



**REGULATION COUNCIL PUBLIC MEETING**

**Minutes**

**11 October 2016**

**Attendees and Apologies**

Regulation Council		
Patricia	Le Rolland	Lay Chair
Christine	Forde	Lay Member
Julia	Cons	Lay Member
Ian	Shackell	Lay Member
Jonathan	Arthur	Professional Member
Robert	Farley	Professional Member
David	Stirling	Professional Member
In attendance		
Kerry	Tinkler	Registrar, Regulation Council
Louise	Collins	Registrations Administrator, AHCS
Janet	Monkman	CEO, AHCS

## Key Discussion Points and Actions

No.	Subject	Minutes/Action	Owner	Action / Due
1.	Welcome and Apologies	<p>The Chair welcomed Regulation Council members and the AHCS Chief Executive Officer.</p> <p>a) The Chair formally introduced and welcomed Julia Cons as a new Regulation Council Lay member.</p> <p>b) The Chair formally thanked Nabila for the time that she had served on both the Interim Council and Regulation Council.</p> <p><b>Action: Chair to formally write to Nabila Zulfiqar.</b></p> <p>c) There were three apologies received in advance of the meeting. The Council was declared quorate.</p>	Chair	November 2016
3.	Declarations of Interest	No declarations made.		
3.	<p>Minutes of the meeting of 14 June 2016</p> <p>Action Log of the meeting of the 14 June 2016</p>	<p>The Chair asked whether the minutes were a true reflection of June's meeting. All agreed that the minutes were a true reflection.</p> <p>The Chair confirmed that she would be attending the Scotland Regulation meeting on the 31<sup>st</sup> October, and Rob Farley informed the Regulation Council that Catherine Calderwood, Medical Director for Scottish government, would also be in attendance. The Chair would provide feedback to the Regulation Council following this meeting.</p> <p><b>Action: Chair to feedback regarding the Scotland Regulation meeting</b></p> <p>The AHCS CEO reported that she has regular communication with the Chief Scientific Officers (CSO) in the 4 countries. The CEO advised that the CSO England has a new advisory structure and that the AHCS president sits on this group.</p>	Chair	January 2017

	Actions and matters arising	<p><b>Action: Include an agenda item on CSO advisory group feedback</b></p> <p>The Regulation Council agreed that the action log was a useful paper.</p> <p>No matters arising.</p>	Regulations Administrator	January 2017
4	Membership "Representation"	The Regulation Council had previously identified the need for a more diverse "representation"; this has now been addressed as the new Lay member is from England.		
5	Academy Update	<p><b>AHCS Conference:</b> Preparation for the AHCS conference is well underway and is being held from 30 November – 1 December 2016. The conference title is "Prudent Healthcare".</p> <p>AHCS will have a programme which will include a session covering Regulation. The CEO confirmed that there are a number of speakers who are keen to support the conference and are providing their services for free.</p> <p>There will be a dinner and Welsh entertainment available for both speakers and those involved in the conference.</p> <p>There will also be posters for trainees and a 120 people will attend from Wales.</p> <p>This will be an ideal opportunity to showcase both the Regulation Council and Quality Assurance programmes.</p> <p><b>AHCS Staff Changes:</b> The CEO was pleased to inform Regulation Council that an interim appointment had been made; Elaine Jenkins had recently joined and will be predominantly focussing on quality assurance from an academic perspective.</p> <p>The CEO also announced that Mike Hallworth's role as Interim Equivalence Director had now ended and thanked him for all his hard work.</p>		

6	Registrar's report	<p>The Registrar provided an update on both the AHCS Registers and applicants who had attained equivalence.</p> <p><b>Practitioner Register Renewals:</b> Renewals were discussed in some detail, outlining the numbers of registrants who had renewed, pending renewals and registrants that were not renewing.</p> <p>It was proposed that registrants contacting the AHCS stating that they are not renewing due to retirement or career changes should be contacted, asking if they are happy for the AHCS to maintain contact with them. An Alumni Register may become available in the future.</p> <p><b>Action: Communication to Registrants wishing not to renew their AHCS registration asking if we can we keep in contact with them.</b></p> <p>The Registrar outlined the high number of equivalence applications and the fact that a significant majority of these will be successful and convert to registrants.</p>	Registrar	As required
7	CPD standards review	<p>The CPD standards were reviewed in order to ensure they are fit for purpose for the transfer of CAMIP. The review resulted in some minor changes being made to the introduction to the standards but no changes to the standards were needed.</p> <p>As the amendments were minor the paper has not been presented to the Regulation Council for approval, but had been approved by the Chair of ETPSC (Education, Training and Professional Standards Committee) and Chairs action taken by the Regulation Council Chair.</p> <p>The Chair asked the Regulation Council if they were happy with the process that had been followed and whether they were happy for the same process to be followed in the future.</p> <p>All members present agreed that they approved.</p>		

8	Medical Illustrators - progress	<p>The Medical Illustrators transfer has moved forward significantly. The AHCS have submitted a formal notification of change to the PSA.</p> <p>Prior to this being accepted the PSA have asked registrants to share their experience which closes at the end of October. Responses must be evidence based and should not be based on a view or an opinion.</p> <p>There has been considerable preparation for the register to go live. As this is a new part of the register, the process has been mapped to ensure that the Sets, SOPs and code of conduct meet the required change, and consultation has been carried out.</p> <p>Approximately 45 Medical Illustrator registrants have gone through an equivalence route. The Registrar confirmed that there will be an equivalence process, but that this will not be run by the AHCS but through the Institute of Medical Illustrators (IMI) and Quality Assured by the Academy.</p> <p>The AHCS Risk Matrix has been revised and includes the Medical Illustrators; however, no unique risks have been identified. Registrants will be transferred to the AHCS Register during late November / early December. IT solutions are still to be implemented and tested, including transfer data being collated. There is a delay to the data transfer and the Registrar has highlighted this risk to the CEO. This has been added to the Regulation Council risk register.</p> <p><b>Action: Response to the consultation to be published and circulated to the Regulation Council.</b></p> <p><b>Action: Aim to transfer registrants by the end November / early December, the Registrar will report any change of date due to data transfer out of her control.</b></p> <p><b>Action: Registrar will inform the Regulation Council once the registrants are transferred to AHCS.</b></p> <p>Once the transfer has been made CAMIP will no longer exist. They will pay AHCS</p>	Registrar	31/10/16
			Registrar	30/11/16
			Registrar	As appropriate

