

**unconfirmed**  
**THE HEALTH PROFESSIONS COUNCIL**

Chief Executive and Registrar: Mr Marc Seale

Park House  
184 Kennington Park Road  
London SE11 4BU  
Telephone: +44 (0)20 7582 0866  
Fax: +44 (0)20 7820 9684  
e-mail: [colin.bendall@hpc-uk.org](mailto:colin.bendall@hpc-uk.org)

Minutes of the twenty-third meeting of the Registration Committee of the Health Professions Council held on **Monday 5 September 2005** at Park House, 184 Kennington Park Road, London SE11 4BU.

**PRESENT:** Mr O Altay  
Dr C Green  
Mr D Proctor  
Ms F Taylor  
Mr S Taylor  
Ms A Turner

**IN ATTENDANCE:**

Mr C Bendall, Secretary to the Committee  
Miss C Harkin, Manager, UK Registration  
Ms N O'Sullivan, Secretary to the Council  
Mr M Potter, Acting Manager, International and Grandparenting Registration  
Mr G Ross-Sampson, Director of Operations  
Mr M Seale, Chief Executive and Registrar

**Item 1.05/26 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

- 1.1 The Committee agreed that the Chief Executive and Registrar should act as chairman for this item. The Chief Executive requested nominations for the position of Chairman and Vice-Chairman. There were no nominations for either post and the Committee agreed that this item should be deferred until its next meeting. The Committee agreed that the Chief Executive should act as Chairman for the remainder of the meeting.

**Item 2.05/27 APOLOGIES FOR ABSENCE**

- 2.1 Apologies were received from Ms P Blackburn, Mr J Camp, Ms H Patey, Dr A van der Gaag and Mr M Woolcock.

**Item 3.05/28 APPROVAL OF AGENDA**

- 3.1 The Committee approved the Agenda.

- 3.2 The Committee noted that, under the Health Professions Order 2001, matters relating to the health of graduates at the point of entry to the register were dealt with by the Education and Training Committee. The Committee also noted that some of its members sat on the Education and Training Committee and that the minutes of the Registration Committee were presented to that Committee for ratification.
- 3.3. The Committee discussed its role and the type of business which it should consider. The Committee noted that the discussion at the Council Awayday could cover this topic or, alternatively, the Chairmen of the Approvals, Registration and Education and Training Committees could meet to discuss the subject. The Committee agreed that the Secretary should circulate the minutes of the previous three meetings to members, to inform them about the Committee's previous work.

**Action: CB**

- 3.4 The Committee noted that, whilst it was a sub-Committee of the Education and Training Committee, members could set its agenda without awaiting instructions from the Education and Training Committee.

**Item 4.05/29 MINUTES OF THE REGISTRATION COMMITTEE HELD ON 12 APRIL 2005**

- 4.1 It was agreed that the minutes of the twenty-second meeting of the Registration Committee should be confirmed as a true record and signed by the Chairman (once appointed), subject to the first sentence of paragraph 11.4 being amended to read:-

"The Committee thanked the Chairman for her work and her contribution to Council meetings."

**Item 5.05/30 MATTERS ARISING**

- 5.1 Item 8.1 – Return to Practice Process
- 5.1.1 The Chief Executive reported that, in April, the HPC had decided to review its requirements for people returning to practice. The HPC had issued a consultation on the proposed new policy and copies had been sent to a wide range of stakeholders, including professional bodies, employers, and other interested parties. The consultation proposed that those people who had not practiced for two to five years should undertake a minimum of 30 days of updating their skills and knowledge. Those people who had not practiced for more than five years should undertake a minimum of 60 days of updating their skills. The consultation was being undertaken by the Council. The final scheme would be put to the Council for ratification.
- 5.1.2 The Committee noted that there were several issues around the process,

including funding, whether the proposed periods were long enough and how people in rural or remote areas could arrange a period of supervised practice.

5.2 Item 11.3 Any other business

- 5.2.1 The Committee noted that the draft report on the Committee's activities, to be included in the HPC's annual report, had been tabled at the previous meeting and the Committee had made comments. It was agreed that the draft report should be circulated to members of the Committee for information.

