

## The Health Professions Council Meeting

**Thursday 13 December 2007**

**10:30am**

The 43<sup>rd</sup> meeting of the Health Professions Council will be held at the following location:

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

The Council meeting will be held in two parts. Part One will be open to members of the public. Part Two will be held in private.

**Niamh O'Sullivan**  
**Secretary to Council**  
Monday 3 December 2007

Health Professions Council  
Park House  
184 Kennington Park Road  
London SE11 4BU

t: 020 7840 9711  
f: 020 7840 9807  
e: [niamh.osullivan@hpc-uk.org](mailto:niamh.osullivan@hpc-uk.org)

## Agenda part one – open to members of the public

1. **President's welcome and introduction**
2. **Apologies for absence** verbal
3. **Approval of agenda** verbal
4. **Minutes of the Council meeting held on 3 October 2007** enclosure 1  
Niamh O'Sullivan – Secretary to Council paper HPC172/07
5. **Matters arising** enclosure 2  
Niamh O'Sullivan – Secretary to Council paper HPC173/07
6. **President's report** enclosure 3  
paper HPC174/07
7. **Chief Executive's report** enclosure 4  
paper HPC175/07

## Items for discussion/approval

### Strategy and policy

8. **Council elections 2008** enclosure 5  
Niamh O'Sullivan – Secretary to Council paper HPC176/07
9. **Counsellors and psychotherapists** enclosure 6  
From Marc Seale – Chief Executive paper HPC177/07
10. **Equality and diversity scheme** enclosure 7  
Michael Guthrie – Policy Manager paper HPC178/07
11. **Post-registration qualifications** enclosure 8  
Michael Guthrie – Policy Manager paper HPC179/07
12. **Student fitness to practise – response to the Department of Health** enclosure 9  
Charlotte Urwin – Policy Officer paper HPC180/07
13. **HPC vision statement** enclosure 10  
Marc Seale – Chief Executive paper HPC181/07
14. **Fee change proposal paper** enclosure 11  
Simon Leicester – Director of Finance paper HPC182/07

**15. Five year plan** enclosure 12  
Charlotte Milner – Management Accountant paper HPC183/07

### **Corporate governance**

**16. Reappointment of external auditors** enclosure 13  
Simon Leicester – Director of Finance paper HPC184/07

**17. Reappointment of internal auditors** enclosure 14  
Simon Leicester – Director of Finance paper HPC185/07

**18. Updated risk register** enclosure 15  
Marc Seale – Chief Executive paper HPC186/07

**19. Financial regulations** enclosure 16  
Marc Seale – Chief Executive paper HPC187/07

**20. Revised Standing Orders for the Audit Committee** enclosure 17  
Niamh O'Sullivan – Secretary to Council paper HPC188/07

**21. Non-council committee members' reappointments** enclosure 18  
Niamh O'Sullivan – Secretary to Council paper HPC189/07

**22. Dates of Council meetings 2008/9** enclosure 19  
Niamh O'Sullivan – Secretary to Council paper HPC190/07

**23. Minutes of the Finance and Resources Committee meeting held on 18 September 2007** enclosure 20  
Robert Clegg – Chairman of the Finance and Resources Committee paper HPC191/07

**24. Minutes of the Audit Committee held on 25 September 2007** enclosure 21  
Paul Acres – Chairman of the Audit Committee paper HPC192/07

**25. Minutes of the Communications Committee held on 24 October 2007** enclosure 22  
Annie Turner – Chairman of the Communications Committee paper HPC193/07

### **Items to note**

**26. Changes in legislation** enclosure 23  
Marc Seale – Chief Executive paper HPC194/07

**27. Future governance of Council** enclosure 24  
Niamh O'Sullivan – Secretary to Council paper HPC195/07

28. **Dates of Council meetings for 2008/9**  
Niamh O'Sullivan – Secretary to Council enclosure 25  
paper HPC196/07
29. **Notes of Council away day held on 3 & 4 October 2007**  
Niamh O'Sullivan – Secretary to Council enclosure 26  
paper HPC197/07
30. **Minutes of the Fitness to Practise Forum meeting held on 12 September 2007**  
Keith Ross – Chairman of the Fitness to Practise Forum enclosure 27  
paper HPC198/07
31. **Minutes of the Conduct and Competence Committee meeting held on 12 September 2007**  
Keith Ross – Chairman of the Conduct and Competence Committee enclosure 28  
paper HPC199/07
32. **Minutes of the Health Committee meeting held on 12 September 2007**  
Tony Hazell – Chairman of the Health Committee enclosure 29  
paper HPC200/07
33. **Minutes of the Investigating Committee meeting held on 12 September 2007**  
Morag MacKellar – Chairman of the Investigating Committee enclosure 30  
paper HPC201/07
34. **Notes of the Education and Training Committee meeting held on 25 September 2007**  
Eileen Thornton – Chairman of the Education and Training Committee enclosure 31  
paper HPC202/07
35. **Reports from council representatives at external meetings**  
Niamh O'Sullivan – Secretary to Council enclosure 32  
paper HPC203/07
36. **Appointment of additional director to 22/26 Stannary Street**  
Niamh O'Sullivan – Secretary to Council enclosure 33  
paper HPC204/07
37. **Any other business**  
Previously notified and agreed by the Chairman
38. **Date & time of next meeting**  
10:30am on Thursday 27 March 2008

Subsequent meetings at 10.30am on the following dates;  
Thursday 29 May 2008

Thursday 3 July 2008

## **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 President, is confidential or the public disclosure of which would prejudice the effective discharge of the Council's functions.

**This document is available in alternative formats on request.**