



REGULATION COUNCIL

Minutes

13 October 2015

Attendees and Apologies

Regulation Council		
Patricia	Le Rolland	Lay Chair
Christine	Forde	Lay Member
Ian	Shackell	Lay Member
Nabila	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

Key Discussion Points and Actions

No.	Subject	Minutes/Action	Owner	Action / Due
1.	Welcome and Apologies	The Chair welcomed members. One apology was received in advance of the meeting. The Council was declared quorate.	Chair	None
2.	Declarations of Interest	No declarations of interest were made.	Chair	None
3.	Minutes of the meeting of the Regulation Council on the 15 July 2015 <i>Actions and matters arising</i>	<p>The Chair asked whether the minutes were a true reflection of July's meeting. All agreed that the minutes were a true reflection. There was just one correction raised:</p> <p>Agenda item 3.4: A minor amendment was requested - the minutes stated 'Registrar'. This should be amended to 'register'. This change was agreed and the minutes were approved.</p> <p>The actions and matters arising were as follows:</p> <p>3.1 Governance & Scrutiny Committee Revised Terms of Reference (final draft for comment): It was confirmed that this would be discussed in the private part of the meeting.</p> <p>3.3 CPD Audit: It was confirmed that an audit had been conducted. The main learning point was that there is scope for improved communications with registrants.</p> <p>6.4 HSSR final version update: The Registrar was delighted to announce that the PSA had approved the HSS part of the register, this announcement had not been published in the public domain, but there would be formal communication to follow once this had been shared at the Academy Board meeting.</p> <p>The PSA report was exceptionally positive and there were no conditions applied or learning points flagged by the PSA.</p> <p>Investigations flow chart: The Registrar was pleased to advise that the flow chart had been</p>		

updated as requested by the Regulation Council.

This diagram includes one addition which is: 'the Registrar will communicate with the Regulation Council' once HCPC have notified them of a complaint.

The Chair confirmed that this addition satisfied the Regulation Council's request and that the process now formally documents that the Regulation Council will be informed early on that there has been a complaint reported from the HCPC.

It was agreed that there needs to be some reference added explaining that the Registrar will remove a registrant from the AHCS Regulation Council's Register, once the HCPC have notified them that a registrant has been removed from their register.

The Registrar advised that there had been one learning point pending from the PSA's report, which states that if someone applies to join the HSS register who is under sanctions with HCPC, that the Academy's Regulation Council would be required to manage this issue where there is a dual registration.

It was requested that the Registrar draft a document which captures this process, which should then be circulated to the Regulation Council for comment.

The Registrar also asked the Regulation Council to note that the HSSR rules will be reviewed once the pilot is complete to ensure that the language used is consistent throughout all documentation.

It was thought that during early implementation of this pilot that there would be 10 applicants, however there has been great interest and there are in fact 30 applicants to date, across a broad range of specialisms.

Following the pilot it was anticipated that the go-live date would be 1st April 2016.

The Registrar advised that it would be useful to get feedback from registrants. It was confirmed that the Academy has a project lead who would be collating learning points from applicants.

Registrar

		6.5 PSA learning points: It was reported that there were none outstanding.		
4.	President: short and long term vision	<p>The Chair welcomed Dr Brendan Cooper, President of the Academy for Healthcare Science to the meeting,</p> <p>A presentation was made to the Academy’s Regulation Council, which outlined Dr Cooper’s vision for the Academy.</p> <p>The Chair advised that there was no need to minute the discussion slides as these would be circulated to the Regulation Council following the meeting.</p> <p>Action: Request presentation slides from Dr Brendan Cooper.</p>	Registrations Administrator	
5.	Regulation Council’s short and long term vision	<p>The Regulation Council shared its vision, views and comments with the President. Some of the issues raised are summarised below:</p> <ul style="list-style-type: none"> • The interface between One Voice and Regulation. • Patient safety, which is the primary focus of the Regulation Council. • Engagement with key stakeholders, including: the government, patients and the public use of effective communication tools and social media. <p>In summary, the Regulation Council confirmed its belief in a strong marketing strategy to grow the register. The communications need to be disseminated to NHS employers across the four countries.</p> <p>Given that stakeholder engagement is seen as fundamental to Regulation Council marketing strategy, the Regulation Council was impressed by the number of roadshows that the President had attended on behalf of the Academy and by his engagement with the four countries and with the Regulation Council has the same vision as the Academy and public protection is at the forefront. Commissioners, to gain their support.</p> <p>The Regulation Council stated that it needs the President’s support to help to raise the banner</p>		

		of Regulation, as it wants to be viewed as a single stop Regulation Council that works with the PSA and other regulators to support public safety.		
6	Academy Update	<p>The Registrar announced that there is a new Academy Chair following Sir Duncan Nichol's resignation due to personal reasons. Mr John Stevens was announced as the new Chair.</p> <p>AHCS Congress plans are going ahead and registration has commenced.</p> <p>The Academy has a new registered office, the address of which will be circulated to the Council.</p> <p>The contract with EBS for the administration function has now ceased, there is a current gap whilst the Academy is recruiting. However it was noted that the Academy will continue to receive Registration support from EBS.</p>	Registrations Administrator	
7.	Northern Ireland Update	<p>The Regulation Council Chair and Registrar have met with RQIA (Regulation and Quality Improvement Authority for Northern Ireland).</p> <p>The meeting was very positive and the Chair was pleased to convey that a board member attended this meeting as well as Executive Officers. A further meeting has been set up with the Medical Leaders Forum, and the Post Graduate Dean for early December. The outcome of this further meeting would be fed back to the next Regulation Council meeting.</p> <p>This is a positive development for the Regulation Council as intends to raise its profile in Northern Ireland in order to protect patients there.</p> <p>It was suggested that a meeting should also be set up with the Medical Directors meeting in Scotland.</p>		
8.	PSA's 'rethinking regulation' to discuss the strategy	The Registrar confirmed that there would be discussion of this document in the private part of the meeting.		

