

**Agenda Item 3**

**Enclosure 1**

**Paper RC 24 / 02**

**REGISTRATION COMMITTEE**

**Minutes of the Registration Committee  
meeting held on 25 September 2002**

**From : Secretary to the Committee**

**FOR AGREEMENT AND SIGNING**

**UNCONFIRMED**

184 Kennington Park Road  
London SE11 4BU  
Telephone: +44 (0)20 7582 0866  
Fax: +44 (0)20 7820 9684  
e-mail: [lucindapilgrim@cpsm.org.uk](mailto:lucindapilgrim@cpsm.org.uk)

**MINUTES** of the sixth meeting of the Registration Committee of the Health Professions Council held on Wednesday 25 September 2002 at Park House, 184 Kennington Park Road, London SE11 4BU.

**PRESENT :**

Prof. R. Klem – Chairman  
Miss P. Sabine – Vice-Chairman  
Miss M. Crawford  
Mr. P. Frowen  
Dr. R. Jones  
Mr. C. Lea (ex-officio)  
Dr. A. Van der Gaag

**IN ATTENDANCE :**

Mr. M. Seale – Chief Executive / Registrar, HPC  
Dr. P. Burley – Director of Education and Policy, HPC  
Miss G. Malcolm – Director of Operations  
Miss L. Pilgrim – Director, HPC, Secretary to the Registration Committee  
Mrs. U. Falk – Manager of Education, HPC  
Mrs. C. Gooch – Newchurch

**ITEM 1      APOLOGIES**

Apologies were received from : Prof. N. Brook, Mr. G. Sutehall, Miss E. Thornton, and Prof. D. Waller.

**ITEM 2      MINUTES**

The minutes of the meeting held on 19 July 2002 were agreed as a correct record save for the following amendments :-

- (1) Item 8, paragraph 8.4. The final sentence should read " Mr. P. Baker " and not Mr. J. Bracken.
- (2) Item 11, paragraph 11.1. "... anecdotal evidence suggested that Social Work Directors may not be prepared to recognise state registration conferred by HPC " . . . .

### ITEM 3      MATTERS ARISING

- (a)    Item 3.3 of the minutes of the meeting held on 19 July 2002. The meeting with the Chartered Society of Physiotherapy (CSP) had still to be arranged. Dr. R. Jones said he would attend the meeting as the physiotherapy representative on Council. It was **AGREED** that the Secretary would arrange the meeting.
  
- (b)    Item 3.4. Miss G. Malcolm reported that the terms of the Oxford Brookes contract with CPSM would be amended so that it could continue to be used by HPC.

With respect to new OT assessors she reported that Miss D. Thompson and Miss L. Mayers were arranging the interviews but that dates had not yet been identified.

Miss M. Crawford expressed concern at the delay in arranging the interviews of new OT assessors. She said that she had spoken to Miss D. Thompson six weeks ago. Prof. R. Klem confirmed that she had also pursued the issue. Miss G. Malcolm agreed to chase up the matter.

The Committee agreed that, if Miss M. Crawford and Prof C. Lloyd were unavailable as a result of other commitments over the next few weeks, Mrs. S. Benson should be approached to interview the new OT assessors. Miss G. Malcolm agreed to investigate this option.

Prof. R. Klem noted that the new assessors would receive Human Rights training. The Secretary confirmed that she had discussed this matter with Mr. J. Bracken. Mr. Bracken would provide the initial talk on Human Rights. The Secretary to the Committee would "shadow" Mr. Bracken and thereafter would present the Human Rights training to new assessors.

- (c)    With respect to "Exceptional International Applicants", Prof. R. Klem said that the setting of criteria was an HPC operational issue and these criteria would be set by Miss G. Malcolm and her team. The criteria would then be reviewed and approved by the Registration Committee. It was noted that it was not for HPC staff in the International Department to make decisions about the suitability of an applicant for registration; it was for the assessors to make such a decision.

Dr. P. Burley suggested that Committee members might benefit from attending assessor training days at the Nursing and Midwifery Council (NMC). Sight of their paperwork might also be helpful.

Miss G. Malcolm said that lay members would benefit from attending Assessor training days. Mr. C. Lea suggested that a paper be put to Council in order to obtain its approval for lay members to attend training days. He said that there was allowance in the budget to cover this. Council should be notified of when the events would take place. Mr. Lea said that lay members would also benefit from attending training sessions to do with Council's finances.

- (d) Miss M. Crawford said that the College of Occupational Therapy (COT) had produced a positive statement on dual registration. Dr. A. Van der Gaag queried the content of this statement. Miss M. Crawford replied that COT did not feel that OTs should be on the Social Care register. COT suggested that OTs should register with HPC and that social care bodies should recognise that registration. There was also the issue of OTs being removed from the HPC register but then possibly gaining entry to the Social Care register.

