

## Health Professions Council

### Conduct and Competence Committee – 23<sup>rd</sup> April 2007

#### Annual Review of actions taken from 11 July 2006 – 7 July 2007

#### Executive Summary

##### Introduction

An annual review of the actions taken by the Committee has been provided for information for the period 11 July 2006 – 7 July 2007.

##### Decision

The Committee is asked to note the actions that have been taken in the period 11 July 2006 – 7 July 2007.

##### Background Information

None

##### Resource Implications

None

##### Financial Implications

None

##### Background Papers

None

##### Appendices

None

**ACTION POINTS**  
**CONDUCT AND COMPETENCE COMMITTEE – 11 July 2006 – 7 July 2007**

	<b>Action point (and location in the minutes)</b>	<b>For the attention of</b>	<b>Action by (date)</b>	<b>Outcome</b>
	<b>19 September 2006</b>			
1.	<b><u>Director's Report</u></b> Further details regarding what the ftp cases involved would be provided at the next meeting. <b>(Public minutes, 7.2)</b>	KJ	22 November 2007	completed
2.	<b><u>Director's Report</u></b> A report would be provided on the use of conditions of practice orders and their use in review hearings. <b>(Public minutes, 7.3)</b>	KJ	22 November 2007	completed
3.	<b><u>Director's Report</u></b> A legal assessor and panel review day was to be held in October 2006 and feedback given to the Committee at their next meeting. <b>(Public minutes, 7.7)</b>	KJ	22 November 2007	completed
4.	<b><u>Fitness to Practise Workplan and Process Report</u></b> An updated workplan which factored in the value attached to the outcome of undertaking some priorities first over others. <b>(Public minutes, 9.6)</b>	KJ	22 November 2007	completed
5.	<b><u>Draft Standards of Conduct, Performance and Ethics (SCPE)</u></b> Revised drafts of the SCPE and the guidance to be issued on confidentiality would be provided at the next meeting. <b>(Public minutes, 10.9)</b>	KJ	22 November 2007	completed
6.	<b><u>Review of documentation: 'What Happens if a Complaint Is Made About Me?' and 'Making a Complaint about a Health Professional'</u></b>	KJ	April 2007	This is ongoing

	A review of the above documentation would be undertaken in April 2007. <b>(Public minutes, 14.2)</b>			
7.	<b><u>Fitness to Practise Database</u></b> A list of potential reports which the fitness to practice database could produce would be provided at the next meeting. <b>(Private minutes, 3.1)</b>	KJ/ES	22 November 2007	This report will be produced at the Committee's next meeting in November 2007.
<b>22 November 2006</b>				
1.	<b><u>Director's Report</u></b> Each meeting to receive a report providing details of all cases heard by Conduct and Competence Panels, so the Committee can identify trends. Reports to be backdated to include all hearings from April 2006. <b>(Public minutes, 6.11)</b>	KJ	Ongoing	This report is now provided every meeting for the committee to review and identify trends.
2.	<b><u>Fitness to Practise Workplan and Process Report</u></b> The draft fitness to practice workplan and process report was to be presented at the next committee meeting. <b>(Public minutes, 7.2)</b>	KJ	30 January 2007	The draft fitness to practice workplan and process report was presented at the committee's meeting in January and will be reviewed again at their meeting in April.
3.	<b><u>Draft Standards of Conduct, Performance and Ethics (SCPE)</u></b> The SCPE was to be amended as discussed at the meeting and a further draft presented at the committee's next meeting. <b>(Public minutes, 9.31)</b>	MG	30 January 2007	The final version of the SCPE was provided at the committee's meeting in January 2007 and was approved by Council for consultation at their meeting in March 2007. The Committee will receive feedback on the consultation results at their meeting in September 2007.
4.	<b><u>Standard Workplan</u></b> The Standard Workplan was to be submitted to the Education and Training Committee (ETC) which will be asked to recommend the Workplan to Council.	MG	5 December 2006 (ETC) & 14 December	The Standard Workplan was approved by ETC and Council at their respective meetings in December 2006.

