

Health Professions Council – 3 July 2008

Actions list

Executive summary and recommendations

Attached is an actions list as agreed at the last public meeting of this committee.

Decision

The Council is requested to note the document. No decision is required.

Background information

Please refer to individual papers and minutes for the background to decisions.

Resource implications

None

Financial implications

None

Background papers

None

Appendices

None

Date of paper

23 June 2008.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-02-13	a	F&R	PPR	Executive summary action points list public meeting Finance and Resources Committee 19 March 2008	Final DD: None	Public RD: None

Action Points

Health Professions Council meeting 29 May 2008

	Action point (and location in minutes)	For the attention of	Action by (date)	Outcome
1.	<p>Matters Arising</p> <p>The Council noted that issues relating to unregulated healthcare practitioners practising in the United Kingdom during the staging of the 2012 Olympics would be kept under review.</p> <p>(29 May 2008 Council meeting - public minute 5.8)</p>	MG/KJ	Ongoing	Ongoing

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<p>2. HPC Consultation process</p> <p>The Council agreed the following;</p> <p>(i) that a Policy Officer from the Policy and Standards Department should take on the role of consultation co-ordinator.</p> <p>(ii) that the consultation contact list should be reviewed on a regular basis and revised as necessary.</p> <p>(iii) that more information regarding HPC consultations should be published on the HPC website and also in the HPC electronic newsletter.</p> <p>(iv) that HPC should increase the availability of information in accessible formats.</p> <p>(v) that consultations which were over five pages in length should include an executive summary and the outcome of consultations should be made clear</p> <p>(vi) that a summary of consultations undertaken should be published each year as part of the HPC annual report and that a thorough review should be undertaken every 5 years and presented to Council.</p> <p>(29 May 2008 Council meeting - public minute 8.2)</p>	<p>SM/MG</p> <p>SM/MG</p> <p>SM/MG</p> <p>SM/MG</p> <p>SM/MG</p> <p>SM/MG</p>	<p>June 2008</p> <p>June 2008</p> <p>June 2008</p> <p>June 2008</p> <p>June 2008</p> <p>June 2008</p>	<p>Complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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3. Draft HPC annual report			
(i) The Council agreed that the Audit Committee and the Finance and Resources Committee would be jointly responsible for reviewing the annual report and accounts and for agreeing any amendments.	CB/SL	26 June 2008	Ongoing - cleared by F&R committee on 19 June. Due at Audit committee on 26 June 2008.
(ii) The Council noted that the finalised document including the financial statements should be included on the agenda for the July 2008 Council meeting for approval. (29 May 2008 Council meeting - public minute 9.3-4)	NOS	July 2008	Complete - item 21 of Council meeting of 3 July
4. Election of President			
(i) The Council agreed that the election of the President should be postponed until the Council meeting on 11 September 2008 and should be conducted in accordance with the procedure for such elections adopted by Council on 11 May 2006 (revised March 2007).	NOS	September 2008	Ongoing - to be added to September Council agenda
(ii) The Council also agreed that an interim President should be chosen by passing a resolution to this effect at the July 2008 Council meeting. (29 May 2008 Council meeting - public minute 10.2-3)	NOS	July 2008	Complete - item 17 of Council meeting of 3 July

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5.	<p>Council members' code of conduct</p> <p>The Council agreed the revised members' code of conduct</p> <p>29 May 2008 Council meeting - public minute 11.5)</p>	NOS	May 2008	Ongoing
6.	<p>Revised professional liaison group operating manual</p> <p>The Council agreed the revised Professional Liaison Group Operating Manual.</p> <p>29 May 2008 Council meeting - public minute 12.3)</p>	NOS	May 2008	Ongoing
7.	<p>Council membership</p> <p>The Council agreed that Sue Griffiths' position should be left vacant and that the situation should be reconsidered early in 2009 if there had been no progress regarding governance changes.</p> <p>29 May 2008 Council meeting - public minute 13.3)</p>	NOS	February 2009	Ongoing

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<p>8. Amendment to Council meeting date The Council agreed that the Council and committee calendar for 2008/9 should be amended and that the Education and Training Committee to be held on Wednesday 25 March 2009 with the Council meeting being held on Thursday 26 March 2009.</p> <p>29 May 2008 Council meeting - public minute 14.2)</p>	NOS	June 2008	Complete - changes included in calendar published on 6 June 2008
<p>9 Revised statement of intent for corporate social responsibility</p> <p>(i) The Council noted the importance of taking account of the statement of intent in future strategic discussions and when agreeing policies.</p> <p>(II) The Council agreed the document and noted that the updated document would be published on the HPC website.</p> <p>29 May 2008 Council meeting - public minute 15.5-6)</p>	Council	Ongoing	Ongoing
	AC	Mid July 2008	Ongoing

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10 President's fees The Council agreed the following; (i) that the President should receive a maximum 60 days allowance for 'non-meeting' days for the financial year 2008-2009; (ii) that the President should receive a maximum 60 days for 'non-meeting' days for the financial year 2007-2008 29 May 2008 Council meeting - public minute 16.3)	MS	Ongoing	Ongoing
	MS	Ongoing	Ongoing

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