



# **CONDUCT AND COMPETENCE COMMITTEE MEETING**

**Tuesday 19 September 2006**

**10:30am**

The nineteenth meeting of the Conduct and Competence Committee will be held at the following location:

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

**Sophie Butcher**  
**Secretary to the Committee**  
Thursday 7 September 2006

Health Professions Council  
Park House  
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London SE11 4BU

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Committee Agenda 19 September  
2006

Status  
Final  
DD: None

Int. Aud.  
Public  
RD: None

**Agenda – Part One – Open to Members of the Public**

- |    |   |                              |
|----|---|------------------------------|
| 1. | <b>Apologies for Absence</b>  | Verbal                       |
| 2. | <b>Approval of Agenda</b>   |                              |
| 3. | <b>Minutes of the Conduct and Competence Committee meeting held on Thursday 20 April 2006</b><br>From the Secretary to the Committee – Sophie Butcher | Enclosure 1<br>Paper CC01/06 |
| 4. | <b>Matters Arising</b><br>From the Secretary to the Committee – Sophie Butcher  | Enclosure 2<br>Paper CC02/06 |
| 5. | <b>Chairman’s Report</b>  | Verbal                       |
| 6. | <b>Director of Fitness to Practise Report</b>   | Enclosure 3<br>Paper CC03/06 |
| 7. | <b>Discussion of Strategy</b>   | Verbal                       |

**Items for Discussion/Approval**

- |     |  |                              |
|-----|--|------------------------------|
| 8.  | <b>Fitness to Practise Work Plan and Process Report</b><br>From the Director of Fitness to Practise – Kelly Johnson  | Enclosure 4<br>Paper CC04/06 |
| 9.  | <b>Standards of Conduct, Performance and Ethics Review:</b><br><i>-background and context</i><br><i>-possible changes</i><br><i>-fitness to practise cases review</i><br><i>-plan of activities</i><br><i>-results from the ‘call for ideas’</i><br><i>-guidance to the Standards of Conduct, Performance and Ethics: scoping paper</i><br>From the Policy Officer – Michael Guthrie | Enclosure 5<br>Paper CC05/06 |
| 10. | <b>High Court Appeals</b><br>From the Director of Fitness to Practise – Kelly Johnson  | Enclosure 6<br>Paper CC06/06 |

## Items to Note

11. **Fitness to Practise Budget** Enclosure 7  
From the Director of Fitness to Practise – Kelly Johnson Paper CC07/06

## Items for Information

12. **Witness Questionnaire and Service Level Standards** Enclosure 8  
From the Director of Fitness to Practise – Kelly Johnson Paper CC08/06
13. **Review of documentation; ‘What happens if a complaint is made about me’ and ‘Making a complaint about a health professional’** Enclosure 9  
From the Director of Fitness to Practise – Kelly Johnson Paper CC09/06
14. **Any Other Business**  
Previously Notified to and Agreed by the Chairman
15. **Date & Time of Next Meeting**  
11:00am Wednesday 22 November 2006

“The Committee hereby resolves that a meeting of the Committee may be held in private, where the matters being discussed relate to one or more of 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 or 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.