

Fitness to Practise Committee

The fourth meeting of the Fitness to Practise Committee will take place as follows:

Date: Wednesday 16 February 2011

Time: 10:30 am

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

Members: Keith Ross (Chair)
Mary Clark-Glass
Malcolm Cross
John Donaghy
Julia Drown
Morag Mackellar
Penny Renwick
Deep Sagar
Annie Turner
Neil Willis

Enquiries: Steve Rayner, Secretary to the Committee
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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 21 October 2010** enclosure1
Steve Rayner - Secretary to the Committee FTP 01/11
6. **Matters arising** enclosure 2
Steve Rayner - Secretary to the Committee FTP 02/11
7. **Director of Fitness to Practise Report** enclosure 3
Kelly Johnson – Director of Fitness to Practise FTP 03/11

Items for discussion

8. **FTP work plan 2011/12 and 2010/11 update** enclosure 4
Kelly Johnson – Director of Fitness to Practise FTP 04/11
9. **Alternative mechanisms for resolving disputes** enclosure 5
Kelly Johnson – Director of Fitness to Practise and Michael Guthrie -
Director of Policy and Standards FTP 05/11
10. **Audit of final FTP decisions** enclosure 6
Alison Dittmer - Policy Officer FTP 06/11
11. **Practice note: Equal treatment** enclosure 7
Kelly Johnson – Director of Fitness to Practise FTP 07/11
12. **Practice note: Disposal of cases via consent** enclosure 8
Kelly Johnson – Director of Fitness to Practise FTP 08/11
13. **Practice notes: Burden of proof** enclosure 9
Kelly Johnson – Director of Fitness to Practise FTP 09/11

Practice note: Case to answer

Practice note: Case management and directions

Practice note: Finding that fitness to practice impaired

Practice note: Drafting decisions

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| 14. | Practice note: Postponement and adjournment of hearings
Kelly Johnson – Director of Fitness to Practise | enclosure 10
FTP 10/11 |
| 15. | Transfer of regulatory functions from the General Social Care Council to HPC
Marc Seale - Chief Executive | enclosure 11
FTP 11/11 |

Items to note

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| 16. | Case management system update
Kelly Johnson - Director of Fitness to Practise | enclosure 12
FTP 12/11 |
| 17. | Committee meeting dates for 2012
Steve Rayner - Secretary to the Committee | enclosure 13
FTP 13/11 |
| 18. | Any other business
Previously notified and agreed by the Chair | verbal |
| 19. | Date & time of future meetings:

Thursday 26 May 2011 Thursday 24 May 2012
Thursday 13 October 2011 Thursday 11 October 2012
Wednesday 22 February 2012 | verbal |

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

20. **Resolution**

The Committee is invited to adopt the following:

“The Committee 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
22	iv
23	vii

Private agenda

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| 21. | Transfer of regulatory functions from the General Social Care Council to HPC
Marc Seale - Chief Executive | enclosure 14
FTP 14/11 |
| 22. | Cross examination in cases of a sexual nature
Kelly Johnson - Director of Fitness to Practise | enclosure 15
FTP 15/11 |
| 23. | Any other business
Previously notified and agreed by the Chair | verbal |

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