



REGULATION COUNCIL PUBLIC MEETING

DRAFT Minutes

11 April 2017

Attendees and Apologies

Regulation Council		
Patricia	Le Rolland	Lay Chair
Christine	Forde	Lay Member
Julia	Cons	Lay Member
Ian	Shackell	Lay Member
Robert	Farley	Professional Member
David	Stirling	Professional Member
In attendance		
Janet	Monkman	CEO, AHCS and Registrar
Paul	Lawton	Head of Registrations
Louise	Collins	Registrations Administrator, AHCS
Elaine	Jenkins	Advisor, AHCS
Alun	Williams	Project Manager, AHCS
Matthew	Rigby	Square Media, Guest Speaker
Minutes circulation list		
Fiona	Fiorentino	Executive Assistant, AHCS

Key Discussion Points and Actions

No.	Subject	Minutes/Action	Owner	Action / Due
1	Welcome and Apologies	<p>One apology was received in advance of the meeting. The Council was declared quorate.</p> <p>The Chair welcomed Alun Williams, Elaine Jenkins, Paul Lawton, who has recently been appointed by the Academy as the Interim Head of Registration, and Matthew Rigby from Square Media.</p>		
2	Declarations of Interest	None were declared.		
3	The Regulation Council's Communication and Marketing Plan – progress	<p>Square Media circulated hard copy documents for discussion as follows:</p> <ol style="list-style-type: none"> 1. Digital presence on the AHCS website 2. AHCS marketing plan/Square Media deliverables <p>There were a number of key points and discussions whilst reviewing these documents:</p> <ul style="list-style-type: none"> • It was noted that in terms of digital presence the number of visitors to the Academy webpage was high in comparison to those joining the register. Organisations would normally focus on encouraging digital presence to their website however it had been identified that the Academy would possibly benefit more by encouraging visitors to apply for registration. • There was some discussion around how new applications could be encouraged e.g. making the process for on-line applications more simplistic, the language on the website could be more targeted, with easier to read information summarising the benefits for healthcare specialists in joining the register. • Promoting why visitors to the website should read published articles, encouraging them to share information with their colleagues. • Improving marketing collateral, i.e. anything that is produced by marketing e.g. presentations and publications, making better use of on-line videos. • Targeting the public rather than solely healthcare professionals. 		

		<ul style="list-style-type: none"> • All were in agreement that the language on the website needs to be simplified to make it more accessible; the general feedback from Council was that ‘the information is presented like a technical document and is not easy to read.’ • It was suggested that the website could be segmented into web pages targeting different audiences e.g. ‘I am the public’, ‘I am a registrant’, ‘I am a healthcare professional’. • There was some discussion on the importance of increasing followers on Twitter. Digital data had identified the best performing tweets, some examples were discussed. It was suggested that it would be beneficial for Square Media to have a list of marketing events to enable them to target tweets for calendar events. <p>The Registrar thanked Square Media for attending the Regulation Council meeting and advised Council that the marketing and communications plan for 2017/2018 would be drafted shortly and circulated. The plan would include clearly defined deliverables for both the Regulation Council and Square Media.</p> <p>Action: Circulate the draft 2017/2018 Regulation Council’s Communication and Marketing Plan.</p> <p>Action: Provide Square Media a list of calendar events to ensure full use of Twitter is achieved.</p>	Registrar/ Square Media	May 2017
			Exec Assistant	May 2017
4	<p>a) Minutes of the meeting of 17th January 2017</p> <p>b) Action Log of the meeting of 17th January 2017</p>	<p>The Chair asked whether the minutes were a true reflection of January’s meeting. All agreed that the minutes were a true reflection. No changes were recorded.</p> <p>The action log was discussed and the following items discussed:</p> <p>Action: The action log would be reviewed, updated and revised prior to the next Regulation Council meeting. Actions completed would be removed.</p> <p>Action: The new draft job specification comments should be sent to the Interim Head of Registration.</p> <p>Action: The Head of Quality Assurance had sent a letter to the Glasgow Caledonian</p>	Registrar	May 2017
			All	
			Registrar/	April 2017

	c) Matters arising not on the agenda Policies and procedures update	<p>University informing them that a course had been accredited following due process, as meeting the PTP standards. The Chair raised concerns that the letter provided was not clear, nor was there clear advice for institutions on the website. The Registrar informed that it would be beneficial for a meeting to be organised with the Head of quality Assurance to obtain clarity around the arrangements, ensuring that governance is covered.</p> <p>The Chair confirmed that the policies and procedures update was received during the Private Meeting.</p>	Head of QA/ Regulation Chair	
5	Membership of the Council	<p>The Registrar informed Council that there was one vacancy pending due to a Council Member stepping down during the past six months.</p> <p>In view of the Medical Illustrators transferring to the register the Registrar asked Council whether it would be beneficial to have the ex CAMIP registrar join as a Council Member. It was felt that this could bring valuable knowledge and transferable skills to the Council.</p> <p>All agreed that it would be positive to appoint the ex CAMIP Registrar particularly as such a large number of registrants had transferred across.</p> <p>Transition of the structure would be during July and the new structure will be announced at the next Regulation Council meeting, and Council members will be made aware of the implications.</p> <p>It was agreed that the Chair would speak to Regulation Council members on a one to one basis and receive further feedback once they had time to reflect on the recruitment proposal.</p> <p>Action: The Registrar to write to the previous CAMIP Registrar who is currently a Medical Illustrator registrant, offering membership to the Council.</p> <p>Action: Should a CAMIP registrant be interested in joining the Regulation Council, the candidate's CV would be circulated to Regulation Council for review.</p>	Registrar Registrations Admin	Completed