		<p>eighteen months' worth of registration fees.</p> <p>All registrants will be registered as Medical Illustrators.</p> <p>Regulation Council members approved the standards.</p> <p><b>Action: Publish the Medical Illustrators standards.</b></p>	Registrar	31/10/2016
9	Annual report (2015/2016)	<p>The Registrar presented the annual report.</p> <p>The Regulation Council requested that the paper should be available in the public domain. The CEO advised that this request would be taken to Board, the Registrar confirmed that the KPI dashboard would not be published as this is deemed as sensitive data.</p> <p><b>Action: Provide Regulation Council feedback following Board meeting.</b></p> <p><b>Action: Publish (without the KPI) if Board approve.</b></p>	CEO Registrar	31/10/2016 31/10/2016
10	Fitness to practice discussion	<p>There was useful discussion regarding the role of FtP hearings in regulation. All agreed that FtP processes in some form are important as an end point to deal with serious complaints but that they are reactive "after the event" and while may act as a deterrent the council are interested in our role as a proactive regulator. All agreed that it was useful to discuss and that we should have a discussion topic for each meeting when relevant.</p>		
11	Lunch	<p>Break for lunch.</p>		
12	Annual Plan (2016/2017)	<p>The Annual Plan (2016/2017) was discussed in detail.</p> <p>The issue of marketing to the current workforce was discussed and some of the restrictions felt by the Registrar. The CEO agreed that we can now actively market our register to the current workforce in parallel to other discussions regarding partnership working with other registers.</p>		

	<p>It was agreed that roadshows would be moved to Q4 and that the £3K marketing budget could be used for some of this work.</p> <p>The actions from the joint workshop and good scientific review should be changed to amber. There were two actions around asking for HCPC guidance and the potential sanctions that they impose. It was confirmed that HCPC do not advertise their processes unless it is outlined in their policy. It was proposed that it may be worthwhile having a discussion with the HCPC.</p> <p><b>Action: Contact HCPC and liaise with them direct.</b></p> <p>There was discussion regarding future CPD audits if including new and large groups.</p> <p><b>Action: Some modelling and projections impacts for future CPD audits.</b></p> <p>The Annual Plan progress is generally progressing well and will continue to be monitored at the next Council meeting.</p> <p>The PSA renewal application is ready, the renewal form has been completed and actions and learning points have been included. There was one learning point to note regarding the continued use of lay assessors in equivalence assessments and the use of Lay Chairs. Accreditation review is due on 18<sup>th</sup> December.</p> <p>The Registrar asked if the lay members could test the “how to make a complaint” process by visiting the AHCS website as it had had a refresh and the Registrar felt that it wasn’t completely clear.</p> <p>It was noted that congress has changed to conference and should be updated.</p> <p><b>Action: Annual Plan 2016/17 to be updated following discussion and progress.</b></p>	<p>Registrar</p> <p>Registrar</p> <p>Registrar</p>	<p>31/01/2017</p> <p>31.01.2017</p> <p>31/10/2016</p>
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13	The Regulation Council's Communication and Marketing Plan - progress	<p>The communication plan and year to date progress was discussed in detail.</p> <p><b>Action: Patients and the public (all):</b> The Chair raised the issue of not knowing the Academy progress regarding PPI developments. The CEO agreed that it would be useful to include an agenda item with a report from the AHCS PPI lead David Bennett.</p> <p><b>Current Registrants:</b> It was confirmed that the VOX publication has recently been circulated however it was identified that this may not be circulated to all Regulation Council Members.</p> <p>The Registrar's newsletter should be published shortly.</p> <p><b>Action: Check that all RC members are on the VOX circulation list.</b></p> <p><b>Action: Practitioner Registrants newsletter still pending and requires publishing soon.</b></p> <p><b>Scientific Work force:</b> There will be workshop events and roadshows planned in the New Year. The CEO stated that the new advisor group should help with marketing as should CSOs.</p> <p><b>Action: Speak to Fiona Carragher to see if she can help through the lead scientists advisory group- there is an agenda item on this. The AHCS President attends this but the CEO feels that a Regulation Council representative should attend.</b></p> <p><b>Action: AHCS to try to set up a meeting with the Welsh and Scottish CSO.</b></p> <p>The Regulation Council and CEO requested leaflets and material to use in meetings. The Registrar thought that the communications and marketing commission should be delivering this and will work with them to produce material.</p> <p><b>Action: Develop an A5 communications leaflet, which explains what the Regulation Council are doing.</b></p>	Registrations Administrator (David Bennett)	17/01/2017
			Registrar	31/10/2016
			Registrar	31/10/2016
			CEO	
			CEO	
			Registrar	



14	Close and future meetings	<ul style="list-style-type: none"> <li>a) 17th January 2017 – venue to be confirmed</li> <li>b) Future meeting dates – Registrations Administrator to circulate potential dates for one year in advance.</li> </ul>	Registrations Administrator	December 2016
15	Close of meeting	14.20		