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<b>Council</b>
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**The 67th meeting of the Health Professions Council will take place as follows:-**

**Date:** Thursday 31<sup>st</sup> March 2011

**Time:** 2:00pm

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

**Members:** Anna van der Gaag (Chair)  
Mary Clark-Glass  
Malcolm Cross  
John Donaghy  
Sheila Drayton  
Julia Drown  
John Harper  
Richard Kennett  
Jeff Lucas  
Morag Mackellar  
Arun Midha  
Penelope Renwick  
Keith Ross  
Deep Sagar  
Eileen Thornton  
Annie Turner  
Joy Tweed  
Diane Waller  
Neil Willis

**Enquiries:** Louise Hart, Secretary to Council  
020 7840 9711  
louise.hart@hpc-uk.org

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|----|--|-------------------------|
| 1. | <b>Chair's welcome and introduction</b>  | verbal                  |
| 2. | <b>Apologies for absence</b>   | verbal                  |
| 3. | <b>Approval of agenda</b>  | verbal                  |
| 4. | <b>Declaration of Members' interests</b>   | verbal                  |
| 5. | <b>Public Minutes of the Council meeting of 10 February 2011</b><br>Louise Hart - Secretary to Council | enclosure 1<br>HPC20/11 |
| 6. | <b>Matters arising</b><br>Louise Hart - Secretary to Council   | enclosure 2<br>HPC21/11 |
| 7. | <b>Chair's report</b><br>Anna van der Gaag – Chair of HPC  | enclosure 3<br>HPC22/11 |
| 8. | <b>Chief Executive's report</b><br>Marc Seale - Chief Executive and Registrar                          | enclosure 4<br>HPC23/11 |

#### Items for discussion/approval

#### Strategy and Policy

- |     |   |                          |
|-----|---|--------------------------|
| 9.  | <b>Budget for year to 31 March 2012</b><br>Marc Seale – Chief Executive   | enclosure 5<br>HPC24/11  |
| 10. | <b>Consultation response analysis on proposed changes to the generic standards of proficiency</b><br>Alison Dittmer – Policy Officer  | enclosure 6<br>HPC25/11  |
| 11. | <b>The principles for establishing voluntary registers</b><br>Michael Guthrie – Director of Policy and Standards  | enclosure 7<br>HPC26/11  |
| 12. | <b>Student registration</b><br>Michael Guthrie – Director of Policy and Standards   | enclosure 8<br>HPC27/11  |
| 13. | <b>Practice Notes</b><br>Kelly Johnson – Director of Fitness to Practise  | enclosure 9<br>HPC28/11  |
| 14. | <b>Updating the 'Guidance on health and character'</b><br>Alison Dittmer – Policy Officer   | enclosure 10<br>HPC29/11 |
| 15. | <b>Application for the regulation of Physicians' Assistants (Anaesthesia) by the Association of Physicians' Assistants (Anaesthesia)</b><br>Alison Dittmer – Policy Officer | enclosure 11<br>HPC30/11 |

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|-----|---|--------------------------|
| 16. | <b>Document Retention Policy - Fitness to Practise and Regulatory Activity</b><br>Kelly Johnson – Director of Fitness to Practise | enclosure 12<br>HPC31/11 |
| 17. | <b>Equality Act 2010</b><br>Michael Guthrie – Director of Policy and Standards  | enclosure 13<br>HPC32/11 |
| 18. | <b>Financial reserves update</b><br>Gary Butler – Director of Finance   | enclosure 14<br>HPC33/11 |
| 19. | <b>Policy and Standards Department workplan 2011-2012</b><br>Michael Guthrie – Director of Policy and Standards                   | enclosure 15<br>HPC34/11 |
| 20. | <b>Transfer of regulatory functions from General Social Care Council to HPC</b><br>Marc Seale – Chief Executive and Registrar     | enclosure 16<br>HPC35/11 |

