

ACTION POINTS
STANDARDS OF PROFICIENCY PROFESSIONAL LIAISON GROUP
7 MARCH 2006

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	Mr Jackson agreed to investigate the level of consistency in the research undertaken on the review of HPC's SoP. from 7 March 2006 (Public minutes, 6.4 & 14.2)	Nigel Jackson from OLR/ MG	A written report to be produced and sent to all members before the next meeting 25 th April 2006.	
2.	The Group agreed that Jonathan Bracken, (Parliamentary Agent, Bircham Dyson Bell) should be invited to their next meeting in April to clarify the legal advice given with regard to the content of the SoPs and its purpose from 7 March 2006 (Public minutes, 7.4)	SB/MG	25 th April 2006	Jonathan Bracken will be involved in HPO 2001 training that day but will hopefully be able to attend the PLG meeting at 11:45am – 12:15pm. To be confirmed.
3.	The Policy Officer is to produce A copy of the generic standards without language such as 'understand' or 'be able to' would be produced. This was to be used for reference in the Groups discussions with HPC's legal advisor from 7 March 2006 (Public minutes, 8.3)	MG	25 th April 2006	
4.	Members of the Group to e-mail the Policy Officer with any additional changes they may require to the SoPs introduction. The Group also made some recommendations for changes to the introduction	All members of the Group/ MG	By 25 th April 2006	

	From 7 March 2006 (Public minutes, 9.2 & 9.3)			
5.	In reviewing the workplan the Group agreed that the introduction to the SoPs should be revised to reinforce HPC's integral relationship with the professional bodies. The summary was also to be removed .From 7 March 2006 (Public minutes, 14.2)	MG	25 th April 2006	
6.	The Policy Officer would attempt to provide draft copies of all the SoPs prior to the next meeting for the Groups review. From 7 March 2006 (Public minutes, 14.3)	MG	24 th April 2006	

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