

**CONFIRMED**

**The Health Professions Council**

Chief Executive and Registrar: Mr Marc Seale

Park House

184 Kennington Park Road

London SE11 4BU

Telephone: +44 (0)20 7840 9710

Fax: +44 (0)20 7840 9807

E-mail: [niamh.osullivan@hpc-uk.org](mailto:niamh.osullivan@hpc-uk.org)

**MINUTES of a meeting of the Investigating Committee held at 1.30 pm on Wednesday 23 April 2008 at Park House, 184 Kennington Park Road, London SE11 4BU.**

**Present**

Miss M MacKellar (Chairman)

Miss C Farrell

Dr N Callaghan

Mrs D Haggerty

Mr W Munro

**In attendance:**

Ms N O'Sullivan, Secretary to Council

**Item 1.08/13 Apologies for absence**

- 1.1 Apologies for absence were received from Mr R Clegg, Professor D Waller, Mr M Woolcock.

**Item 2.08/14 Approval of agenda**

- 2.1 The Committee approved the agenda.

Date	Ver	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-05-02	3	SEC	MIN	Investigating Committee minutes 23 April 2008	Draft DD None	Public RD None

### **Item 3.08/15 Minutes of the Committee 5 February 2008**

- 3.1 It was agreed that the minutes of the meeting of the Investigating Committee held on 12 February 2008 should be confirmed as a true record and signed by the Chairman.

### **Item 4.08/16 Matters arising**

- 4.1 The Committee noted the action points arising from the last meeting.
- 4.2 The Committee noted that there were ongoing cases where some local trade union officials were putting out incorrect messages regarding regulation. The Committee agreed that specific examples of this should be passed to the Director of Fitness to Practise. The Committee noted that this could be an issue for future discussion by the Communications Committee and the Education and Training Committee.

### **Item 5.08/17 Chairman's report**

- 5.1 The Chairman noted that HPC had held a successful and useful event for HPC stakeholders at the Scottish Parliament in March 2008. The Committee noted that it would be useful for HPC to provide briefings for MSPs (Members of the Scottish Parliament) and that therefore consideration should be given to utilising the summary Fitness to Practice Annual Report.

### **Item 6.08/18 External review of complaints literature**

- 6.1 The Committee received a paper for discussion from the Executive.
- 6.2 The Committee noted that the Fitness to Practise Forum held earlier that day had discussed a scoping report on existing research on complaints mechanisms. The Forum had recommended publication of the report as an HPC monograph and had also recommended that the Director of Fitness to Practise should bring a proposal for further research to a future meeting of the Forum.
- 6.3 The Committee:  
(1) approved the publication of the report as an HPC monograph;  
(2) agreed that the Director of Fitness to Practise should bring a proposal for further research to a future meeting of the Forum.

**Action: KJ (ongoing to September 2008)**

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-05-02	a	SEC	MIN	Investigating Committee minutes 23 April 2008	Draft DD None	Public RD None

### **Item 7.08/19 Fitness to Practise annual report 2007-2008**

- 7.1 The Committee received a paper for discussion and approval from the Executive.
- 7.2 The Committee noted that the Fitness to Practise Forum had recommended that the Committee should recommend that the Council approve the annual report, subject to certain editorial amendments identified by the Forum.
- 7.3 The Committee agreed to recommend the draft annual report to the Council, subject to the editorial amendments which had been identified by the Forum.

**Action: KJ (ongoing to May 2008)**

### **Item 8.08/20 Equality and diversity scheme demographic data reports**

- 8.1 The Committee received a paper for discussion and approval from the Executive.
- 8.2 The Committee noted that the Fitness to Practise Forum had recommended that data on the diversity of registrants and complainants should be collected for a further year and that a report should be provided to the fitness to practise committees in April 2009.
- 8.3 The Committee approved the recommendations of the Fitness to Practise Forum.

**Action: ES (ongoing to April 2009)**

### **Item 9.08/21 Case to answer practice note**

- 9.1 The Committee received a paper for discussion and approval from the Executive.
- 9.2 The Committee approved the practice note as recommended by the Fitness to Practise Forum.

### **Item 10.08/22 Equal treatment practice note**

- 10.1 The Committee received a paper for discussion from the Executive.
- 10.2 The Committee noted that the Fitness to Practise Forum had recommended that the Committee should approve the practice notice on equal treatment, subject to the inclusion of a section on methods of support for people with disabilities, such as intermediaries.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-05-02	a	SEC	Min	Investigating Committee minutes 23 April 2008	Draft DD: None	Public RD: None

10.3 The Committee agreed to approve the practice notice, subject to the amendment recommended by the Fitness to Practise Forum.

**Action: KJ (by end May 2008)**

**Item 11.08/23 Internet social networking cases**

11.1 The Committee received a paper for discussion from the Executive.

11.2 The Committee approved the advice as set out in appendix one of the paper and also agreed that this should be incorporated in the Fitness to Practise operation guidance, as recommended by the Fitness to Practise Forum.

**Item 12.08/24 Preliminary hearings practice note**

12.1 The Committee received a paper for discussion from the Executive.

12.2 The Committee noted that the Fitness to Practise Forum had recommended that the Committee should approve amendments to the preliminary hearings practice note, to emphasise the discretionary nature of preliminary hearings and that matters could be dealt with by consent of the parties, where appropriate.

12.3 The Committee approved the amended practice notice.

**Action: ES (by end May 2008)**

The Committee noted the following papers, which had also been noted by the Fitness to Practise Forum:

**Item 13.08/25 New publications**

**Item 14.08/26 Health and character review**

**Item 15.08/27 PKF accountants audit report**

**Item 16.08/28 Fitness to Practise 2008-2009 forecast**

**Item 17.08/29 Review of practise committee action points 2007-2008**

**Item 18.08/30 Any other business**

18.1 There was no other business.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud
2008-05-02	a	SEC	MIN	Investigating Committee minutes 23 April 2008	Draft DD: None	Public RD: None

**Item 19.08/31 Date and time of upcoming Health Committees:**

19.1 Upcoming Investigating Committees would be held at:

Wednesday 17 September 2008, 10.30am (Fitness to Practise Forum)

Friday 14 November 2008, 11am

Thursday 12 February 2008, 11am

Friday 24 April 2009, 10.30 am (Fitness to Practise Forum)

**Chair**

*Ms Mackellar*  
.....

**Date**

17/09/08  
.....

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-05-02	a	SEC	MIN	Investigating Committee minutes 23 April 2008	Draft DD None	Public RD None