



REGULATION COUNCIL

PUBLIC MEETING

Minutes

19th October 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
Simon	Brown	Professional Member
David	Stirling	Professional Member
In attendance		
Janet	Monkman	CEO and Registrar, AHCS
Paul	Lawton	Head of Registrations, AHCS
Elaine	Jenkins	Advisor, AHCS
Louise	Collins	Registrations Administrator, EBS
Minutes circulation list		
Fiona	Fiorentino	Executive Assistant, AHCS

Key Discussion Points and Actions

No.	Subject		Owner	Action / Due
1	Welcome and Apologies and declarations of interest	<p>Two apologies were received in advance of the meeting. The Chair welcomed Simon Brown, the former CAMIP Registrar who has recently been appointed as a new Regulation Council Member.</p> <p>The Chair asked if there were any declaration to be made, there were nil declarations announced.</p> <p>The Council was declared quorate.</p>		
2	Confidentiality	<p>The Chair stressed that confidentiality should be adhered to always, and discussions or papers should not be shared with any other organisations (except for those agreed for publication and only once published).</p> <p>All were in agreement.</p>		
3	<p>Minutes of the meeting of 26 June 2017</p> <p>Action Log of the meeting of 26 June 2017</p> <p>Matters arising not on the agenda</p>	<p>The Chair asked whether the minutes were a true reflection of June's meeting. Everyone agreed that the minutes were a true reflection. Nil amendments were reported.</p> <p>The action log was discussed and the following items considered in further detail:</p> <p>Lay Assessors: with the proposed video conferencing it was a good time to contact the Lay Assessors asking if they were happy to continue with their role with the new process changes in place. It has also been identified that it was a good time to appoint some new Lay Assessors from Scotland.</p> <p>Square Media: the Registrar confirmed that Square Media had not been invited to the meeting due to cost and it had been decided a paper would be adequate.</p> <p>CPD Registrant who was refusing to CPD: the Registrar confirmed that this would be covered in the Registrar's report.</p>		

4	Chair's report Meetings attended	<p>The Chair circulated the paper which covered a number of events that she had attended since the last Regulation Council meeting.</p> <p>There were two key points discussed whilst reviewing the document which were as follows:</p> <ul style="list-style-type: none"> • A proposal for a Federation of healthcare education consultation response and discussion: The meeting was made up of a collection of medical educators' bodies and an inter-professional education organisation to create a proposal for a Federation of all bodies involved in healthcare education in the UK. Their aims are to work together to raise the profile and effectiveness of healthcare education by banding together, without taking away from the individual organisation's autonomy. It was recognised that it would be beneficial to have more collaboration with the younger workforce as this would affect them most. This could be discussed on social media to obtain their view point. The Chair had responded on behalf of AHCS advising that the Academy were in favour of this one voice approach. A report will come out from the proposers which will be circulated when available. • PSA Consultation on fees: A pre-consultation meeting was held by PSA during September. The consultation is now out and needs a response; the main point was that increasing the fees was likely to be a disincentive, contrary to national policy. <p>Action: Circulate the PSA 'changes to Accredited Registers fee model'. Action: Chair to continue providing a paper report for future meetings.</p>	Registrations Admin Chair	October 17
5	Update on Membership of the Council	<p>The Registrar informed Council that the Academy are still awaiting the PSA results from the proposed governance structure changes, until this is confirmed there can be no further update on membership of Council.</p> <p>Action: However it has been identified that there are a number of members' contracts that were being reviewed as they were due for renewal.</p>	Registrar	January 18

6	Academy update including New Business updates and progress with PSA Applications	<ul style="list-style-type: none"> • Dual registration on AHCS Register Parts: the developers have successfully implemented a system change linked to the payments system, so existing AHCS registrants will not be charged for their second registration as this is free, and the highest fee will always be applicable. • NES have kindly offered to pay for a number of STP equivalence applications, the applicants interviews will also be hosted in Edinburgh. The Academy have recruited a number of assessors within Physical Science and Engineering which has greatly increased the number of assessors recruited within this area. 		
7	Registrar's report including update on matters arising from the CPD audit	<p>The Registrar presented the report as follows:</p> <ul style="list-style-type: none"> • Results of the CPD audit were discussed; the Registrar also confirmed that the rolling CPD audit would be published on the Academy website in the near future. • There was some discussion around the registrant that had refused to submit their CPD and the next steps, however the Registrar informed Council that s/he had chosen not to continue with their registration. • The next scheduled CPD audits are HSS December 2017 and the Medical Illustrators will be carrying out a pilot audit during the next few months, the reason for this being the Medical Illustrator CPD assessors will be carrying out the assessments but following the Academy's current systems and processes. 		
8	Learning points from investigation, and planned feedback to Professional Standards Authority	<p>Regulation Council reviewed the paper and based on this could recommend on the basis of process as follows:</p> <ul style="list-style-type: none"> • Regulation Council's role to receive the panel's outcomes and be reassured as per the rules that due process has been followed • Approves the amendment of the Registration Rules and Fitness to Practise Rules, together with any associated rules and processes • Agrees the employing organisation is made aware of the apparent inadequacies of their internal personnel management arrangements 		

