

Council

Minutes of the 111th meeting of the Health and Care Professions Council as follows:-

Date: Wednesday 24 May 2017

Time: 2pm

Venue: Rooms D & G, Health and Care Professions Council, Park House,
184 Kennington Park Road, London SE11 4BU

Present: Elaine Buckley (Chair)
Stephen Cohen (items 1-12)
Maureen Drake
Sue Gallone
Sonya Lam
Gavin Scott
Robert Templeton
Graham Towl
Stephen Wordsworth

In attendance:

Claire Amor, Secretary to Council
Kayleigh Birtwistle, Quality Compliance Auditor
James Bowell, Project Portfolio Manager
Roy Dunn, Head of Business Process Improvement
Andy Gillies, Director of Finance
Abigail Gorringe, Director of Education
Michael Guthrie, Director of Policy and Standards
Teresa Haskins, Director of Human Resources
Jacqueline Ladds, Director of Communications
Louise Lake, Director of Council and Committee Services
James McMahon, Office Services Manager
Claire Reed, Project Portfolio Manager
Marc Seale, Chief Executive and Registrar
Louise Shewey, Media and PR Officer
Kirsty Taylor, Professional Standards Authority
Tian Tian, Head of Financial Accounting
John Witt, Capsticks LLP

Public Agenda – Part 1

Item 1.17/62 Chair's welcome and introduction

- 1.1. The Chair welcomed Council members and those seated in the public gallery to the 111th meeting of Council.

Item 2.17/63 Apologies for absence

- 2.1 Apologies were received from Nicola Wood, Eileen Mullan and Joanna Mussen.

Item 3.17/64 Approval of Agenda

- 3.1 The Council approved the agenda.

Item 4.17/65 Declaration of Members' interests

- 4.1 Members had no interests to declare.

Item 5.17/66 Minutes of the Council meeting of 22nd and 23rd March 2017

- 5.1 The Council considered the minutes of the 110th meeting of the Health and Care Professions Council.
- 5.2 It was agreed that the second to last bullet point of paragraph 8.2 of the minutes of 22 March 2017 would be amended to remove 'they considered'.
- 5.3 It was agreed that paragraph 8.5 of the minutes of the 22 March 2017 would be amended to remove 'if they feel' from the last sentence.
- 5.4 The Council agreed the minutes.

Item 6.17/67 Matters arising

- 6.1 The Council noted those matters arising from the meetings held on 22nd and 23rd March 2017.
- 6.2 The Council noted the report.

Item 7.17/68 Chair's report

- 7.1 The Council received a report from the Chair.
- 7.2 During discussion the following points were noted:-

- the Chair and Chief Executive assisted in facilitating meetings on 24 April 2017 for colleagues in the four country administrations to learn more about how physician associates are trained and practice and how training is being delivered at Sheffield Hallam University;
- Eileen Mullan facilitated a meeting with the Chair and members of the Southern Health and Social Care Trust, in Northern Ireland. The meeting focused on the broad contribution AHPs can make to the management of patients, and the issue of balance between extended roles and the continued promotion of protected titles for public protection; and
- At recent stakeholder events a number of common themes have emerged from discussions. These include HCPC engagement with the apprenticeship initiatives, the impact of advanced and extended roles for AHP on professional regulation and the changing landscape of quality assurance in higher education.

7.3 In response to a question it was noted that the recently announced general election has superseded the previously stated intention for government to consult on the regulation of physicians associates. Such a consultation would be included in the forthcoming Queen's speech if it is to be pursued.

7.4 The Council noted the report.

Item 8.17/69 Chief Executive's report

8.1 The Council received and noted a report from the Chief Executive.

8.2 During discussion the following points were noted:-

- a general election will take place on 8 June 2017. Parliament has been dissolved and pre-election purdah has now set in;
- the first Queen's speech of the next parliament is scheduled to take place on 19 June 2017;
- the Conservative party manifesto includes an intention to rationalise and modernise the regulation of healthcare professionals;
- the Children and Social Work Bill has received Royal assent and has become the Children and Social Work Act 2017. The detail of how Social Work England will regulate social workers will be determined by legislation subject to consultation and the approval of both Houses of Parliament;
- the Health and Care Professions Tribunal Service (HCPTS) became fully operational on 28 April 2017; and