Date  
2007-04-11

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Dept/Cmte  
SEC

Doc Type  
PPR

Title  
Action Points Conduct and  
Competence Committee July 2006  
- July 2007

Status  
Final  
DD: None

Int. Aud.  
Public  
RD: None

	<b><u>(Public minutes, 10.2)</u></b>		2006 (Council)	
5.	<b><u>Review Hearings</u></b> The Committee agreed that at each meeting a report should be received on review hearings. <b><u>(Public minutes, 11.5)</u></b>	KJ	ongoing	This report is provided on an ongoing basis.
<b><u>30 January 2007</u></b>				
1.	<b><u>Director's Report</u></b> Health and Character declaration statistical analysis progress report to be provided as a paper to note at the Conduct and Competence Committee meeting in September 2007. <b><u>(Public minutes, 6.3)</u></b>	KJ	19 September 2007	This report will be produced for the Committee's information at their meeting in September 2007.
2.	<b><u>Director's Report</u></b> A paper is to be produced on the different types of cases received for the paramedic profession so that a clear analysis of the statistics can be undertaken. <b><u>(Public minutes, 6.5)</u></b>	KJ	19 September 2007	This paper will be provided at the Committee's next meeting in September 2007.
3.	<b><u>Director's Report</u></b> The length of ftp cases from start to finish would be detailed as part of the ftp Director's future reports. <b><u>(Public minutes, 6.6)</u></b>	KJ	23 April 2007	This information has been provided in the ftp annual report.
4.	<b><u>Fitness too Practise Workplan and Process Report</u></b> Ftp risk assessment information would be provided at the next meeting in April 2007. <b><u>(Public minutes, 7.3)</u></b>	KJ	23 April 2007	A paper has been provided on this matter for the April meeting of the Committee.
5.	<b><u>Website Information</u></b> The Director of ftp would ascertain whether the HPC were within their rights to request payment for hard copies of transcripts from hearings and if this conflicted with the Freedom of Information Act. <b><u>(Public minutes, 8.5)</u></b>	KJ	23 April 2007	Feedback will be given by the Director of Fitness to Practise on this matter.

6.	<p><b><u>Draft Standards of Conduct, Performance and Ethics (SCPE)</u></b>  The Committee agreed the draft SCPE and recommended them for approval by Council at their next meeting in March 2007  <b>(Public minutes, 9.5)</b></p>	MG	29 March 2007	The Council approved the SCPE for consultation. A paper to note will be provided for the Committee's information in September 2007.
7.	<p><b><u>Confidentiality Guidance</u></b>  The Committee agreed that the HPC should consult on the confidentiality guidance at the same time as the draft SCPE and recommended this route for Council's approval in March 2007.  <b>(Public minutes, 10.2)</b></p>	MG	29 March 2007	Council approved the recommendation that confidentiality guidance be consulted on in conjunction with the SCPE.
8.	<p><b><u>Supplementary Guidance and Information on the Standards of Conduct, Performance and Ethics (SCPE)</u></b>  The Committee agreed that the professional bodies should be written to in early February 2007 to give them an update on the work currently being undertaken on the SCPE, to thank them for their input and request signposts to their publications of relevance.  <b>(Public minutes, 11.3)</b></p>	MG	12 February 2007	Completed.
9.	<p><b><u>Case Reports</u></b>  Details of the ftp cases found not proven would be provided at the next meeting  <b>(Public minutes, 14.2)</b></p>	KJ	23 April 2007	This information is provided in the ftp annual report.
10.	<p><b><u>Case Reports</u></b>  The Committee noted that there was a growing incidence of cases where registrants were represented. The Committee asked to be provided with pie charts of the information in the case report.  <b>(Public minutes, 14.3)</b></p>	KJ	23 April 2007	This information is provided in the ftp annual report.

<b>Date</b>	<b>Ver.</b>	<b>Dept/Cmte</b>	<b>Doc Type</b>	<b>Title</b>	<b>Status</b>	<b>Int. Aud.</b>
2007-04-11	a	SEC	PPR	Action Points Conduct and Competence Committee July 2006 - July 2007	Final DD: None	Public RD: None