		<ul style="list-style-type: none"> • Agrees the AHCS guidance to applicants for registration is amended • Agrees the PSA is made aware of the nature of the single complaint and the proceedings and subsequent actions. <p>The Council was satisfied with the way in which the investigation had been conducted, documented and with the recommendations put forward.</p> <p>It was also noted that the Academy had a moral duty to report this case to the CQC (Care Quality Commission) as it takes soundings from all organisations. It was also identified by the Registrar that the Academy should form a relationship with the CQC.</p> <p>It was also agreed that the following actions should be included</p> <p>Action: AHCS to make contact with the CQC. Action: Fitness to Practise wording should be included to the website action. Action: Under the ‘actions and sanctions’ part of the website, learning points should be published annually. Action: Inform PSA reports on complaints, as above.</p>	{Head of Registrations { { {	January 18 January 18 Annually Annually
9	Rules and policies update, including social media guidance	<p>The Head of Registration presented the revised policies: All documents were approved by Council.</p> <p>There was some discussion around AHCS’s target to reduce all fees to £30. However with the proposed PSA fees consultation model the Chair felt that this would cause some challenges.</p> <p>Council were asked if they would be willing to comment on the PSA consultation document, all agreed.</p> <p>Action: Circulate the PSA ‘changes to Accredited Registers fee model.’</p>	Head of Registration	October 17
10	Progress against Plan (2017/2018) -including	The Registrar discussed the plan in detail, asking Regulation Council which areas could be improved:		

Communication and marketing

1. The key performance indicators should include numbers of registrants.
2. Council felt that there needed to be further engagement with Higher Education Institutions from a quality assurance and development perspective. The Registrar confirmed that the Academy already is involved from a quality assurance perspective e.g. the Academy observes HEI accreditation events. Similarly the relationship with Scotland and the Memorandum of Understanding with NHS Education for Scotland means that there is an overarching responsibility with NES. The Academy monitors the process and NES accredits the qualifications.
3. It would be beneficial to have delivery dates added to the KPI's, to avoid slippage.
4. A CPD schedule is required, it was confirmed that there is a CPD rolling programme of sample of audits in place across all the registers.
5. It would be beneficial to write to registrants providing guidance for CPD.
6. The Good Scientific Practice guidance needs updating, a draft should be written which can be understood by all interested parties including patients and it would be beneficial to ask Professional Group Leads for their thoughts and ideas. It was agreed that the Academy Advisor would liaise with Barbara Wood.
7. PSA date of accreditation (18 October 2018) is to be included into the plan.
8. It was requested that the Chair produce another Blog as this was welcomed previously and would help increase digital presence. Put an action for me and by when?
9. Good news items should be included.
10. Commitment to publish all FTP cases should be added.
11. It may be beneficial to have bespoke consultations, to set up a meeting with President and AHCS Chair.
12. Incorporate the work of the Academy's President (One voice into Regulation), the Regulation side to talk about their roles etc.
13. Projections moving forward would be useful, already within the sustainability plan.
14. Strategy needs to be included as part of the plan.
15. Apprenticeships projections.

It was agreed that a workshop would be beneficial.

Action: Agenda item for January's meeting - a workshop focussing on KPI's, Risk Register and forward planning.

Registrations
Admin

January 18

11	Communication with Registrants and National Events	Newsletter for Registrants	Head of Registrations	December 17
	Close of meeting	<p>The following dates were approved:</p> <p>16th January 2018 (rescheduled to 27th February 2018) 17th April 2018 12th June 2018 9th October 2018 22nd January 2019</p> <p>It was also agreed that the next meeting would be held in London and thereafter alternate between Birmingham and London.</p>		
		<p>A.O.B.</p> <p>GDPR - to reconsider data protection to be added to the agenda for the next meeting.</p> <p>Fellows - how they impact on RC or on the professional council, an update will be provided at the next meeting by the Registrar.</p>		