

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 9785
Fax: +44 (0)20 7820 9684
e-mail: sophie.butcher@hpc-uk.org

Minutes of the twenty-seventh meeting of the Registration Committee of the Health Professions Council held on **Wednesday 5th April 2006** at Park House, 184 Kennington Park Road, London SE11 4BU.

PRESENT: Mr O Altay
Dr C H Green
Ms H Patey
Mr D Proctor (Vice-Chairman)
Mr S Taylor
Ms A Turner (Chairman)

IN ATTENDANCE:

Miss S Butcher, Secretary to the Committee
Professor N Brook, President of HPC
Miss Claire Harkin, Manager, UK Registration (part)
Miss N O'Sullivan, Secretary to Council
Mr M Potter, Acting Manager, International and Grandparenting Registration (part)
Mr G Ross-Sampson, Director of Operations

Item 1.06/13 CHAIRMAN'S WELCOME AND INTRODUCTION

- 1.1 The Chairman welcomed Professor Brook to the meeting; who was attending in her capacity as President of the Health Professions Council.

Item 2.06/14 APOLOGIES FOR ABSENCE

- 2.1 Apologies were received from Mr. J Camp and Dr Anna van der Gaag. The Secretary to the Committee reported that apologies had not been received from two of the committee members; Mrs P Blackburn and Mr M Woolcock who had not arrived for the meeting.

Item 3.06/15 APPROVAL OF AGENDA

- 3.1 The Committee approved the agenda subject to an agreed amendment proposed by the Chairman. The Committee agreed that the Registration Committee's function and its future should be addressed under matters for

discussion.

Item 4.06/16 MINUTES OF THE REGISTRATION COMMITTEE HELD ON WEDNESDAY 22nd FEBRUARY 2006

- 4.1 It was agreed that the minutes of the twenty-sixth meeting of the Registration Committee should be confirmed as a true record and signed by the Chairman; subject to the correction of some grammatical errors and the inclusion of Mr S Taylor's name in the list of apologies. Additionally, the Committee wished their thanks to be noted in the minutes to the Director of Operations for the provision of the report regarding the thorough analysis of the reasons for registrants lapsing at their last meeting. Correction was also required to 10.3 whereby the Committee had agreed against the use of pre-paid envelopes in the registration renewal process.

Item 5.06/17 MATTERS ARISING

- 5.1 There were no matters arising.

Item 6.06/18 CHAIRMAN'S REPORT

- 6.1 The Committee received a verbal report from the Chairman of the Committee.
- 6.2 The Chairman reported that at the recent Education and Training Committee meeting held on 29th March 2006, a decision was taken to recommend to Council the disbandment of the Registration Committee. The Chairman and Vice-Chairman noted their disappointment at having not been previously notified of this. An e-mail was sent by the Chief Executive to all of the Registration Committee members to explain the decision made. The Committee noted that the Registration Committee was not a statutory committee and there was no requirement for it in the Health Professions Order 2001. The policy and strategy which had formed the workload of the Committee at its inception had now been implemented. Because of the corporate governance need for a committee to have oversight of the operations of the registration and grandparenting processes, when operational, the Finance and Resources Committee was to therefore take on these issues.
- 6.3 The Chairman highlighted the main issues which were outstanding and which the Education and Training Committee should consider;
- the completion of the analysis of the registration process

- guidance for applicants and potential employers/educational institutions who receive a positive criminal records bureau check (CRB)
- a review of international applicants and the processes attached
- legal training for employers who take on international registrants
- the need to review the current inability in law for HPC to take into consideration an applicants first language
- Electronic pass lists
- Review of the Grandparenting process
- Annotation of the register in relation to the post registration qualifications of registrants (see item 9.4 below)
- Potential registration of support workers

