



REGULATION COUNCIL

Minutes

14 April 2015

Attendees and Apologies

Regulation Council		
Patricia	Le Rolland	Lay Chair
Christine	Forde	Lay Member
Christine	Gifford	Lay Member
Ian	Shackell	Lay Member
Nabilia	Zulfiqar	Lay Member
Jonathan	Arthur	Professional Member
Robert	Farley	Professional Member
David	Stirling	Professional Member
In attendance		
Kerry	Tinkler	Registrar, Regulation Council
David	Bennett	Deputy Registrar, Regulation Council
Louise	Collins	Registrations Administrator, AHCS
Janet	Monkman	CEO, AHCS
Alun	Williams	Project Manager

Key Discussion Points and Actions

No.	Subject	Minutes/Action	Owner	Action / Due
1.	Welcome and Apologies	<p>The Chair welcomed members to the Committee. Two apologies were received in advance of the meeting. The Council was declared quorate.</p> <p>The Chair opened the meeting by informing the Council that the agenda includes an 'instruction' against each agenda item, described as follows:</p> <ul style="list-style-type: none"> • To approve: Items that need final discussion and formal agreement • To note: Items that are not for discussion but need to be received by Council • To discuss: Items that need debate by Council but do not need agreement on anything specific • To agree: Determine next steps/actions and/or timelines, and/or work to be undertaken. 	Chair	None
2.	Declarations of Interest	<p>The Chair confirmed as per the Regulation Council's Terms of Reference that declarations of interest will continue to be an agenda item and that members will be asked to declare any declarations of interest at each meeting. In addition to this members will complete a declaration of interest form on an annual basis.</p> <p>There was a brief discussion around some examples of where declarations of interest may occur, which addressed concerns raised by Council Members.</p>	Chair	

3.	<p>Minutes of the meeting of the Interim Regulation Council on the 13 January 2015.</p> <p><i>Actions and matters arising</i></p>	<p>The Chair asked whether the minutes were a true reflection of January's meeting. This question was directed specifically to previous Interim Regulation Council Members who were in attendance at that meeting. All agreed that the minutes were a true reflection, and the following points were raised with regards to the minutes (<i>NB numbering relates to January 2015 minutes</i>):</p> <p>3.5 It was agreed that the minutes could be published on the Regulation Council's web site. There was discussion regarding papers considered at the public Council meeting not being made available to the public. A balance is needed between material that potentially contains commercially sensitive information and the public being as informed as possible by having papers as well as minutes..</p> <p>Action: It was agreed that Regulation Council will always adhere to principles of good governance, and that the executive team would consider how best to achieve this balance.</p> <p>3.6 The proposal to have 'notes and actions' rather than minutes by the Interim Council was discussed. It was recommended by the Chair that the Regulation Council should continue to use the terminology 'minutes and actions' rather than the accept the proposal'. It was agreed minutes do not need to be verbatim, but should be a true reflection of the meeting.</p> <p>It was noted that the Regulation Council is public-facing and that the Regulation Council will remain transparent, however it was important to protect sensitive data and to always ensure that job roles rather than individual's names are used in the minutes/action plan.</p> <p>Action: The PSA's recommendations will be reviewed to clarify what is meant by their recommendations and guidelines for transparency. Update required at next meeting</p> <p>5.9 It was confirmed that the HCPC were not able to recruit assessors for Clinical Bioinformatics, however there is another review meeting scheduled in two weeks to discuss this matter.</p> <p>5.11 The 'Government Response to the House of Commons Health Committee Report of Session 2014-15: accountability hearing with the HCPC', it was noted that this was useful information for the Regulation Council to be aware of, and that all new members should review</p>	<p>Registrar</p> <p>Deputy Registrar</p> <p>Admin</p>	
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4.	Regulation Council Terms of Reference	<p>It was noted that the agenda item was 'to approve' the amended Terms of Reference document, and that the revised document had minor changes, but included a smaller quorum, deemed necessary to ensure that future meetings will only need to be cancelled if a significant number of members are unavailable.</p> <p>The Terms of Reference were approved by the Regulation Council.</p> <p>The following point was raised:</p> <p>4.1 The document refers to a Deputy Chair, it was agreed that this should be reviewed at the next meeting.</p> <p>Action: Add this as an agenda item for July's Regulation Council Meeting.</p>	Admin	
5.	PSA report on the AHCS application, including the PSA risk map	<p>5.1 The Regulation Council was informed that there were a number of conditions and learning points made by the PSA. Conditions need to be met by September and an action plan formulated to tackle a number of the learning points. The Council were informed that the PSA report is available on the PSA website and that they should familiarise themselves with the report.</p> <p>Action: Regulation Council Members to review the AHCS report available on the PSA website prior to the next meeting.</p> <p>Action: The PSA documentation will be discussed and reviewed at the next Regulation Council Meeting, and an action plan produced to deliver the learning points made by the PSA. Add this as an agenda item for July's Regulation Council Meeting.</p> <p>Action: A summary of key points from the PSA report will be circulated prior to the meeting.</p>	All Admin Admin	
6	Statement of Regulatory Intent	<p>The Chair presented a paper and informed the Regulation Council that approval of the Statement of Regulatory Intent (SORI) was expected as there has already been a lot of work from the previous interim group to produce the document. The SORI outlines the Regulation</p>		

		<p>Council's five year strategic plan/work plan, providing strategic vision for the AHCS. The Regulation Council should aim for all the objectives to be delivered by 2020 and the document should be reviewed on a regular basis to monitor progress. The document's primary role is as a 'business plan' but the term 'SORI' is used due to PSA requirements.</p> <p>6.1 The Regulation Council approved the SORI and the objectives set.</p> <p>6.2 It was agreed that some of the strategic objectives could be more streamlined for public use, due to some of the information being of a commercial nature.</p> <p>6.3 Action: Registrar to consider whether a revised format would be more suitable for publication and report back to the Regulation Council at the next meeting.</p> <p>6.4 It was agreed that 'measurables' were an important aspect of determining progress and that key performance measures would be helpful.</p> <p>Action: Registrar to update the next Council on more detailed annual plans including KPI's.</p> <p>6.5 There was discussion about ensuring there are sufficient resources to deliver the work plan. It was agreed that resources would be discussed in the 'private' part of the meeting, as this would be covered in more detail under the 'financial report'.</p>	Registrar	
7	Date of Next Meeting	14 th July 2015, 11.00 a.m. – 16.00 hours		
8.	Close of meeting	<p>The Chair officially closed the meeting, and noted a formal thank you to Dr Patricia Oakley the Interim Chair for Regulation Council, recognising the hard work, enthusiasm and achievements that were made during her time as Interim Chair.</p> <p>The Chair also noted a thank you to all Interim Members including those who have now joined the new Council, recognising their commitment and hard work during their time as Interim Council members.</p>		

Minute sign off sheet for the Regulation Council Meeting that took place on 14th April 2015.

Signature of Regulation Council Chair Patricia Le Roux

Date of signature 14/4/15