**Action: CB**

**Item 6.05/31 REPORT FROM THE UK REGISTRATION MANAGER**

- 6.1 The Committee received a report from the UK Registration Manager for spring 2005 and summer 2005.
- 6.2 The Committee noted that the number of UK registrations was cyclical, linked to graduation in the summer months.
- 6.3 The Chief Executive reported that the Council had agreed that registration renewals should take place on a biennial basis and that a biennial registration cycle would not present a risk to patient safety. The Committee noted that, if renewal took place annually, this would require a substantial increase in the number of Registration employees and this would have significant resource implications.

**Item 7.05/32 REPORT FROM THE ACTING INTERNATIONAL AND GRANDPARENTING REGISTRATION MANAGER**

- 7.1 The Committee received a report from the International and Grandparenting Registration Manager for spring 2005 and summer 2005.
- 7.2 The Committee noted that, as expected, the last six months of Grandparenting for the first twelve professions had seen a large increase in applications. There had been a 500% increase in workload over the period and the Grandparenting and International team had worked to ensure that all applications were acknowledged and entered into the Registration database within a week of the closing date. There had been almost 1000 applications between 1 July and 8 July alone. The acknowledgement letters had indicated that applications would take 12-15 weeks to process.
- 7.3 The Committee noted that several employees had remained at the HPC until midnight on 8 July in order to receive any last minute applications and that the HPC's letter box had been sealed up at midnight. Some applications had been received after the deadline and a standard letter had been sent to all late applicants to explain the situation.

- 7.3 The Committee noted that the HPC had advertised the grandparenting period through the advertising campaign in the press, on national radio and on London Underground and through the listening events across the country.
- 7.4 The Committee noted that decisions on grandparenting applications were subject to an appeals process. Once all the appeals had been completed, the HPC intended to publish a report analysing the grandparenting process. Grandparenting would continue to operate as new professions became regulated by HPC.
- 7.5 The Committee noted that, if an individual was now using a protected title with an intention to deceive, this was an offence and would be an issue for the Fitness to Practice department.

#### **Item 8.05/33 RENEWALS PROJECT PLAN**

- 8.1 The Committee received a paper to note from the Executive.
- 8.2 The Committee noted that, at its meeting in April, the Committee had asked to receive a copy of the project plan. The Renewals Project was formed to assist and co-ordinate operational changes to improve the 2005/06 registration renewal process. The project had co-ordinated department initiatives across several departments and the project team's composition had changed over the project cycle, having members at different times from both Registration departments, Finance, Information and IT and Communications.
- 8.3 The Committee asked for clarification about the roll-out of electronic pass lists. It was reported that HPC intended to write to all HEIs to request that pass lists should be sent directly to HPC, in a standard spreadsheet format. The Committee noted that, under the CPSM, professional bodies had received the pass lists from HEIs and then sent the lists to the regulator.
- 8.4 The Committee expressed its thanks for the work on the Renewals Project and agreed that it had been very impressive.
- 8.5 A member of the Committee suggested that the HPC should consider circulating a check-list to programme leaders at HEIs for use by graduates, giving details of the information which would be needed for registration. The Committee noted that HPC would be developing an electronic newsletter, which could include the check-list.
- 8.6 Dr Green requested details of how pass lists were dealt with by other health regulators. It was agreed that the Director of Operations would liaise with the Director of Corporate Services in obtaining this information and that it would be provided to Dr Green when received.

**Action: GR-S**

**Item 9.05/34 STANDING ORDERS**

- 9.1 The Committee received a paper to note from the Executive.
- 9.2 The Committee noted the Standing Orders, which established the rules about how the Committee conducted its proceedings.

**Item 10.05/35 ANY OTHER BUSINESS**

- 10.1 There was no other business.

**Item 11.05/36 DATE AND TIME OF NEXT MEETING**

- 11.1 The next meeting would be held on Monday 28 November at 10.00 a.m.

Subsequent meetings at 10.00 a.m.:

Wednesday 22 February 2006

Wednesday 5 April 2006

**CHAIRMAN**