



PUBLIC MEETING

17th April 2018

Attendees and Apologies

Regulation Council		
Patricia	Le Rolland	Lay Chair
Christine	Forde	Lay Member
Ian	Shackell	Lay Member
Julia	Cons	Lay Member
David	Stirling	Professional Member
Robert	Farley	Professional Member
Simon	Brown	Professional Member
In attendance		
Janet	Monkman	CEO and Registrar, AHCS
Paul	Lawton	Deputy Registrar, AHCS
David	Bennett	Deputy CEO, AHCS
Louise	Collins	Registrations Administration, EBS
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>The Chair informed Council that two Council members had sent their apologies in advance of the meeting, and that the CEO and Registrar was not present due to her attending another Academy meeting. For today's meeting David Bennett would act as Deputy CEO and Paul Lawton as Deputy Registrar.</p> <p>As per usual process during the meeting Council would agree and action where required any items needing clarity, and missing papers would be circulated under separate cover after the meeting.</p>		
2.	Declarations of Interest	<p>The Chair asked prior to the meeting commencing if there had been any declarations of interest? None were declared.</p> <p>The Regulation Council was declared quorate</p>		
3.	<p>a) Minutes of the meeting of 27th February 2018</p> <p>b) Action log of the meeting of 27th February 2018</p> <p>c) Matters arising not on the agenda</p>	<p>The Chair once again thanked David Bennett and Paul Lawton for acting as Officers during today's meeting.</p> <p>The Chair asked whether the minutes were a true reflection of February's meeting. Everyone agreed that the minutes were a true reflection.</p> <p>The action log was discussed in some detail, completed actions deleted as necessary and pending items discussed as follows:</p> <p>Item 1. Council Members Contracts: it was confirmed that offer letters would be sent shortly to Council Members. The Chair and Council requested that due to some inaccuracies in the current offer letter that this should be revised prior to reissuing to Council members.</p> <p>Regulation Board Contracts: It was confirmed that offer letters would be sent to Regulation Council Board Members.</p> <p>Item 2. Document control - it was confirmed that policy documents had been saved in SharePoint, and that Paul Lawton would liaise with Mark Dixon, AHCS IT Support to ensure Council had full access to the files.</p>	<p>Registrar</p> <p>Registrar</p>	<p>April 2018</p> <p>May 2018</p> <p>Head of Registration</p>

		<p>Item 4. Regulation Board and Governance Framework: it was confirmed that the Regulation Board's first meeting was pencilled in for June. Council requested that the date should be confirmed as a priority. Council members were interested in the potential cost implication due to the increased number of council meetings being held e.g. LSI, Registration Council and Board meeting etc. and would the new structure have a direct cost reflected to the registration fees?</p> <p>Council members received and noted that the Regulation Board and Registration Council need to include voting rights, and any conflict of interests as normal good practice and that each would have their own terms of reference as part of the new Regulatory Framework.</p>		Services to revise prior to issue
4	<p>Academy update, including:</p> <p>a) New Business</p>	<p>The Deputy CEO and Deputy Registrar presented the AHCS update paper as follows:</p> <p>NIHR, (National Institute for Health Research): The Academy is pleased to have been commissioned by NIHR to set up a Directory for its researchers, which will be established during 2018/19. This is welcome news to the Academy for Healthcare Science as this will increase numbers significantly.</p> <p>The NHIR Directory will be self-funding, non-profit making, and will not be subsidised. Negotiations are taking place to establish fees and costs. The Academy hopes that in the future that inclusion on the NHIR Directory will become mandatory for research staff and that the Academy will have a relationship with the NHIR so that they are involved in assisting with future Academic routes.</p> <p>It was asked whether there had been a due diligence test for the directory as there was potential risk associated in taking on a research organisation. It was confirmed that the new Governance Structure would take responsibility for such groups and would oversee this. NIHR is a well-established, well regarded organisation with no adverse history.</p> <p>LSI Roll Out / GS1 Identification Card: PSA accreditation of the Academy's LSI Credentialing Register had been confirmed and it would be self-funding.</p> <p>The LSI Register had been captured on the Regulation Council's Risk Register identifying that even at the lowest tier level, individuals may not have carried the correct education and training required for registration. It was confirmed that AHCS Quality Assurance is absolutely necessary to minimise risk.</p> <p>The Academy are aware of other credentialing companies offering the GS1 card at cheaper rates</p>		