- a summary of cross regulatory working is included in the report as previously requested by the Council.
- 8.3 The Council noted that the other regulators of social workers in the UK have recently advised that they have taken the decision not to register without restriction the graduates of the HCPC approved programme run by Frontline. During discussion the following points were noted:-
- the HCPC recently wrote to the other care council's seeking clarity on the status of the existing memorandum of understanding (MOU);
 - the Care Councils response is that they feel they have abided by the spirit of the MOU, as Frontline graduates are eligible to be registered, subject to meeting additional requirements;
 - the Care Councils suggest that an MOU may no longer be required as there are sufficient information sharing arrangements in place. The MOU has not been reviewed since 2013; and
 - they suggest instead developing terms of reference for the regular meetings which take place between the regulators
- 8.4 The Council noted that the regulation of social workers is a devolved function and therefore independent jurisdictions were able to make their own approval judgements. However, concern was expressed that the decision of the other Care Councils may affect the portability of the social work profession in the UK. It was noted that the Care Councils have written to Frontline outlining the additional steps graduates need to take to achieve registration with them.
- 8.5 The Council noted that the Care Councils were not critical of the HCPC's standards or processes when explaining their decision. However the Council expressed concern about the potential detriment to the standing of the HCPC's approval process.
- 8.6 The Council noted that the Chief Executive would meet with the other Care Councils in July 2017 to discuss the future of the MOU. An update about the outcome of these discussions will be provided to Council.
- 8.7 The Council noted that the Court of Appeal dismissed the appeal brought by the PSA in relation its original appeal of a Conduct and Competence Committee's decision on sanction in a case. In response to a question the Council noted that while the judgement may require the PSA to review its approach to section 29 appeals, the HCPC did not expect this decision to affect its ongoing constructive relationship with the PSA. Regular meetings between the HCPC and PSA continue to take place.
- 8.8 The Council discussed progress on section 60 order changes. It was noted that the PSA is currently engaging with the regulators on requirements for a section 60 order. The Council agreed that it would consider the HCPC's section 60 order priorities at a future meeting.

8.9 The Council noted the report.

Item 9.17/70 New Regulatory body for social work

- 9.1 The Council received a verbal update from the Chief Executive on developments since the last Council meeting relating to the transfer of the regulation of social workers in England to a new regulator.
- 9.2 The Council noted that the 5 year plan would be presented at its July 2017 meeting. It was agreed that, while delay is expected, it was prudent to base assumptions on September 2018 for the transfer of regulation.
- 9.3 The Council agreed it should form a collective view of its preference for transfer arrangements.
- 9.4 The Council noted it had agreed in March 2017 that the Chair and Chief Executive would write to the Secretary of State for Health when it was appropriate to do so. The general election was subsequently announced.
- 9.5 The Council agreed that the HCPC would write to the Secretary of State for Health and the Minister for Regulation when these posts were appointed following the election. The letters would seek clarification of the government's plans and emphasise the difficulty arising for the HCPC from the government's decision on social worker regulation.

Item 10.i.17/71 Performance reporting to Council

10.i.1 The Council received a report from the Executive.

10.i.2 During discussion the following points were noted:-

- it is proposed that in future, the Council will receive a single report incorporating the Chief Executive's report and a performance report including commentary and data;
- the report will include a streamlined dataset as set out in the paper. It is considered that this data is the most salient to the Council's role in monitoring and assessing overall performance;
- when developing the proposed performance report the Executive has reflected on the Council's previous discussions, as well as the approaches to performance reporting to councils of other regulators and the dataset provided to the PSA on a quarterly basis as part of the annual performance review;
- it is anticipated that the length of reporting is likely to be reduced by approximately half;

- if agreed, the revised approach will be piloted at the next Council meeting in July 2017;
- the report would then remain relatively consistent for future meetings, with the Council reviewing its approach annually; and
- the EMT would continue to consider regular reports on operational performance in each directorate at its monthly meetings.

10.i.3 The Council discussed the potential risk of streamlined performance reporting. It was noted that there was some risk that data removed from the report would be required by the Council in future. Further, the Council noted that a close feel for EMT members' performance may be lost with the move to more exception based reporting on Directorate matters. Committees would retain this sense, but it would not be universal to all Council members.

10.i.4 The Council agreed that the proposals were in line with previous discussions on performance reporting. It was agreed that graphs and narrative should be interspersed in the report.

10.i.5 The Council agreed the following:-

- the content of management commentary outlined in appendix 1;
- the data that should be included in the performance report outlined in appendix 2;
- the data that should no longer be reported to the Council on a regular or routine basis outlined in appendix 3; and
- the reports that the Council should receive on a less frequent basis and their frequency outlined in appendix 4.