9.	Registrar's report	<p>The Registrar provided an update on the Register:</p> <ul style="list-style-type: none"> • Specialties are now listed. • There have been a number of PTP Equivalence applications. • There has been communication to applicants who had started applications but had not yet completed them. • New specialties now starting to come through. • Renewals are in progress and going well. • There no investigations or declarations to report since the last Registrar's report. <p>It was felt that the current format of the Registrar's report was appropriate and fit for purpose.</p>		
10.	Investigations and complaints processes	<p>The Registrar presented the investigations and complaints process.</p> <p>Comments were received as follows:</p> <ul style="list-style-type: none"> • A typo was identified which needed to be rectified on box 2 of the flow chart, the Registrar agreed that this would be amended. • Under 'how do we deal with a complaint against a registrant' it was suggested that this should be changed from 'who are not fit to practise' to 'may not be fit to practise', to add some conditionality. • 'The investigation panel is organised' needs to be changed to 'appointed'. • The Registrar requested approval from the Regulation Council, all agreed to approve the document once the above amendments were made. <p>The Registrar advised that a paragraph needed adding for vulnerable witnesses, as this was a recommendation from the PSA. It was agreed that the Registrar circulate the paragraph for comment, and ask for approval from the Regulation Council by email.</p> <p>Timeframes would be provided and it would be assumed that Regulation Council members who did not respond, would have no comments to make.</p>	<p>Registrar</p> <p>Registrar</p> <p>Registrar/ Regulation Council</p>	

	<p>VRC still need to be moved across.</p> <p>The 2015/2016 plan needs to be finalised. As the Council were newly formed this is now a red The Chair asked the Regulation Council to email their comments in readiness for the next Regulation Council’s meeting.</p>	
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12.	<ul style="list-style-type: none"> Marketing Strategy 	<ul style="list-style-type: none"> The Academy is looking to engage an organisation to support marketing of the register. It had been identified that there would need to be a focus on social media. <p>The Regulation Council asked for the following comments to be documented for future reference:</p> <ul style="list-style-type: none"> It would be useful to have a baseline document that could be reviewed at future meetings, to check progress against objectives. It was reconfirmed that marketing is essential in order to grow the register Lobbying employers and commissioners, not individuals, should be the Regulation Council’s core strategy. Registration needs to be recognised as important, once this is achieved the register will gain the most growth. A brochure should be produced promoting the benefits of joining the register. Regulation Council needs to identify where there are quick wins, and who, and how do we approach our stakeholders. We should use past registrants as champions. Regular bulletins should be produced promoting the Regulation Council banner and brand. Networks of Healthcare Science are a priority. The Academy’s marketing strategy should be a blueprint for our strategy. The Regulation Council does not appear to be part of the Academy branding, the Registrar confirmed that this would be reviewed. The Regulation Council should have a shared set of slides for consistency of messages. A joint letter from the Regulation Council, President and/or Chair and the CEO should be produced, which could then be shared with our key stakeholders. 	Deputy Registrar
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		<p>The Chair summarised by saying we should implement our own strategy and learn from the appointed marketing company.</p> <ul style="list-style-type: none"> • There needs to be some immediate and effective action that the Regulation Council can deliver Joint letter is seen as very powerful. • There should be joint meetings with the President communicating with our key stakeholders, which should involve both written and face to face meetings. • These plans need to be documented. <p>A Professional Member and the Chair will draft a high-level letter for the AHCS CEO.</p> <p>Members should send to the Chair by email any further ideas for inclusion.</p>	<p>Chair/ Professional Member/Lay Members</p> <p>Regulation Council</p>	
13.	HSSR and PSA accreditation	<p>Already covered in agenda item 3, point 6.4</p> <p>The Deputy Registrar advised that the PSA Notification of Change process had been very straightforward.</p>		
14.	Regulation Council Annual Plan based on the Statement of Regulatory Intent (SORI)	<p>The Academy are hopeful that there discussions with the RCCP will continue to be positive. Both RCCP and the Academy are committed to maintaining high standards.</p> <p>It was confirmed that we need to work with the Annual Plan rather than rewrite it.</p>		
15.	Update on planned workshop	<p>The Chair asked the Regulation Council if it was still willing to set up a joint workshop with the AHCS Education, Training and Professional Standards Committee (ETPSC) to stress-test fitness to practise processes.</p> <p>It was agreed that this would be beneficial and that this should be arranged to coincide with the next Regulation Council meeting on 22nd February 2016. This meeting may start earlier to allow adequate time for this workshop.</p>	<p>Chair</p>	
	Date of Proposed Next Meeting	<p>22nd February 2016, venue BIVDA, Devonshire House 164-168 Westminster Bridge Road, London, SE1 7RW.</p>		

		Regulation Council Members are asked to confirm their availability.		
	Close of meeting	15.00		