Item 7.06/19 REPORT FROM THE UK REGISTRATION MANAGER

- 7.1 The Committee received a report from the Director of Operations in the absence of the UK Registration Manager for the period of 1st February 2006 – 28th February 2006.
- 7.2 Physiotherapists, Arts Therapists and Dietitians were currently undergoing renewal of their registration. The Committee noted that the number of registrants lapsing on the register was the lowest number yet and represented a significant achievement.
- 7.3 The Committee noted that the guidance issued on the UK and International Grandparenting processes were currently being revised. Separate guidance was being produced for each category and was hoped that by making the guidance concise and user friendly the number of queries received by telephone should therefore be reduced. It was likely that the guidance notes and an updated application form would be rolled out in the next 6-8 months.

Item 8.06/20 REPORT FROM THE ACTING INTERNATIONAL & GRANDPARENTING REGISTRATION MANAGER

- 8.1 The Committee received a report from the acting International and Grandparenting Registration Manager for the period of 1st February 2006 – 28th February 2006.
- 8.2 The Committee discussed the increase in the number of days to initial assessment of an application form. The Committee noted that at least 1000 applications had been received last July when the Grandparenting period was coming to an end. These applications were processed side by side with the ones that were received on a daily basis which subsequently contributed to the backlog. The number of days to initial assessment had now dropped by 15-16 days. The Committee noted that applicants were guided by registration officers not to apply for jobs whilst their registration details

were being processed. The length of the registration process was dependent on a number of related factors such as the time taken to initiate a test of competence (a practical test and interview). Registrants could sometimes take as long as 6-9 months before responding to a test of competence request. The Committee noted that the number of outstanding applications would be reviewed shortly so to reduce any further backlog.

- 8.3 The Director of Operations was currently undertaking a full review of the registration processes overall.

Item 9.06/21 THE FUTURE OF THE REGISTRATION COMMITTEE

- 9.1 The Committee agreed to discuss the disbandment of the Registration Committee.
- 9.2 The Committee noted those members who had been in attendance at the Education and Training Committee meeting on the 29th March 2006 and asked for their feedback on the situation to date. The Vice-Chairman reported his initial shock at the decision but was reassured to find that the disbandment of the Registration Committee had been under consideration by the Education and Training committee for the last two years as papers for the Committee had started to decline. He was however disappointed that the Registration committee had not been informed of or consulted about this discussion.
- 9.3 The President reported that when HPC was first formed, the Education and Training Committee from the outset had the biggest workload. The decision was therefore taken to set up a Registration Committee as its sub-committee so to look at the strategic and operational issues which informed it. These processes were now successfully established and the decision was therefore taken to recommend to Council the disbandment of the Committee.
- 9.4 The President reported one crucial consideration which the Education and Training Committee should take on board which was the annotation of the register of post-registration qualifications. Currently HPC only marked the Register if a podiatrist was also a podiatric surgeon. The Committee noted that the Approvals Committee also had a finite lifespan as its strategic work would also begin to peter off. The Director of Operations reported that committee members were always more than welcome to discuss matters of concern with him and or other members of the registration teams.
- 9.5 The committee concluded that the decision to disband it was doubtless the right one. However members noted that they would have appreciated the opportunity to discuss the committee's future and present their thoughts to

the Education and Training Committee prior to the final decision being taken.

Item 10.06/22 ANNUAL REVIEW OF ACTIONS TAKEN 11 JULY 2005 – 7 JULY 2006

- 10.1 The Committee received a paper to note from the Secretary to the Committee.
- 10.2 The Committee noted the small number of actions which had been taken in this time.

Item 11.06/23 ANY OTHER BUSINESS

- 11.1 There was no other business.

Item 12.06/24 DATE AND TIME OF NEXT MEETING

- 12.1 The Committee noted that it was most likely that the Registration Committee would be disbanded following Council's decision at its meeting on the 12th May 2006 and therefore anticipated no future meeting dates.

ERROR: undefinedfilename
OFFENDING COMMAND: c

STACK: