp hearings external to Park House. A draft practice note would be provided for the Committee's approval in September 2007 (Public minutes, 11.4)</p>	ES	Wednesday 19 September 2007	Agenda Item 7
7.	<p><u>Fitness to Practise Committee Joint Annual Meeting</u></p> <p>The Committee considered the issue and agreed to recommend the following to Council:</p> <ol style="list-style-type: none"> 1. That each committee would continue to hold four meetings a year 2. In April and September all 3 committees would meet on the same date. The day would start with a joint forum to discuss items of mutual interest which members of all the committees would be invited to attend. Following the completion of this forum, each committee would hold a separate committee meeting at which any recommendations from the forum could be considered and, if thought appropriate, ratified. 3. All three committees would continue to meet separately, as per the current meeting calendar twice a year (in November and January). <p>(Public minutes 12.3)</p>	SB	Monday 21 May 2007	Completed
8.	<p><u>Case Reports</u></p> <p>The Committee noted that a review of the outcomes of Conduct and Competence cases would be provided for the Committee's next meeting in September 2007.</p> <p>(Public minutes, 14.2)</p>	KJ	Wednesday 19 September 2007	FTP Agenda Item 15
9.	<u>Risk Assessment</u>	KJ	Wednesday	Seek

	The Committee noted that a definition of case listings would be provided for the Committees information at their next meeting in September 2007. (Public minutes, 15.2)		19 September 2007	clarification from Committee.
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Wednesday 12 September 2007

	Action point (and location in minutes)	For the attention of	Action by (date)	Outcome
1.	Minutes of the 23 April 2007 meeting – matters arising representatives of the National Clinical Assessment Service will give a presentation to all Fitness to Practice Committees at the next meeting in November (12 September – minute 4.3)	KJ/NO'S	November 2007	Presentation delayed to to prioritising work - to be picked up in 2008-2009 Policy work plan
2.	Committee self-evaluation members to complete self-evaluation forms by 17 September results of evaluation to be presented to Committee in November (12 September – minute 9.2, 9.3)	NO'S	November 2007	Complete

Tuesday 19 February 2008

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	<u>Statistical information</u> The committee requested that statistical work to forecast cases be added to the work plan. <i>From 19 February 2008 public minutes 7.5</i>	KJ	11 April 2008	Complete Statistical work added to work plan
2.	<u>Standards of Conduct, Performance and Ethics (SCPE)</u> To recommend to Council the text of the consultation responses document with no further changes. <i>From 19 February 2008 public minutes 9.7</i>	CU	1 July 2008	Complete Standards cleared by Council on 27 March 2008

Health Committee actions 2007-2008

Thursday 12 April 2007

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	<p><u>Matters Arising – Standards of Conduct, Performance and Ethics (SCPE)</u> Council had approved the recommendation of the Conduct and Competence Committee to approve the revised SCPE for consultation. A progress paper to note would be provided for the Committee at its meeting in September 2007; from Thursday 12 April 2007 (Public minutes, 5.2)</p>	KJ	6 September 2007	Consultation closed on Friday 7 September. Item presented to all FTP Committees in November.
2.	<p><u>Fitness to Practise Annual Report 2007</u> The Chairman requested the Committee to forward any grammatical or typographical comments on the ftp annual report to the Secretary to the Committee or to the Director of ftp, from Thursday 12 April 2007 (Public minutes, 8.2)</p>	The Committee	As soon as possible	Annual Report Published
3.	<p><u>Fitness to Practise Annual Report 2007</u> The Committee reviewed the section of the report about the Health Committee. The Committee noted that in the third paragraph where it stated that 'fitness to practice is impaired' should be clarified, from Thursday</p>	KJ	31 May 2007	Completed

	12 April 2007 (Public minutes, 8.4)			
4.	<u>Fitness to Practise Annual Report 2007</u> The Committee recommended the ftp annual report for approval by Council at their meeting in May 2007; from Thursday 12 April 2007 (Public minutes, 8.7)	KJ	31 May 2007	Completed
5.	<u>Fitness to Practise Workplan</u> The Committee were in agreement with the ftp workplan and the priorities, projects and principles which underpinned it and agreed to review it on an ongoing basis; from Thursday 12 April 2007 (Public minutes, 9.6).	KJ	31 May 2007	Completed
6.	<u>Fitness to Practise Workplan</u> The Committee requested that the internal ftp auditors report was circulated to all members of the ftp committee via email for their information; from Thursday 12 April 2007 (Public minutes, 9.7)	SB	as soon as possible	Completed
7.	<u>Disposal of Cases by Consent</u> The Committee agreed in principle to the following recommendations; that: i) a process be developed for disposing of cases brought before it, in appropriate circumstances, by consent, and ii) an appropriate practice note and procedural forms to be prepared for consideration by the Committee prior to the implementation of that	KJ	6 September 2007	Agenda Item 6

	process; from Thursday 12 April 2007 (Public minutes, 10.3)			
8.	<p><u>Fitness to Practise Hearing Locations</u></p> <p>The Committee supported the proposal to agree that there needed to be a set of firm criteria created by which to decide whether to hold hearings in other locations in England, apart from London. A draft practice note would be presented at their next meeting in September 2007. In the meantime the department would continue to operate at their discretion in the decision to hold hearings at venues external to London; from Thursday 12 April 2007 (Public minutes, 11.5)</p>	ES	6 September 2007	Agenda Item 7
9.	<p><u>Fitness to Practise Joint Annual Meeting</u></p> <p>The Committee agreed in principle to the recommendation that two joint meetings of the ftp committees were held in place of their scheduled committee meeting cycles with a move towards the creation of one ftp committee overall. At the joint meeting, the three ftp committees would discuss matters of mutual concern. Separate committee meetings would also be held on the same day as the joint meeting to discuss matters of relevance to those committees only; from Thursday 12 April 2007 (Public minutes, 12.4)</p>	SB	6 September 2007	Completed

Wednesday 12 September 2007

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	<u>SCPE Standards</u> The Committee noted that a further paper on the revised SCPE would be considered by all 3 Fitness to Practise Committees in November. <i>From public minutes of 12 September 2007 - 4.2.1</i>	CU	Nov 2007	Complete Paper to practise committees in February 2008 after November meetings cancelled
2.	<u>Self Evaluation</u> The Committee noted that the results of the evaluation would be analysed and presented to the Committee at its meeting in November. <i>From public minutes of 12 September 2007 - 9.3</i>	NOS	Nov 2007	Complete Paper to practise committees in February 2008 after November meetings cancelled
3.	<u>Medical Practitioner</u> The Committee agreed that it was very important to have a registered medical practitioner as a member of the Committee and that therefore the process should be put in place to recruit a replacement for Dr Kenny. <i>From public minutes of 12 September 2007 - 10.4</i>	NOS	Ongoing	Complete Registered medical practitioner appointed March 2008

Tuesday 5 February 2008

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	<u>Employers events</u> The Committee requested more information on the types of organisation invited to employers events. <i>From 5 February 2008 public minutes 5.5</i>	SR	11 April 2008	Complete Email to committee of 11 April

<p>2.</p>	<p><u>Standards of Conduct, Performance and Ethics (SCPE)</u> The Committee asked that the Executive give further consideration to the inclusion of the word delegation in standard eight of the SCPE. <i>From 5 February 2008 public minutes 9.5</i></p>	<p>CU</p>	<p>19 February 2008</p>	<p>Complete Comments passed to Conduct and Competence Committee of 19 February for consideration.</p>
<p>3.</p>	<p><u>CHRE Work on Sexual Boundaries</u> The Committee requested that the Executive report on CHRE work on sexual boundaries at the April Forum. <i>From 5 February 2008 public minutes 11.1</i></p>	<p>MG</p>	<p>23 April 2008</p>	<p>Complete Paper to forum of 23 April 2008</p>

Investigating Committee actions 2007-2008

Thursday 19 April 2007

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	<p><u>Director of Fitness to Practise Report</u> The Committee noted that the internal auditors report would be circulated to all of the ftp committee members shortly, from 19 April 2007 (Public minutes, 6.3)</p>	SB	As soon as possible	Completed
2.	<p><u>Fitness to Practise Annual Report</u> The Committee should email any grammatical comments on the ftp annual report to Philippa Richardson in the Communications department by Thursday 26 April 2007 from 19 April 2007 (Public minutes, 7.2)</p>	The Committee	Thursday 26 April 2007	Completed
3.	<p><u>Fitness to Practise Annual Report</u> The Committee agreed that the report illustrated a lot of punitive cases and that clarification was needed to indicate that they were representative of a very small percentage of the registrants overall. The Committee also agreed that the introduction needed to be made more robust and cross referenced to the White</p>	KJ	Thursday 31 May 2007	Report Published

	Paper and the Annual Report so that the ftp annual report was not considered in isolation. from 19 April 2007 (Public minutes, 7.5)			
4.	<u>Fitness to Practise Workplan</u> The Committee approved the workplan and agreed to keep the document under review, from 19 April 2007 (Public minutes, 8.5)	KJ	Thursday 31 May 2007	Ongoing
5.	<u>Fitness to Practise Hearing Locations</u> The Committee supported the proposal to draft a set of criteria to hold ftp hearings external to Park House. A draft practice note would be provided for the Committees approval in September 2007, from 19 April 2007 (Public minutes, 9.4)	ES	Wednesday 12 September 2007	Agenda Item 7
6.	<u>Fitness to Practise Committee Joint Annual Meeting</u> The Committee agreed in principle to the Health Committees recommendation to hold two joint ftp committee meetings a year. Separate committee meetings would also be held on the same days as the joint meetings to discuss matters pertinent to those committees only. A proposal would be put to Council to create an ftp forum, from 19 April 2007 (Public minutes, 10.3)	JB	Thursday 31 May 2007	Completed
7.	<u>Annual Review of Actions Taken 11 July 2006 – 7 July 2007</u> The Committee noted that a review of the ftp trends and patterns	KJ	Wednesday 12 September 2007 and Thursday 15 November 2007	FTP Agenda Item 9

	would be provided at its November 2007 meeting and a review of data in key areas around well founded and not well founded cases would be provided at its September 2007 meeting, from 19 April 2007 (Public minutes, 11.2 & 11.3)			
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Wednesday 12 September 2007

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	<u>PKF Audit</u> The Committee noted that the audit report from PKF, HPC's internal auditor would be included on a forthcoming agenda as an item to note. Public minutes, 4.2	NOS	15 Nov 2007	Complete Paper to April 2008 forum

Tuesday 19 February 2008

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	<u>Statistical information</u> The committee requested that statistical work to forecast cases be added to the work plan. <i>From 19 February 2008 public minutes 7.5</i>	KJ	11 April 2008	Complete Statistical work added to work plan
2.	<u>Standards of Conduct, Performance and Ethics (SCPE)</u> To recommend to Council the text of the consultation responses document with no further changes. <i>From 19 February 2008 public minutes 9.7</i>	CU	1 July 2008	Complete Standards cleared by Council on 27 March 2008 To be published 1 July

FtP Forum Actions 2007-2008

Wednesday 12 September 2008

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	<p><u>Statistical information</u> The Committee requested that future reviews of FtP cases by profession should include statistical analysis and comparison against other professions. <i>From 12 September 2007 public minutes 8.3</i></p>	KJ	Ongoing	Ongoing