

CONFIDENTIAL

DRAFT 2

MINUTES of the third meeting of the HPC Consultation Steering Group held at Park House, 184 Kennington Park Road, London SE11 4BU on **Tuesday 21st May 2002.**

Present: Prof. Norma Brook Chairman
Miss Ann Foster
Mr Colin Lea
Mr Steve Godber
Mrs Barbara Stuart
Mrs Christine Gooch
Prof. Diane Waller

In attendance: Mr Marc Seale
Mr Greg Ross-Sampson
Mr Chris Middleton
Ms Eleanor Price
Miss Cathy Savage
Miss Niamh O'Sullivan
Miss Lucinda Pilgrim
Mr Gerald Milch
Mr Tom Berrie
Ms Denise Thompson
Dr Peter Burley

Item 1 02/8 APOLOGIES FOR ABSENCE

8.1 Apologies for absence were received from Prof. Rosemary Klem, Miss Mary Crawford, Miss Morag McKellar, Mr Sandy Yule and Mr Neil Willis.

Item 2 02/9 MINUTES OF THE LAST MEETING

9.1 The minutes of the meeting held on 7th May 2002 were agreed and signed by the Chairman.

Item 3 02/10 NOTIFICATION OF ANY OTHER BUSINESS & MATTERS ARISING

10.1 There was none.

Item 4 02/11 UPDATE ON THE CONSULTATION DOCUMENT FORMAT

11.1 A summary of the consultation document process was noted:

.1 A *Project Control report* (an executive summary of work completed to date) had been produced.

.2 The consultation document had been produced in two parts – **Part I** (The *Corporate document*, incorporating sections which fell outside the remit of the

statutory and non-statutory committees) and **Part II** (The A-Z index of the full document).

- .3 The shaded areas of areas of text within the document alluded to issues, which required further clarification from the Committees. Newchurch would progress this.
- .4 Each section within the index of the fuller document incorporated an abbreviation of the Committee with whom responsibility lay for a particular issue for ease of reference.
- .5 The consultation project was on track to be completed by Friday 7th June 2002 and a digital version would be available for proof reading on 12th June 2002. The full document would be formally launched on 1st July 2002.
- .6 It was agreed the Steering Group would review and comment on the draft documents and submit comments to Christine Gooch by **27th May 2002** and would ultimately be responsible for signing off the *Corporate document*.

ACTION: All to note

- .7 There were 2 further sections still to be drafted on *Partners* (which would be based on the paper to be presented to Council in May 2002) and on *Professional Committees*.
- .8 Newchurch would take responsibility for extensive proof reading, checking language rules and correcting grammatical errors. It was agreed that the HPC “house style” would be used in relation to fonts and typeface throughout the document as a whole.

ACTION: CG

- .9 For Committees without a scheduled meeting before the end of the proofing stage, the Chairman of the Committee would receive the text by e-mail for checking and comments would be referred to Christine Gooch and Greg Ross-Sampson. A second draft would then be produced and referred to the Secretary of the Committee before final “signing off” by the Committee Chairman.

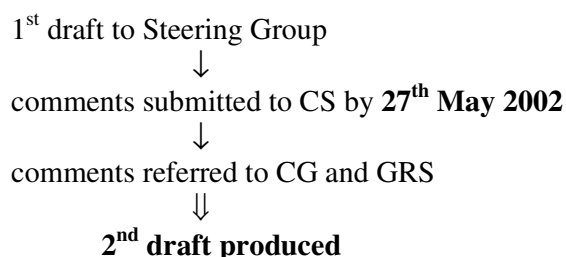
ACTION: All to note

- .10 A smaller section would be circulated to members of the Finance & Resources Committee for comment in advance of its meeting on 30th April 2002.

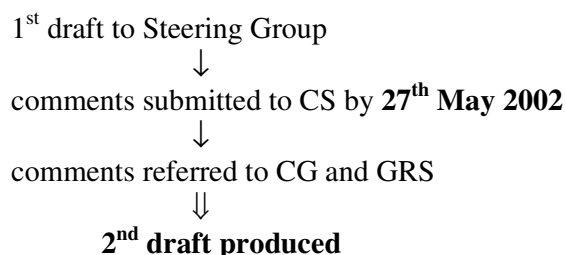
ACTION: GRS

11.2 Deadline dates to note were:

CORPORATE DOCUMENT



SUMMARY DOCUMENT



ACTION: All to note

Item 5 02/12 UPDATE ON THE CONSULTATION COMMUNICATIONS

- 12.1 The Group received an updated schedule of the consultation events being hosted UK wide. It was agreed that the events planned in Scotland would provide coverage to reach as wide an audience as was desired. No further venues would therefore be booked.
- 12.2 The areas of Shrewsbury/Oswestry/Stafford would be covered by the events being held in Liverpool, Birmingham and Llandrindod Wells, which were all within reasonable travelling distance.
- 12.3 Efforts were also being concentrated in locating a suitable venue to cover the area of Southall, to the west of London. It was suggested that Thames Valley University (Ealing campus) might be a venue to be considered. However, the Group was keen to ensure that the venue was as close to Southall as possible.
- 12.4 To ensure that each event would target as wide an audience as possible, the times had been changed to **2.00-4.00pm** and **7.00-9.00pm**.
- 12.5 It was suggested that the consultation should also be targeted at Chief Executives of Primary Care Trusts and Heads of educational institutions, insofar as a separate event could be organised aimed at these two groups with ideas being focussed on meeting their needs and their relation to the HPC.