Item 10.ii.17/72 Policy and Standards report

10.ii.1 The Council received and noted a report from the Executive. The report provides an update on the work of the Policy and Standards Department in March and April 2017.

Item 11.i.17/73 Council meeting format

11.i.1 The Council received a report from the Executive.

11.i.2 During discussion the following points were noted:-

- Council require sufficient time and appropriate forums to discuss Council matters. Value for money and efficiency are also considerations when planning Council meetings;

- performance reporting to Council is being streamlined and the number of regular performance papers will be reduced as a result;
- the reviewed remit of the HCPC committees is likely to reduce the number of operational papers considered by Council; and
- if the Council meeting moved from two days to one, there would be a saving on Council members fees in the region of £22k.

11.i.3 The Council discussed the proposed change to the meeting format. In response to a question it was noted that Council remuneration would be considered in December 2017 following the governance review in September 2017. The reason for this was to focus on the Council's efficiency and effectiveness in the first instance.

11.i.4 The Council agreed that the changes to Council business following from the review of performance reporting and Committee business needed time to embed before a decision could be made.

11.i.5 The Council agreed that determination of one or two day meetings would be made based on the business on the agenda for the meeting. Members agreed to this 'meeting by meeting' approach.

11.i.6 The Council agreed to revisit the format of Council meetings when the dates for 2019 meetings are set.

Item 11.ii.17/74 Secretariat report

11.ii.1 The Council received a paper from the Executive.

11.ii.2 The Council noted that a panel will meet on 25 May to consider the reappointment of three current Council members. Following this meeting a submission will be made to the PSA and a recommendation made to the Privy Council.

11.ii.3 The Council noted that the Director of Council and Committee Services recently met with David Martin, Concerns and Appointments Officer, PSA to discuss the HCPC's planned appointment and reappointments in 2017.

11.ii.4 The Council noted the contents of the paper.

Item 12.i.17/75 Annual report 2016-2017

12.i.1 The Council received a report from the Executive.

12.i.2 During discussion the following points were noted:-

- the draft annual report will be reviewed by Audit Committee on 14 June 2017 and will be presented to the Council for approval in July 2017;
- the draft annual report is being presented to Council in May 2017 to allow Council an early opportunity to discuss the presentation in the annual report, in particular relating to the transfer of the regulation of social workers in England; and
- following the publication of the annual report, a shorter more visual summary of the report will be produced on the HCPC website.

12.i.3 The Council noted that the Chair of the Council signs the annual report on behalf of the Council. The Council agreed that the reason for this should be more explicit and that clarity should be sought from the NAO.

12.i.4 The Council discussed the principle risks as set out on page 10 of the annual report. The Council agreed that consideration of a fee rise in response to the pressures caused by the transfer of social workers in England should be stated within the context of being one of many strategies under consideration.

12.i.5 The Council noted the draft annual report.

Item 12.ii.17/76 Investment Policy

12.ii.1 The Council received a report from the Executive.

12.ii.2 The Council noted that it last reviewed the policy in May 2014, and at that time it was agreed that the policy would be reviewed at least every three years.

12.ii.3 The Council noted that the only change proposed to the policy is to allow short dated UK government bonds (“gilts”) as a permitted class of investment. However, due to the current unfavorable yield available from short dated gilts when compared to fixed term bank deposits, the HCPC is unlikely to invest in gilts in the short term.

12.ii.4 The Council approved the revised investment policy.

Item 12.iii.17/77 Reserves Policy

12.iii.1 The Council received a report from the Executive.

12.iii.2 During discussion the following points were noted:-

- the reserves policy is consistent with the HCPC’s legislation and strategic intent. The policy informs the annual budget setting process;
- the policy explains the relevance of reserves and cash for HCPC, and the purposes for which HCPC needs to hold reserves and cash, and

establishes the process by which the minimum levels of reserves are calculated;

- HCPC currently has the lowest levels of free reserves and cash of all nine regulators;
- the revised policy sets out a target range of free reserves. This terminology is often used in the charity sector and refer to reserves that are not tied up in fixed assets;
- while the HCPC is not a charity, the concept of free reserves is relevant to its governance; and
- due to the expected transfer of social workers to a new regulator, the policy proposes a target range of free reserves that recognises that the HCPC is unlikely to be able to increase its reserves for the next five years.

