

# HPC CHAIRS' LIAISON GROUP

Thursday 5 July 2007 – Council Chamber

## Notes

### **Present**

Paul Acres	Chairman of the Audit Committee
Morag MacKellar	Chairman of the Investigating Committee
Keith Ross	Chairman of the Conduct and Competence Committee
Marc Seale	Chief Executive
Anna van der Gaag	President

### **Item 1.07/01 Apologies for absence**

1.1 Robert Clegg, Tony Hazell, Pat McFadden, Eileen Thornton

### **Item 2.07/02 Chairs' liaison group – terms of reference**

2.1 The Group noted the terms of reference as agreed by Council at its meeting on 29 March 2007

2.2 In particular it was noted that there was no intention that the Group should have powers to advise the Council

2.3 The aim in setting up the Chairs' Liaison Group had been to facilitate internal communication between the Council and the Executive

### **Item 3.07/03 Discussion of content and format of future meetings**

3.1 The Group agreed that the President Dr van der Gaag should chair future meetings of the Group

3.2 The Group noted that its meetings would provide a useful forum for informal discussions regarding issues which cut across the work of a number of committees

3.3 The Group noted that following a suggestion made at the Chairs' Liaison Group action lists had been prepared for Council and all Committees and that these had proved useful for both the Committees and the Executive in ensuring that all actions were carried out

3.4 The Group agreed that it would be useful to consider how further use could be made of action lists in co-ordinating the work of all the committees and agreed that further consideration should be given to this issue. The Group agreed that in order to facilitate this, the lists should be put together as one paper in order to assist in the evaluation

**Action: NO'S – October 2007**

3.5 The Group agreed that future agendas should include verbal updates from the President, the Chief Executive and the Chairmen of all Committees

3.6 The Group noted that the notes of meetings would be included in Council agendas as an item to note and that in this way the Council would be kept fully informed regarding the discussions taking place at meetings. The notes of the meeting would be approved by the Chairman of the Group

3.7 The Group noted that the Council meeting on governance had provided a useful forum for discussions and welcomed the new format for discussions. The process provided an effective mechanism for reaching a consensus and for discussing strategic issues

**Item 4.07/04 Any other business**

4.1 There was no other business

**Item 5.07/05 Date and time of next meeting**

5.1 The next meeting of the Group would be held at 10.00 am on Wednesday 3 October 2007 at the Vale Hotel, Cardiff