Mr. Seale confirmed that he would be having a preliminary meeting with the General Social Care Council on 3 October 2002. They would also look at the issues of generic health care / dual working.

#### ITEM 4 COUNCIL PROCESSES, BROCHURES, AND GUIDANCE NOTES

Prof. Klem proposed, and the Committee agreed, that small groups would be formed to do this work, communicating by e-mail.

Mr. Seale confirmed the role of the Committee, namely that it would determine the broad headings / main decisions to be taken. Thereafter the Executive would draft the minutiae. The Committee would then sign off the documents. A series of questions would be asked to which the Committee would give its views. Dr. Jones queried how the results of the consultation would fit into this process. Mr. Seale said that a start would have to be made before the results of the consultation had been finalised. Prof. Klem confirmed that any processes already in place should not drive the development of processes and procedures. New processes and procedures would feed into the development of the IT system to ensure that the system would accommodate them.

The working groups were divided as follows :

Working Group 1 : Mr. P. Frowen and Miss E. Thornton,  
Working Group 2 : Dr. A. Van der Gaag and Miss M. Crawford,  
Working Group 3: Miss P. Sabine and Dr. R. Jones,  
Working Group 4 : Mr. C. Lea and Miss P. Sabine.

It was **AGREED** that Miss G. Malcolm, Miss L. Mayers (International Manager, Registration) and Miss C. Harkin (U.K. Manager, Registration) would assist all four working groups.

The Committee noted that the working groups had to submit their responses by early November. Prof. Klem said that the IT system would accommodate the processes being developed. It was **AGREED** that all comments would go to Mr. G. Ross-Sampson and would be copied to the Secretary.

## ITEM 5 CONSULTATION UPDATE

Mrs. C. Gooch gave the Committee an update on the consultation process. She explained that the information from initial responses had been categorised. She said that there had been a large overall response, in excess of 1700 replies to date. She said that the Section on "Registration" and "the Register" had elicited a large number of responses. Mrs. Gooch confirmed that "Briefing Notes" would be prepared for the Council meeting on 9 October. The "Notes" would highlight the issues to be considered at the Council meeting on 9 October. The "Notes" would give a summary of the numbers and types of responses, key initial themes raised by respondents and the nature of decisions the Committee had to make on its future activity.

## ITEM 6 LETTER FROM MR. G. SUTEHALL TO CHIEF EXECUTIVE

Mr. Seale said that this letter highlighted a typical problem which should be resolved when titles became protected; at that stage the use of "registered" or "non-registered" would be discouraged. The HPC would be more pro-active in informing employers and the public about common titles. Registrants would have to inform patients that an NHS Trust did not employ those who did not have common title.

Mr. Seale confirmed that he would discuss the legal position with the Council's legal adviser and that he would then respond to Mr. Sutehall.

*V Gordon*

## ITEM 7 GRANDPARENTING – SLT LICENTIATES

Dr. P. Burley said that the problem arose where those with the historic RCSLT Licentiate qualification of the College had not progressed to obtain the College's Certificate of Competence nor had stayed in membership of the College. The proper and only route to registration for such people was for them to apply via the "grandparenting" procedure. The Committee confirmed that this was the only route for such applicants.

Dr. P. Burley and Dr. A. Van der Gaag pointed out that the decision not to put the Licentiate to the Privy Council as an approved qualification had been a deliberate decision taken by the College following discussion of the matter.

## ITEM 8 MINUTES OF THE EDUCATION AND TRAINING COMMITTEE

The Committee noted item 6.4 of the minutes and queried how best to maintain threshold levels. Prof. Klem said that it was an issue that required a lot of thought. It was **AGREED** that the Education and Training Committee would inform the Registration Committee of the outcome of its deliberations.

**ITEM 9      ANY OTHER BUSINESS**

Mr. C. Lea suggested that Council members should be made aware of assessor training days so that they could consider their availability to attend such days. Mr. Seale confirmed that future dates for Council meetings would be set shortly. It would then be for Committee Secretaries to arrange their meetings accordingly. Mr. Seale said that there would be no Committee meetings on the morning of any Council meeting.

**ITEM 10      DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Tuesday, 12 November 2002 at 10.00 a.m. at HPC, Park House, 184 Kennington Park Road, London SE11 4BU.

Mrs. C. Gooch agreed to circulate the results of the consultation process to Committee members prior to 12 November 2002. This information, together with the debate at the Council meeting in October, would allow the Committee to agree at the November meeting its response in respect of the issues relevant to the Committee. The document reporting on the Council's response to the Consultation would be published in early December 2002.

**CHAIRMAN**