### Corporate Governance

- |     |   |                          |
|-----|---|--------------------------|
| 21. | <b>Minutes of the Finance and Resources Committee held on 27 January 2011</b><br>Richard Kennett – Chair of the Committee | enclosure 17<br>HPC36/11 |
| 22. | <b>Minutes of the Fitness to Practise Committee held on 16 February 2011</b><br>Keith Ross – Chair of the Committee       | enclosure 18<br>HPC37/11 |
| 23. | <b>Minutes of the Communications Committee held on 17 February 2011</b><br>Sheila Drayton – Chair of the Committee        | enclosure 19<br>HPC38/11 |

### Items to Note

- |     |  |                          |
|-----|--|--------------------------|
| 24. | <b>Enabling Excellence – Autonomy and Accountability for healthcare workers, social workers and social care workers</b><br>Marc Seale – Chief Executive and Registrar                        | enclosure 20<br>HPC39/11 |
| 25. | <b>Enabling Excellence – Autonomy and Accountability for healthcare workers, social workers and social care workers – Indicative timetable</b><br>Marc Seale – Chief Executive and Registrar | enclosure 21<br>HPC40/11 |
| 26. | <b>Action points arising from the Health and Social Care Bill 2011 and Command Paper ‘Enabling Excellence’</b><br>Marc Seale – Chief Executive and Registrar                                 | enclosure 22<br>HPC41/11 |
| 27. | <b>Reports from council representatives at external meetings</b><br>Louise Hart - Secretary to Council   | enclosure 23<br>HPC42/11 |

28. **Minutes of the Education and Training Committee held on 10 March 2011**

Eileen Thornton – Chair of the Committee (Jeff Lucas chaired the meeting that day)

enclosure 24  
HPC43/11

29. **Any other business**

Previously notified and agreed by the Chair

30. **Date & time of next meeting:**

Thursday 12 May 2011 at 10:30am

31. **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;

- (i) information relating to a registrant, former registrant or application for registration;
- (ii) information relating to an employee or office holder, former employee or applicant for any post or office;
- (iii) 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;
- (iv) negotiations or consultation concerning labour relations between the Council and its employees;
- (v) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (vi) action being taken to prevent or detect crime to prosecute offenders;
- (vii) the source of information given to the Council in confidence; or
- (viii) 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.

<b>Item</b>	<b>Reason for Exclusion</b>
32	ii, iii, iv, v, viii
33	-
34	ii, iv
35	viii
36	iv
37	iv, viii
38	iii, iv, vii
39	iv, vii
40	iv

## Part 2 – Private Agenda

### Items for discussion/approval

32. **Minutes of the Private part of the Council meeting held on 10 February 2011**  
Louise Hart - Secretary to Council  
enclosure 25  
HPC44/11
33. **Matters arising**  
Louise Hart - Secretary to Council
34. **Transfer of regulatory functions from General Social Care Council to HPC**  
Marc Seale – Chief Executive and Registrar  
enclosure 26  
HPC45/11
35. **Transfer of Cases from the GSCC to the HCPC**  
Kelly Johnson – Director of Fitness to Practise  
enclosure 27  
HPC46/11
36. **New pay system and policy**  
Teresa Haskins – Director of HR  
enclosure 28  
HPC47/11
37. **Transfer of regulatory functions from General Social Care Council to HPC Risk Register**  
Roy Dunn – Head of Business Process Improvement  
enclosure 29  
HPC48/11
38. **Minutes of the private part of the Finance and Resources Committee held on 27 January 2011**  
Richard Kennett – Chair of the Committee  
enclosure 30  
HPC49/11
39. **Minutes of the private part of the Fitness to Practise Committee held on 16 February 2011**  
Keith Ross – Chair of the Committee  
enclosure 31  
HPC50/11
40. **Minutes of the Finance and Resources Committee held on 3 March 2011**  
Richard Kennett – Chair of the Committee(Neil Willis chaired the meeting that day)  
enclosure 32  
HPC51/11
41. **Any other business for consideration in private**  
Previously notified and agreed by the Chair