12.iii.3 The Council noted that the Chair of the Audit Committee had requested that the Council discuss the revised policy due to its strategic importance.

12.iii.4 The Council discussed the policy. It was noted that the changes to the policy would not have an effect on the HCPC's current levels of cash reserves, however the policy better reflects the HCPC's circumstances and considerations when determining reserve levels.

12.iii.5 The Council approved the revised reserves policy.

Item 12.iv.17/78 Finance report

12.iv.1 The Council received and noted a report from the Executive. The report provides an update on the work of the Finance Department in March and April 2017.

Item 12.v.17/79 Insurance declarations

12.v.1 The Council received a report from the Executive.

12.v.2 The Council noted the HCPC's duty to make a fair presentation of risk. Council members were asked to consider whether they know of any information which may require disclosure to the insurers, and if so, to inform the Finance Director.

Item 13.17/80 Review of the Remuneration Committee

13.1 The Council received a report from the Executive.

13.2 During discussion the following points were noted:-

- at its meeting in March 2017, the Council requested that the Executive review Remuneration Committee arrangements and present any recommendations to the Council for approval;
- the review is part of a wider governance review due to be considered by Council in September 2017;
- a review of best practise for remuneration committees and cross regulator benchmarking informed the proposals set out;
- it is proposed that the Chair of Council is no longer eligible to be a member of the Committee and that an independent member and 3 members of the Council make up the Committee;
- a defined and expanded terms of reference has been drafted for the Committee;
- reporting to Council has been clarified with the aim of providing Council with the assurance it requires; and
- expressions of interest for Remuneration Committee members and Chair will be sought following the Council's decision. The results of this process will be presented to Council for ratification in July 2017.

13.3 The Council approved the following:-

- the amended Standing Orders for Committees including the draft terms of reference for the Remuneration Committee;
- the Composition of the Remuneration Committee as follows;
 - 4 members
 - three members must be members of Council, none of whom is the Chair of the Council or a member of the Audit Committee; and
 - at least one member must not be a member of the Council
- the role description for the independent member of the Remuneration Committee; and
- membership of the Remuneration Committee is reviewed in its entirety and open to all eligible Council members.

Item 14.17/81 Risk Register

14.1 The Council received a paper from the Executive.

14.2 The Council noted that the latest iteration of the risk register was considered by the Audit Committee in March 2017.

- 14.3 The Council noted that the risk appetite was last reviewed by the Council in December 2016. The HCPC's risk appetite is risk averse.
- 14.4 The Council discussed how it sets strategic risks. It was agreed that this area should be considered at the Council strategic awayday in October 2017
- 14.5 The Council noted the contents of the paper.

Item 15.17/82 Education report

- 15.1 The Council received a report from the Executive.
- 15.2 The Council noted that the number of approval cases scheduled for 2017-18 is unusually high compared to forecast. If this trend continues year-end figures will be 15-30% higher than forecast.
- 15.3 The Council noted that the Directorate has seen external stakeholder work in the area of higher and degree apprenticeships plateau in recent months. It was noted that no higher apprenticeship programmes had been submitted for approval to date.
- 15.4 The Council noted the contents of the paper.

Item 16.17/83 Any other business

- 16.1 There were no additional items for consideration.

Chair: Elaine Buckley

Date: 06/07/2017

Council

Minutes of the 111th meeting of the Health and Care Professions Council as follows:-

Date: Thursday 25 May 2017

Time: 10am

Venue: Rooms D & G, Health and Care Professions Council, Park House,
184 Kennington Park Road, London SE11 4BU

Present: Elaine Buckley (Chair)
Maureen Drake
Sue Gallone
Sonya Lam
Gavin Scott
Robert Templeton
Graham Towl
Stephen Wordsworth

In attendance:

Claire Amor, Secretary to Council
James Bowell, Project Portfolio Manager
Guy Gaskins, Director of Information Technology
Teresa Haskins, Director of Human Resources
John Barwick, Acting Director of Fitness to Practise
Jacqueline Ladds, Director of Communications
Louise Lake, Director of Council and Committee Services
James McMahon, Office Services Manager
James Penry Davey, Capsticks LLP
Claire Reed, Project Portfolio Manager
Marc Seale, Chief Executive and Registrar
Alan Shillabeer, Head of Investigations
Kirsty Taylor, Professional Standards Authority

Public Agenda – Part 2

Item 1.17/84 Chair's welcome and introduction

- 1.1. The Chair welcomed Council members and those seated in the public gallery to the second day of the 111th meeting of Council.
- 1.2. The Council noted that a one minute silence would be observed at 11am in memory of the victims of the recent Manchester bombing.

