



**REGULATION COUNCIL
PUBLIC MEETING
Minutes**

27th February 2018

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 Registration Services, AHCS
Elaine	Jenkins	Advisor, AHCS
Louise	Collins	Registrations Administrator, EBS
Barry	Hirst	Chair of ETPSC (Observer)
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>The Chair welcomed the Regulation Council and thanked Regulation Council Members for agreeing to use the telephone conference details at such short notice.</p> <p>The Chair introduced Barry Hirst, the new Chair of Education, Training and Professional Standards Committee (ETPSC), explaining that it had been their intention to meet that day to discuss the links between the ETPSC and the Regulation Council, however due to inclement weather conditions the face to face meeting had been postponed. A meeting will be rescheduled in due course, following this meeting, and the Chair will provide an update to the Regulation Council.</p> <p>Barry Hirst's role during the Regulation Council meeting was as an observer.</p> <p>The Chair informed Council that two apologies had been received in advance of the meeting, and the Council was declared quorate.</p> <p>The Chair asked prior to the meeting commencing if there had been any declarations of interest? A Professional Member declared that he was the Director of ACS, the Chair confirmed that the meeting could proceed.</p>	Chair	Next Meeting
2	Confidentiality	<p>The Chair stressed that confidentiality should be adhered to always, and discussions or papers should not be shared outside the meeting or 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 19th October 2017</p> <p>Action Log of the meeting of 19th October 2017</p>	<p>The Chair asked whether the minutes were a true reflection of October's meeting. Everyone agreed that the minutes were a true reflection, nil amendments were recorded.</p> <p>The action log was discussed in detail and the following observations made:</p>		

	<p>Matters arising not on the agenda</p>	<ul style="list-style-type: none"> • Annual report: It was confirmed that the 2016/2017 plan was now completed and new annual plan was in place. • Making contact with CQC (Care Quality Commission): complete • Annual review: The Academy was interviewed by the PSA with regards to their complaints policy, this was approved by the PSA, however the Academy were provided some additional time to add factual accuracy to the document. <p>The PSA confirmed that the Academy’s Website was up to date all minutes and documents had been published as required.</p> <p>There was a request for progress on quality assurance to the LSI Credentialing Register, which should be carried out bi-annually.</p> <p>The notification of change was published 14th February, there was a note to say that the Academy had implemented three new Parts of the Accredited register during 2017.</p> <p>The Decontamination Directory was mentioned and the PSA were happy with the press release.</p> <p>In terms of financial stability, the PSA had checked the report to Company’s House and they were happy with this.</p> <p>The PSA have requested that when Regulation Board Members are appointed that the PSA be informed.</p> <ul style="list-style-type: none"> • Document control: it was confirmed that policy documents would be made accessible to the Regulation Council and stored via SharePoint, this would enable Regulation Council Members to access appropriate papers as required. • Regulation Council Members Emergency Contact details: Council members were asked to provide emergency contact details following today’s meeting, the Chair advised that the details would remain confidential and would solely be used for urgent contact such as cancellation of meetings. 	<p>Head of Registration Services</p> <p>Regulation Council</p>	<p>Next Meeting</p> <p>29th March</p>
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		<ul style="list-style-type: none"> • Regulatory Board and Governance Framework: a revised document would be sent to Council once the document had been finalised. • Notification of change document: Copy to be sent to members including Life Science Industry Assessments. • Changes to PSA fees: standard annual renewal fee plus an individual amount for each registrant, details to be circulated following the meeting. • The Chair asked whether all members had received the additional paper which had been circulated prior to the meeting marked 'Paper 3c', the paper covered GDPR: all members confirmed that they had received this and that the document had been welcomed and was very helpful. 	Registrar	April
			Registrar	29 th March
			Registrar	28 th February
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>All found the document useful.</p> <p>The Chair confirmed that she was attending the Accredited Registers Collaborative meeting week commencing 5th March and confirmed that she would report back at the next meeting.</p>	Chair	Next Meeting
5	Academy update including New Business updates and progress with PSA Applications	<p>Regulation Council were updated as follows:</p> <p>New Business (Life Science Industry (LSI Register): The AHCS CEO was delighted to advise that the Professional Standards Authority (PSA) had approved the LSI Credentialing Register. Some suggestions from PSA had led to the Academy in consultation with LSI colleagues implementing the register via a phased and managed approach. This was now due to go live in March 2018.</p>		

7	The Regulation Councils' Communication and Marketing Plan 2018-2019 draft:	<p>Square Media produced the papers for each meeting and have identified a number of actions for getting people to join the Registers.</p> <p>At the next Academy team meeting, the team will have the opportunity to update the Regulation Council's Communication and Marketing Plan 2018-2019. The Regulation Council will also have an opportunity to comment on the plan by email. The document will be saved on SharePoint, and will be a live document available to Regulation Council Members.</p> <p>Action: It was agreed that the 2018/2019 revised Communications and Marketing plan should be discussed at the next meeting. It would be beneficial for Square Media's MD to attend the next meeting.</p>	Registrar Registrations Administrator	29 th March For Next Meeting
8	Progress against Annual Plan (2017/2018) - including Communication and marketing	<p>The Regulation Council were invited to send any comments regarding the Annual Plan by email to the Registrar.</p> <p>The document will be saved on SharePoint, this will be a live document available to Regulation Council Members.</p> <p>The Regulation Council's Communication and Marketing Plan 2017-2018 to be updated.</p> <p>Communication and Marketing Plan 2017-2018 to be saved on SharePoint and accessible to the Regulation Council.</p> <p>Other items mentioned included:</p> <ul style="list-style-type: none"> • producing a new registrants' newsletter, the last one was the Christmas Newsletter. • areas that the Academy have discussed with organisations to provide registrants with a range of benefits and opportunities. • Square Media are looking at improving the website further, making the website easier to navigate and to find information. • Square Media are also helping the Academy to improve their network of contacts. 	Registrar Registrations Administrator	29 th March For Next Meeting
	Close of meetin	14.00 hours		

