

**Fitness to Practise Committee**

**The second meeting of Fitness to Practise Committee will take place as follows:-**

**Date:** Thursday 25 February 2010

**Time:** 10:30am

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

**Members:** Keith Ross (Chair)  
Mary Clark – Glass  
John Donaghy  
Julia Drown  
Morag Mackellar  
Penny Renwick  
Annie Turner  
Deep Sagar

**Enquiries:** Steve Rayner, Secretary to Council  
020 7840 9785  
Steve.rayner@hpc-uk.org

## Part one – to be held in public

1. **Chair's welcome and introduction** verbal
2. **Apologies for absence** verbal
3. **Approval of agenda** verbal
4. **Declaration of Members' interests** verbal
5. **Public Minutes of the committee meeting of 22 October 2009** enclosure1  
Steve Rayner - Secretary to the Committee FTP10/01
6. **Matters arising** enclosure 2  
Steve Rayner - Secretary to the Committee FTP10/02
7. **Chair's report** verbal
8. **Director of Fitness to Practise Report** enclosure 3  
Kelly Johnson – Director of Fitness to Practise FTP10/03

## Items for discussion

9. **Monitoring role** enclosure 4  
Kelly Johnson – Director of Fitness to Practise FTP10/04
10. **FTP process and length of time analysis** enclosure 5  
Kelly Johnson – Director of Fitness to Practise FTP10/05
11. **Expectations of complainants - report** enclosure 6  
Kelly Johnson – Director of Fitness to Practise FTP10/06
12. **Fitness to Practise department workplan 2010-2011** enclosure 7  
Kelly Johnson – Director of Fitness to Practise FTP10/07
13. **Sifting tools and revised practice note** enclosure 8  
Kelly Johnson – Director of Fitness to Practise FTP10/08
14. **Sharing the registrant's response with the complainant** enclosure 9  
Kelly Johnson – Director of Fitness to Practise FTP10/09
15. **Review of not well founded determinations** enclosure 10  
Kelly Johnson – Director of Fitness to Practise FTP10/10
16. **Alternative mechanisms to resolve disputes – work plan** enclosure 11  
Michael Guthrie, Director of Policy and Standards FTP10/11
17. **Reviewing decision making** enclosure 12  
Kelly Johnson – Director of Fitness to Practise FTP10/12

18. **PKF Fitness to Practise audits** enclosure 13  
Kelly Johnson – Director of Fitness to Practise FTP10/13

Items to note

19. **Case management system update** enclosure 14  
Kelly Johnson – Director of Fitness to Practise FTP10/14
20. **Any other business** verbal  
Previously notified and agreed by the Chair
21. **Date & time of future meetings:**

Thursday 3 June 2010  
Thursday 21 October 2010  
Wednesday 16 February 2011  
Thursday 26 May 2011  
Thursday 13 October 2011

Meetings of the Committee take place at 10.30am unless otherwise notified.

22. **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.

Item	Reason for Exclusion
25	v
26	viii

## Part 2 – Private Agenda

### Items for discussion/approval

- 23. **High Court update** enclosure 15  
Kelly Johnson – Director of Fitness to Practise FTP10/15
  
- 24. **CHRE learning points** enclosure 16  
Kelly Johnson – Director of Fitness to Practise FTP10/16