- 12.6 Peter Burley would present a précis of the consultation event to the forthcoming meeting of the Universities UK Health Committee. The Standing Conference of Principals (SCOP) (the representative body for the non-university HE sector) had also extended an invitation to the President, the Chairman and Vice-Chairmen of ETC, and the Chief Executive for their annual reception on 12th June 2002 with a view to maximising networking opportunities. The Group might wish capitalise on this invitation to reach this particular audience.
- 12.7 It was agreed that preliminary work should be undertaken on the possibility of approaching Scottish Heads of educational institutions and how the consultation document might be delivered to that audience. A report would be presented to the Steering Group for consideration. Prof. Brook and Mr Lea would provide details of contacts who could be approached in England and Wales. Mr Bill McKey was suggested as a possible contact for the Northern Ireland Confederation.

ACTION: CM

12.8 Consultation Events

12.8.1 Noreen Bray (who had performed a similar role at the launch of the HPC) had been booked to act as host/facilitator at 6 of the events (which would follow a “Question Time” format) in Birmingham, Cardiff, Llandrindod Wells, Belfast, Edinburgh and London. The success of this exercise would be assessed and a decision would then be made on whether to extend this format to the remaining events, the budget permitting. The President and Chief Executive & Registrar would also make a presentation of some 20-25 minutes in duration prior to questions from the floor being sought.

12.8.2 A provisional list of those to be invited to the launch on 1st July 2002 included:

- Chairmen of Statutory and Non-Statutory Committees of HPC
- Presidents/Chief Executives of the professional bodies
- Representatives of those who could be regulated by HPC in the future
- Representatives from Consumer Groups
- Key DoH officials
- A key journalist perhaps from a national newspaper.

12.8.3 Harvard Health had been engaged to co-ordinate the PR programme and would be responsible for the media relations programme in relation to each event, for example:

- Radio interviews
- A syndicated advertisement/article
- Press releases
- Explore the possibility of an article in the health Services Journal and other national newspaper (e.g. The Guardian).

Details would be made available for consideration by the Group at the next meeting.

ACTION: CM

12.8.4 HPC would co-ordinate the placing of advertisements in the press and media. A schedule of the publications within which advertisements would appear would also be drafted for information.

ACTION: CM

12.8.5 The HPC had engaged a web designer to incorporate the consultation document and responses received within the HPC website. The designer would also work on including a data management system to enable Newchurch to utilise and analyse the data thereafter.

12.8.6 It was not certain at this stage whether a CD ROM of the document would also be issued (circa: 150,000 copies) as all the information therein could easily be incorporated within the HPC website.

12.8.7 A letter would be sent to each professional body with the offer of a speaker, either the President or the Chief Executive & Registrar to address their executive committee (or equivalent) on the consultation process and document.

ACTION: All Directors

12.8.8 A schedule of the consultation events to be held July-September 2002 would be circulated to Members of Council, who would be asked to commit to attending at least one event and to respond to the Secretary of Council by 6th June 2002 as to their availability and attendance.

ACTION: NOS

12.9 Post Consultation

12.9.1 Some preliminary suggestions and thoughts were made as to the work to be done following the consultation process, which would be progressed by the Steering Group over the coming months. A suggestion was made that HPC might wish to write a "How to... Document" as to the work involved, the pros and cons, the costs, the processes used in producing the consultation document and in facilitating the whole process. The document might then be circulated to interested parties after the exercise.

12.10 Reports & updates

12.10.1 The following information was noted:-

Task or recommendation	Officer responsible
An update on the communications process would be reported to the Group at the next meeting and also to the Communications Committee	Chris Middleton
Provide a list of those with whom HPC will consult	Greg Ross-Sampson

Continued/...

Task or recommendation	Officer responsible
To carry out a feasibility study on the resources required and the process involved in producing a “How to...” report/document on the consultation exercise (minute 02/12.9.1). To report back to the Group	Newchurch
Induction for Council members attending the consultation events (which could be linked to the meeting of Council) as to how each event will be run and members’ involvement therein	To be agreed
To produce an updated list of the 50 top <i>Questions</i> and <i>Answers</i> first highlighted at the HPC launch	Chris Middleton

Item 6 02/13 ANY OTHER BUSINESS

13.1 Future meeting dates of the Consultation Steering Group would be arranged for 2nd/3rd week in July, none in August, the 2nd week in September and 2nd/3rd week in October.

ACTION: CS

13.2 A meeting of Council had been set for 18th July 2002, accordingly the Consultation Event provisionally schedule on that day in Liverpool would be re-scheduled to take place on **17th July 2002**.

ACTION: EP
All to note

Item 7 02/14 DATE OF NEXT MEETING

Re-scheduled meeting:

The fourth meeting of the **Consultation Steering Group** will be held in the Council Chamber, Park House, on **Monday 10th June 2002** from 10.30am until approximately 12.30pm. Lunch will be available.

CHAIRMAN