Item 2.17/85 Apologies for absence

- 2.1 Apologies for absence were received from Stephen Cohen, Eileen Mullan, Joanna Mussen and Nicola Wood.

Item 3.17/86 Approval of Agenda

- 3.1 The Council approved the agenda.

Item 4.17/87 Declaration of Members' interests

- 4.1 Members had no interests to declare.

Item 5.17/88 Review of appointment of Registrant and Medical Assessors policies

- 5.1 The Council received a paper from the Executive for approval.
- 5.2 The Council noted that the two policies have been consolidated, as the use of both types of assessor by panels is dealt with in the same Practice Note. The new draft policy clarifies the legal basis for appointing assessors and their role in assisting fitness to practise panels.
- 5.3 In response to a question it was noted that medical assessors are used by panels very rarely.
- 5.4 The Council requested clarity on why visitor partners are not eligible to act as registrant or medical assessors.
- 5.5 The Council approved the policy.

Item 6.17/89 Information Governance Annual review

- 6.1 The Council received a paper from the Executive.

6.2 During discussion the following points were noted:-

- in 2016, the HCPC received 524 information requests. This is a slight decrease of 4% from 2015;
- the HCPC's FOI policy was published in January 2017. The policy aims to assist members of the public to understand what information is available to them and the process of making an FOI request;
- in 2016, the HCPC recorded 78 information incidents. This is a decrease of 31% on the total for 2015 which was 113;
- the HCPC's information incident management compliance is reviewed by the ISO 27001 audit. The HCPC recently achieved recertification to this standard; and
- the General Data Protection Regulations were approved by the EU Parliament in April 2016 and will come into force from 25 May 2018. Work to ensure compliance will be led by the Information Governance function during 2017-2018 and reported to Council as appropriate.

6.3 The Council noted that information incidents are risk scored based on potential harm to the data subject and the ICO's reporting criteria. Incidents are then classified as red, amber or green ratings in terms of severity. Since the introduction of this incident reporting in 2015, all incidents have been classified as amber or green.

6.4 The Council discussed the types of information incidents the HCPC records.

6.5 The Council noted the contents of the paper.

Item 7.17/90 HR report

7.1 The Council received a report from the Executive.

7.2 During discussion the following points were noted:-

- employee vacancies are now being handled via the online recruitment portal. The new system is leading to a significant reduction in manual input of applicant details;
- the competency framework for HCPC panellists has been revised and simplified in line with the latest recommendations from the Courts and Tribunals Judiciary. This work will be reviewed by the Tribunal Advisory Committee at its first meeting on 31 May 2017; and
- an employee mental health framework has been developed which provides a comprehensive overview of guidance and support currently available.

- 7.3 The Council discussed the departments work around mental health support. A member recommended reviewing the mental health first aid programme.
- 7.4 The Council noted the contents of the paper.

Item 8.17/91 Fitness to Practise report

- 8.1 The Council received a report from the Executive.
- 8.2 During discussion the following points were noted:-
- mean and median length of time to conclude a case from receipt to final hearing is 26 and 22 months respectively compared to 26 and 24 months respectively in February 2017;
 - the average length of time for the year 2016-17 is slightly higher than the previous year which reflects the focus on ensuring that our older cases are heard and concluded;
 - the number of cases closed as not meeting the Standard of Acceptance in 2016-17 was 12% higher than 2015-16;
 - the case to answer rate for the year as a whole was 71%, reflecting the fact that more cases have been closed as not meeting the Standard of Acceptance and so a greater proportion of cases considered at ICP are likely to result in a case to answer determination;
 - there were 142 Interim Order applications in 2016-17, an increase of 60%;
 - the Court of Appeal dismissed the PSA's appeal in respect of the case of Benedict Doree; and
 - the HCPTS website has now launched. The project was delivered on time and within budget.
- 8.3 The Council discussed the trend identified of shorter term suspension orders and the resource implications of this. It was noted that the FTP directorate has initiated a systematic review of conditions of practise and suspension orders with a view to reducing the number of open cases.
- 8.4 The Council noted that the Tribunal Advisory Committee will be consulted at its meeting on 31 May 2017 on possible measures to support panels and those presenting suspension review cases.
- 8.5 The Council discussed registrant perceptions of the HCPC FTP process. It was agreed that a key message to communicate is that the process is not intended to be punitive and that a large number of concern cases are closed early in the process as not meeting the standards of acceptance.