	b) Update on Strategy	<p>However the support for this register from the NHS was a unique selling point.</p> <p>PSA Annual Review: The Professional Standards Authority undertook the Annual Review of Accreditation for the period 18 December 2016 – 2018, this included:</p> <ul style="list-style-type: none"> • A documentary review (annual review form, query sheet response and risk matrix) • Due diligence checks and patient/service user journey • An interview with Chief Executive and Head of Registration Services • A complaints review. <p>Clinical Physiologists:</p> <p>It was confirmed that the Academy’s Clinical Physiology Professional Group Lead, Elaine Gribben, was in the process of gathering information on historical qualifications that were accepted for registration with the Registration Council for Clinical Physiologists (RCCP). This has not been an easy task as a variety of criteria were deemed acceptable for RCCP registration, and as a result in many cases direct mapping was not be feasible. Elaine is contacting individuals from each of the professional bodies to request assistance with this.</p> <p>The Regulation Council Chair asked for reassurance that a consistent process would be adopted across all Equivalence/Registers as the Academy should not be introducing individual processes for each register. The equivalence process for the Clinical Physiology Register would be set up by Autumn 2018.</p> <p>Systems Updates: NSHCS STP Certificates of Equivalence and Attainment, are now able to download certificates in pdf format making significant cost savings by discontinuing the use of hard copy certificates.</p> <p>Anniversary Renewals: For all parts of the AHCS Accredited Register, modifications are being implemented to move to a system of registration renewal on the anniversary of an individual’s joining date rather than as at present, on a specific date in the year</p> <p>GDPR: Preparations for the implementation of GDPR continue under the management of AHCS Technical Lead, Mark Dixon. To date 171 items have been shared with AHCS team.</p> <p>The Head of Registration Services asked Council if they felt that the AHCS update report had been useful in its current format, all agreed that the paper had been extremely beneficial and that they</p>	Registrar to respond	All officers
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	c) Any consultations outstanding	<p>would like the AHCS update to continue in this format.</p> <p>Key message practical outcomes rather than each accredited register create a role of what each organisation should be doing.</p> <p>For the PSA annual conference, the Academy had out a bid in to lead a workshop about public health and share AHCS model and information on the first credentialing register in the UK of its kind.</p> <p>The Chair confirmed that she had agreed to sit on the Board as a non-executive and had agreed to this as it would be beneficial in her capacity as Chair of the Registration Council and Chair of the Regulatory Board as this will be focussed on regulation sometimes gets lost in the Academy Board meetings. All Council members agreed that this was welcome.</p> <p>It was confirmed that to the Chair's knowledge that there were no consultations are outstanding.</p>		
6	<p>Registrars Report</p> <p>Including PSA</p> <p>Working with patients and public</p>	<p>Registrar's Report: A briefing was given verbally by the Deputy CEO and Deputy Registrar.</p> <p>Changes to PSA fees: The PSA were consulting on fees with a view to fees increasing significantly, this was due to the Department for Health confirming that funding would stop as a direct result, which would impact on increased fees. This was challenged as this went against the principles of encouraging accredited registers. The outcome being that the Department for Health accepted that the proposed fee charges would make it unsustainable for accredited registers to withstand.</p> <p>Many boards would find the proposal uneconomic and unfair and much smaller registers than AHCS would have no chance of surviving.</p> <p>Since the recent consultation much lower rates have been agreed, and a fee of £1 per registrant was being introduced. Fees - PSA would not undertake banding.</p> <p>No specific reference was made to working with patients and public.</p>	Registrar	31 st May 2018
7.	Progress against Plan 2017/2018) – including communication and marketing.	A copy of the 2018/2019 Communications and Marketing Plan was circulated in advance of the meeting, but the 2017/2018 plan was not presented to Council as a paper. Council requested that the 2017/2018 plan was circulated as a priority to enable them to sign it off.	Registrar	31.5.18

		<p>It was confirmed that the plans need to be consistent with the Corporate Plan.</p> <p>The 2018/2019 Plan should be revised and received at the next public meeting and approved by Council.</p> <p>VOX and digital presence report: Council requested that there needed to be a digital presence monitoring the public and patient part of the web page.</p> <p>It would be beneficial to have a dedicated site for employers, this would focus employers on the importance of the Academy's Registers. Council asked could there be a dedicated area on the Academy website e.g. would you like an employer specific site? Currently there is a section specifically for Fellows could this be replaced/added to by employers?</p> <p>Council advised that the Academy website needs to be more user friendly. Numbers are flat in terms of engagement could this be the reason why?</p> <p>Council have made a list of their requirements which will be forwarded to the Marketing Company to help them with taking forward Council's ideas.</p>	<p>Registrar</p> <p>Square Media via AHCS Exec Assistant</p> <p>Square Media AHCS Exec Assistant</p> <p>Square Media AHCS Exec Assistant</p> <p>Registrar</p>	<p>Next meeting</p> <p>Next meeting</p>
8.	A.O.B.	No items were raised.		
9.	Date of next meeting	12 th June 2018		