

Council meeting 6 & 7 June 2006

PUBLIC BUSINESS

FOR NOTING

Council for Healthcare Regulatory Excellence

Purpose

To receive the draft minutes of the public part of the CHRE Council meeting held on 9 March 2006.

CHRE have agreed to the circulation of these draft minutes on the understanding that these are not final and may be changed at the next CHRE Council meeting.

Strategic objective domain

An organisation that consistently performs as a regulator, professional representative leader and publisher

Minutes of meeting on 10 May 2006

Present

Jane Wesson (Chair)
Hew Mathewson (Deputy Chair)

Rodney Brooke, General Social Care
Council

Norma Brook
Nigel Clarke
Michael Copland-Griffiths
Kate McClelland
Jim McCusker
Peter North
Hemant Patel
David Smith
Rosie Varley
Kieran Walshe
Lois Willis

In attendance

Michael Andrews, CHRE Fitness to Practise
(FtP) Manager
Francesca Compton, CHRE Council
Secretary
Sandy Forrest, CHRE Director
Rosemary Macalister-Smith, CHRE Head of
International Regulation
Elisa Pruvost, CHRE Policy Manager
Kristin Smyth, CHRE Business Manager
Julie Stone, CHRE Deputy Director

Apologies

Jonathan Asbridge
Graeme Catto
Frances Dow
Hugh Ross
Sally Williams

Members of the public

Tom Berrie, Health Professions Council
Jenny Newton, Nursing and Midwifery
Council

Observer

The Chair opened the meeting and welcomed CHRE members, the public and those in attendance, to the meeting.

1.0 Apologies

- 1.1. Apologies received from Jonathan Asbridge, Graeme Catto, Frances Dow, Sue Leggate and Sally Williams were read into the note of the meeting.

2.0 Minutes of the Meeting of 9 March 2006

- 1.2. **The minutes of the meeting of 17 January 2006 were approved.**

3.0 Matters Arising from 17 January 2006

- 1.3. Matters arising were dealt with under substantive agenda items.
- 1.4. Discussion on the role of lay member sponsors of CHRE projects arising from the previous minutes, has been postponed until after the meeting between CHRE Council and the Chief Executives on 8th June, as it is anticipated that the subject will be covered on that date.
- 1.5. It was suggested that s29 Learning Points should be brought to the attention of RBs' Panel members and Legal Advisors as these could assist in their decision process. It was noted that there had been a meeting between defence unions, Legal Advisors and FtP Executives which had been helpful in this regard, and that Michael Andrews had been tasked to find a systematic way to ensure that this information reached appropriate stakeholders. **ACTION: MA**

4.0 Performance Review Process

- 1.6. A brief summary of the main findings of 2005/06 Performance Review process was presented to Council. Whilst some felt that more detailed information was needed in order to capitalise on this data, it was noted that full information, figures and explanations could be found in the actual performance Review Reports available on the website, much of which will be included in the Annual Report. Hard copies of this information are also available upon request.
- 1.7. The summary of the findings highlighted the increase in FtP cases across the regulators and the main reasons. Overall it was expected that this trend would continue for a number of years.
- 1.8. The Council then discussed proposals for developing future performance reviews, and members agreed that these should be adopted.
- 1.9. The meeting went on to consider additional questions for the performance review process and the following were agreed.
 - 1.9.1. **What is being done to assure continuing competence and fitness to practise?**
 - 1.9.2. **How do you actively engage with patients and the public, and measure satisfaction?**
 - 1.9.3. **What is being done to ensure more effective partnerships with devolved nations?**
 - 1.9.4. **What is being done to improve the interface between regulators and employers?**

5.0 Website Redevelopment

- 1.10. Charlie Vavasour of DTW presented the work done to date on the redesign of the CHRE website. Research had shown that the website attracted 5,000 unique users every month, but that navigation of the site was problematic both for new and frequent users and that accessibility of the site also needed improving.
- 1.11. Proposals were made for the new site including the use of more colour, better navigation, an improved search facility and enhancements in the accessibility features.

- 1.12. Discussion ensued regarding the need for printer friendly versions of documents, "Mac" compatibility and the aesthetics of the site. Kristin Smyth agreed to build in time to the project to allow for testing of the new design by the members. It was generally felt that DTW's proposals would result in improvements in all areas of site design.

COUNCIL APPROVED THE NEW DESIGN OF THE WEBSITE AND NOTED THE PROJECT TIMELINE.

