

Agenda Item 13

Enclosure 11

**Health and Care Professions Council
22 September 2016**

Secretariat report

To note

From Kelly Holder, Secretary to Council

Council, 22 September 2016

Secretariat report

Executive summary and recommendations

Introduction

The report provides an update about the activities of the Secretariat Department.

Decision

This paper is to note.

Background information

None

Resource implications

None

Financial implications

None

Appendices

None

Date of paper

12 September 2016

Secretariat Department – Council, 22 September 2016

The following provides an update about some of the work of the Department.

Freedom of Information and Data protection

The Department is responsible for managing requests for information under Freedom of Information and Data Protection legislation, including managing our relationship with the Information Commissioner. In recent months we have received the following numbers of FOI / DPA requests.

June 38
July 47
August 46

Complaints

The six monthly review of complaints is on today's agenda for discussion.

Appointments

Interest in the two Council lay vacancies currently being advertised has been healthy with a good number of applications already received. The closing date for applications is 19 September.

External Meetings

Members of the Secretariat attended the following meetings:-

- 7 September 2016: Cross-regulatory Governance Group.

This group includes representatives from the governance functions of all UK health profession regulators. The PSA's Director of Scrutiny and Quality attended the meeting to present on the PSA's role in the appointments process. This provided an opportunity to discuss improvements the regulators would like to see.

Also on the agenda was a discussion on publishing meeting papers and processes for decision making between scheduled meetings, written resolutions and Chairs' decisions.

Training for Employees

Members of the Secretariat attended the following training:-

- Giba Begum achieved a foundation level diploma from the Chartered Institute of Professional Development, this follows a period of study.