		Action: The Chair to discuss individually with members the new structure and recruitment plans.	Chair	Mid June
6	Academy Update	<p>The CEO briefed Regulation Council members as follows:</p> <p>The Interim Head of Registration has joined the Academy team this week and would provide valuable support to the new pending structure.</p> <p>The Chair asked that it was formally noted that the Regulation Council were pleased that the Academy had appointed a new Interim Head of Registration to support the Registrar. This demonstrated that the Academy had taken a practical response to future expansion.</p> <p>The CEO advised that the Academy was keen to improve their processes. To help achieve this they have trialled some focussed telephone conference calls with Practitioner Registrants. There had been some good dialogue and the Academy would be building on this by organising more focussed discussions to improve their system and processes.</p>		
7	Registrar's report	<p>The Registrar provided an update as follows:</p> <p>The Medical Illustrators have successfully transferred to the Academy's Register on 31st March 2017; all registrants have been written to informing them of the transfer and encouraging them to access their on-line accounts.</p> <p>The Practitioner Register's CPD audit (Continuing Professional Development) is still in progress. An update was provided as follows:</p> <ul style="list-style-type: none"> • 3% sample audit carried out across specialisms • Three are pending CPD assessments • A small percentage of registrants have been asked to provide further information to support their CPD submission • One registrant has not yet submitted their CPD <p>It was agreed that the Registrar would provide some guidance on how to proceed with</p>		

		<p>the Registrant that had not submitted their CPD.</p> <p>The final result of the CPD results would be discussed at the next meeting.</p> <p>The Chair suggested that future CPD timelines would need further consideration particularly as the Register grows, ideally focused on spring and autumn submission periods .</p> <p>The Registrar updated the Council on HSS Equivalence applications and the number of HSS Registrants joining the register. The Council requested that in future a breakdown of HSSR registrant’s specialisms and geographic location should be included as high level numbers was not sufficient.</p> <p>Action: include specialisms and geographic location for HSS registrants.</p> <p>Action: The Registrar to provide guidance on how to proceed with the Registrant that has not submitted their CPD.</p> <p>Action: The final results of the CPD would be discussed at the next meeting.</p> <p>The Academy has had discussions with the Royal College of Pathology’s President, the Chief Scientific Officer of England and the HCPC Chief Executive Officer, briefing them fully on both the HSS Equivalence and Register processes and pricing structure.</p> <p>The Registrar has been working with Anatomical Pathology Technicians (AAPT) to try to make the process easier to join the Practitioner Register. There have been a number of individuals finding it difficult to apply. The Council will be informed of any progress.</p> <p>Action: Update Council on the AAPT application process.</p>	Registrar	June 2017
			Registrar	June 2017
			Registrar	June 2017
			Registrar	June 2017
8	Annual Plan (2016/2017) progress	A summary was provided on progress of the objectives, the document will be circulated with some suggestions on how these can feed into the 2017/2018 Annual Plan, which will clearly define what is required, including timelines.	All	

		There was a request from Council to include further context within the document to help explain the plan and its purpose, the same could also be included in the Communication and Marketing Plan.	Registrar	
9	Draft Annual Report (2016/2017) review	<p>The Registrar asked the Council for their comments as follows:</p> <ul style="list-style-type: none"> • The report should be explicit on what, by when and how • Incorporate the new structure into the plan e.g. the Regulation Board • There should be inclusion of digital marketing • It was suggested that it would be useful to include numbers of the healthcare science society to provide context to the plan • It was suggested that there needs to be more reference to protection of patients, a couple of scenarios could be added to the document. There could also be an Academy for Healthcare Regulation Council 'keeping patients safe' strap line • Abbreviations should be removed from the document. <p>It was requested that feedback should be provided to the Registrar by end of May.</p> <p>Regulation Council member (Julia Cons) agreed that she would proof read the final document.</p>	Council members	End of May
10	Follow-up from the joint AHCS Regulation Council and ETPSC workshop)	<p>The PSA were positive about the document produced following the AHCS Regulation Council and ETPSC workshop which stress tested fitness to practise.</p> <p>There are actions still pending. To help progress actions quickly a proposal was made to utilise the Quality Assurance Team to produce and deliver changes from the workshop. A full report on progress will be circulated prior to the next Council meeting, including specific guidance and templates where required.</p> <p>It was agreed that a future workshop could be beneficial.</p> <p>Action: The Quality Assurance team progress pending actions and provide specific written guidance and templates where required.</p>	Head of Quality	June 2017

			Assurance	
11	Annual Planner	An electronic annual yearly planner will be created this will include all relevant meeting dates, items that need addressing, new developments, rules and policy updates etc.	Executive Assistant	May 2017
12	A.O.B.	<p>The Chair advised that the PSA’s annual conference of accredited registers is being held on the 8th May and she would be attending. The Academy is not actively presenting however the Chair hopes to bring back some good learning points from this event.</p> <p>The Registrar advised that at the conference they are offering the opportunity for a representative to take a public health course, with an exam at the end of the day. The Academy has a registrant who will be participating in this day.</p> <p>The Registrar concluded the meeting by asking whether the Regulation Council were satisfied with the papers and information that has been provided today. All agreed that the meeting and information presented had been very useful and informative.</p> <p>The Registrar thanked the team for supporting the event by providing presentations for the meeting.</p>		
	Close and next meeting	<p>The meeting closed at 15:50 hours.</p> <p>The next Regulation Council meeting is scheduled for the 26 June 2017, with the venue and location yet to be confirmed.</p> <p>One member confirmed that he may not be able to attend but would confirm by email.</p>		