8.6 The Council noted the contents of the paper.

Item 9.17/92 Communications report

9.1 The Council received a report from the Executive.

9.2 The Council discussed the recent webcast held for students on 30 March. The webcast covered the process of joining the register and the standards of conduct, performance and ethics. It was noted that 543 students joined the webcast and that feedback has been very positive. The Communications Department is working to put together a comprehensive information pack for students.

9.3 The Council noted the contents of the paper.

Item 10.17/93 Operations report

10.1 The Council received and noted a report from the Executive setting out the work of the Operations Directorate since the last meeting of the Council.

Item 11.17/94 IT report

11.1 The Council received a report from the Executive.

11.2 During discussion the following points were noted:-

- a short service outage affecting the telephony system occurred during the reporting period. Servers are currently being replaced which will increase the capacity during a single server failure scenario;
- internal network security tests were performed in March 2017. The outcome was positive; and
- three appointments have been made to the IT Directorate, bringing the team to full complement.

11.3 The Council discussed recent media coverage regarding UK wide cyber-attacks on the NHS and other organisations. It was noted that the HCPC has adopted a strength and depth approach to network protection and that monitoring is considered to be of a good standard, attempts to access the systems are made daily and this has been constant for a number of years.

11.4 The Council discussed strategic objective one of the IT strategy regarding driving efficiencies within the organisation by the use of information technology. It was noted that the impact and benefit of new IT systems and applications is defined within project business cases. Often benefit of such systems is an enhancement to quality and a reduction of risk.

- 11.5 The Council discussed the implications of machine learning and its possible applications for the HCPC. The Council noted that a current file quarantine system is being trialled with certain departments and this uses a form of machine learning. The Council agreed to further discuss the potential applications of machine learning at a future meeting.
- 11.6 The Council discussed the implications of technology on registrants' working environments. It was agreed that the potential regulatory implications of international online service delivery should be explored.
- 11.7 The Council noted the contents of the paper.

Item 12.17/95 Minutes of the Remuneration Committee held on 23 March 2017 and 2 May 2017

- 12.1 The Council considered the public minutes of the Remuneration Committee held on 23 March and 2 May.
- 12.2 The Council agreed the minutes.

Item 13.17/96 Minutes of the Education and Training Committee held on 4 May 2017

- 13.1 The Council considered the public minutes of the Education and Training Committee 4 May.
- 13.2 The Council agreed the minutes.

Item 14.17/97 Any other business

- 14.1 The Chair congratulated Maureen Drake on her secondment to work with the Chief Allied Health Professions Officer on strategic issues.
- 14.2 The Council noted that Claire Reed, Project Portfolio Manager, would be leaving the HCPC in June 2017. The Council thanked Claire for her contribution to the success of many HCPC projects over the last 11 years.

Item 15.17/98 Future agenda items

- 15.1 The Council agreed that the following items would be considered in 2017;
- Section 60 order priorities
 - 5 year plan (private session)
 - Setting strategic risk

Item 16.17/99 Meeting evaluation

16.1 The Council agreed that the new seating arrangement worked well.

Item 17.17/100 Date and time of next meeting

17.1 Wednesday 5th July at 2pm and Thursday 6th July 2017 at 10am at Park House, 184 Kennington Park Road, London SE11 4BU.

Item 18.17/101 Resolution

The Council is invited to adopt the following:

‘The Council hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to the following;

- (a) information relating to a registrant, former registrant or application for registration;
- (b) information relating to an employee or office holder, former employee or applicant for any post or office;
- (c) 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;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;
- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (f) action being taken to prevent or detect crime to prosecute offenders;
- (g) the source of information given to the Council in confidence; or
- (h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Council’s functions.’

Item	Reason for Exclusion
19	b, c, h
20(i)	b
20(ii)	c
21	b
22	g

Summary of matters considered in private;

18.1 The Council approved the private minutes of the Council meeting of 22 March 2017.

- 18.2 The Council noted the private minutes of the recent meetings of the Education and Training Committee and Remuneration Committee.
- 18.3 The Council agreed to affix the Common seal on a contract for the renovation of 186 Kennington Park Road.
- 18.4 The Council approved the panel for an upcoming Council reappointments exercise.

Chair: Elaine Buckley

Date: 06/07/2017