6.0 CHRE's 2005/06 Draft Annual Report

- 1.13. The Council was asked to approve the draft Report and asked that any minor corrections be reported directly to Elisa Pruvost. **ACTION: EP**
- 1.14. It was felt that the Report should make specific comment on the financial issues. Rodney Brooke offered to share the GoSC's experience in this regard. **ACTION: SF**
- 1.15. It was noted that the information in the Report regarding the regulation of new groups in Wales might need further clarification. **ACTION: RM-S**

COUNCIL APPROVED THE 05/06 DRAFT ANNUAL REPORT CONTENT AND DESIGN SUBJECT TO THE PRECEDING REVISIONS

- 1.16. The meeting was also asked to approve delegation of authority to approve the Annual Accounts to the Finance and Audit Committees.

COUNCIL APPROVED DELEGATION OF AUTHORITY TO THE FINANCE AND AUDIT COMMITTEES.

7.0 Appointment of CHRE Deputy Chairman

- 1.17. The Chair thanked Hew Mathewson for his support and commitment in the post of Deputy Chairman over the last year. Rosie Varley had been invited to fill the post for the forthcoming year, and the meeting was delighted that she had accepted.

COUNCIL APPROVED THE APPOINTMENT OF ROSIE VARLEY AS DEPUTY CHAIR FOR 2006/07.

8.0 CHRE Committee Membership 2006/07

- 1.18. Council was asked to approve the membership of the four CHRE Committees to follow changes in regulatory body membership. It was agreed that committee membership would be reviewed once new regulatory body members have settled in.

COUNCIL AGREED THAT NOT TO REPLACE DEPARTING COUNCIL MEMBERS ON COMMITTEES IMMEDIATELY, BUT THAT A REVIEW OF COMMITTEE MEMBERSHIP WILL TAKE PLACE BEFORE THE END OF 2006.

9.0 Director's Report

- 1.19. The Director reported to Council on the following:
- 1.20. The arrangements for the facilitated meeting between CHRE Council and Chief Executives are progressing. The facilitator from the Office of Public Management, Laurie McMahon, is currently contacting all interested parties to gather information and views. When this has completed a programme for the day will be agreed.
- 1.21. The Committee stage of the Vulnerable Groups Bill has now been reached, and any changes will be reported as and when they occur.
- 1.22. There have been many changes in personnel in the Department of Health over the last month but it is hoped that the new Minister for Health, Andrew Burnham MP, will be in a position to publish the findings of the two reviews into professional regulation by the CHRE Regulatory Conference on 21st June 2006.

- 1.22.1. CHRE has had all its corporate policies reviewed by its HR provider and they have been found to be compliant with current best practice, including CHRE's Diversity Strategy. It was agreed that an internal audit of the Diversity Strategy should be organised by the Audit Committee. **ACTION: AUDIT COMMITTEE**

COUNCIL NOTED DEVELOPMENTS IN OPERATIONAL MATTERS SINCE MARCH 2006.

10.0 Current Project Status Report

- 1.23. The Council was asked to note the current status of the four CHRE projects and approve the downward revision of the Student FtP project costs.
- 1.24. Discussion ensued about whether Student FtP was an accurate title for this project, and whether the project should be looking at professional values or fitness to practise. Norma Brook offered to share her experience in this area with the Project Manager. **ACTION: EP**

COUNCIL NOTED THE CURRENT STATUS OF CHRE PROJECTS AND AGREED TO THE REVISION OF THE STUDENT FTP PROJECT

11.0 June Conference Update

- 1.25. Members were asked to note the developments in the planning of a Regulatory Conference on 21 June and to consider themes/topics for the day's programme. The meeting felt that it was important the delegates were drawn primarily from the regulatory bodies' council members (both lay and professional) rather than from their executive staff.
- 1.26. The meeting noted that if the outcome of the reviews was known before the Conference, then these would set the topics for discussion. It was agreed that the role of Council members would be covered in discussions of governance and that the debate on Boundaries should probably be discussed on a separate occasion.

COUNCIL NOTED THE ARRANGEMENTS FOR THE REGULATORY CONFERENCE IN JUNE.

12.0 Minutes of the Audit Committee

- 1.27. The meeting was asked to note the Audit Committee minutes for 20 February 2006 (approved) and 11 April 2006 (draft). It was noted that the NAO Audit Report on s29 was very complimentary of CHRE's management of the finances. The Audit Committee had noted that in order to publish this report, it would have to be anonymised to protect commercial sensitivities.

COUNCIL NOTED THE MINUTES OF AUDIT COMMITTEE FROM 20 FEBRUARY AND 11 APRIL 2006

13.0 Questions from the Public

- 1.28. Members of the public were invited to ask questions of the Council. No questions were forthcoming.

14.0 Private Session

- 1.29. Members of the public and those in attendance were asked to withdraw in order for the Chair to give an oral report to Council on the meeting of the Remuneration Committee on 9 March 2006.

15.0 Next Meeting

- 1.30. The next public meeting of the Council would take place at 11 Strand, London on 11 July 2006.