

ACTION POINTS
CONDUCT AND COMPETENCE COMMITTEE – 20th April 2006

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	Further information was required in the C&C report for the annual report on the increasing ftp costs due to an expanding caseload from 20 April 2006 (Public minutes, 6.2)	SB	As soon as possible	This change has been incorporated
2.	The details of the two allegations which had not been well founded were to be provided at the Committee's next meeting for their information from 20 April 2006 (Public minutes, 7.2)	KJ	20 th September 2006	
3.	The Committee agreed that it would be useful if the Director of ftp gave a demonstration on the ftp database's capabilities and uses at their next meeting from 20 April 2006 (Public minutes, 7.3)	KJ	20 th September 2006	
4.	The Committee were reminded to submit any typographical errors and or changes identified in the ftp annual report via e-mail to the Director of ftp from 20 April 2006 (Public minutes, 8.2)	The Committee	27 th April 2006	
5.	The Committee agreed to the issuing of guidance to the SCPE. A paper would be provided at their next meeting to identify which area should be given first priority for the publication	MG	20 th September 2006	

	of guidance. Poor record keeping was considered to be a priority area but further analysis was required to substantiate this from 20 April 2006 (Public minutes, 10.3)			
6.	Feedback on the SCPE could be obtained via the HPC newsletter and extranet from 20 April 2006 (Public minutes, 10.3)	MG/SB	As soon as possible	
7.	The Committee approved the SCPE work plan and recommended that Council did the same from 20 April 2006 (Public minutes, 11.4)	MG/ NOS	7 th July 2006	