



HCS Registration Council

Public Meeting

Date: Tuesday 11th February 2020

Time: 14:00

Location: BVSC, 138 Digbeth, Birmingham, B5 6DR

Attendance:

Chair: Patricia le Rolland

AHCS: Janet Monkman (JM) – Registrar & CEO, Paul Lawton (PL) – Head of Registration Services,

Elaine Jenkins (EJ) – Head of Standards

Secretariat: Carly Allen (CA)

Professional Members: Simon Brown (SB)

Lay Members: Lee Wickham (LW)

In attendance: Barry Hirst (BH)

Minutes

Item	Subject	Notes	Responsibility	Deadline
1.	Welcomes and Apologies	<p>Since the last Council meeting there have been several changes in membership. The Chair welcomed Lee Wickham and Barry Hirst to the Council.</p> <p>Lee Wickham joins as a Lay member with a background in Chiropractics and law.</p> <p>Barry Hirst is in attendance for this meeting only and will serve as a Lay member in future meetings.</p> <p>Elaine Jenkins, Head of Standards at the Academy, was in attendance to provide an update on matters concerning her area of work.</p> <p>Apologies were received from Yvonne McKenzie, a newly recruited Lay member for the Council. Yvonne will attend the next meeting in June and introductions will be made.</p> <p>Vishakha Tripathi, GCRB, also gave her apologies and was unable to attend the last Council meeting in October.</p> <p>Action: The lack of representation from GCRB is now considered a risk and will be added to the Risk Register. [post-meeting note]: The CEO and HORS met with Vishakha on 6th March. She should be able to attend all future meetings, or if not, her Vice Chair will be able to stand in.</p>	HORS	31.03.20
2.	Declarations of Interest	No new declarations of interest were declared.		



3.	<p>A) Minutes of the Public meeting of 1st October 2019</p> <p>B) Action Log of the Public meeting of 11th February 2020</p>	<p>(Paper 1_Final Draft Registration Council PUBLIC Meeting of 01.10.19)</p> <p>The minutes were agreed as an accurate record of the meeting held on 1st October 2019, a copy of which was signed by the Chair.</p> <p>Note: A small amendment was made to the text under item 6 at the top of page three. "...with appointment cards issued for those that did not yet meet the LSI standards".</p> <p>(Paper 2_PUBLIC Meeting Action Log of 11.02.20)</p> <p>The action log was discussed and updated. Completed actions have been archived.</p> <p>To note:</p> <p>Item 3 – There should be another to circulate shortly – members can subscribe themselves on the newsletter.</p> <p>Item 4 – The individual was from the LSI, as a Global GDPR Information Governance Lead. PSA apologised to the Academy but not the individual. CEO met with the person concerned along and in turn were satisfied after the meeting and are joining the LSI register.</p> <p>Item 5 – Declarations have been updated to include wording. HORS will arrange for this to be reflected on website as well.</p> <p>Action: Academy team to discuss strategy re marketing and communications. A more comprehensive plan will be put together and circulated to the Council at the end of March – as a draft, with a request for feedback.</p>	AHCS/CEO	31.03.20
4.	<p>Chair's Report</p>	<p>The Chair reported that the next Accredited Registers Collaborative (ARC) meeting is in March and that the papers have recently been circulated. The focus will be on DBS and safeguarding within the NHS as well as advertising. AHCS need to continue with our present practice until there is a clear change in the system. There are now four representatives of Science accredited registers, the rest are Therapists of various kinds. It is becoming more of a challenge to take the focus away from individuals/therapies and give science the time and focus.</p>		



		<p>The Chair of Council and Chairman of AHCS have met with counterparts of a Registration body to discuss shared matters of interest.</p> <p>The Chair attended the Academy’s Honorary Fellowship Awards on 9th December 2019. The event was sponsored by Lord Lindsay and was enjoyed by all in attendance.</p>		
5.	Regulatory Workshop Summary	<p>(Paper 3_ PUBLIC Regulatory Workshop Summary) The HORS spoke to the paper, welcoming feedback on the document.</p> <p>Elements of this paper and discussion have been marked as a priority for the HORS in terms of work to be actioned from the Council.</p> <p>It was highlighted that clear and straight forward language is key in order for the general public to be able to understand when reporting a complaint or reporting a registrant.</p> <p>Action: HORS to update paper 3 – ‘PUBLIC Regulatory Workshop Summary’ following the Council’s discussions and circulate with the minutes of the meeting. See attached updated Paper 3.</p> <p>Council members discussed whether if a registrant is disciplined and dismissed by their employer, there should be a process to consider imposing a sanction, including removal of the individual from the register. The CEO welcomed further thoughts and comments from the Council Members.</p> <p>It was agreed that the criteria to be used in the screening process need to be clear and concise for both registrant and employer, as well as advising Registration Council why the decision was made.</p>	HORS	When appropriate
6.	<p>A) Academy Update</p> <p>B) Registration Matters</p>	<p>The CEO provided an update of recent activity within the Academy:</p> <ul style="list-style-type: none"> • Additional resource has been brought in to support the Equivalence work. • The Annual Monitoring Audit for the STP Certificate of Attainment and the Certificate of Equivalence was submitted to the HCPC on 31st January. • The annual reaccreditation submission was sent to the PSA on 31st October. The HORS has made repeated requests for a response and regularly 		



		<p>chases the PSA contact for an update. The Council agreed that it is deeply disappointing that they have yet to respond. The last feedback was that information would be available at the end of next week (w/c 17/02), but that at this point no risks have been identified but a more formal report will come from the PSA accreditation team in due course.</p> <ul style="list-style-type: none"> • The NIHR Notification of Change was submitted to the PSA on 15th December but no response has yet been received from PSA for this either. • PSA's 'An Overview of our work and its contribution to protecting the public' report has recently been released. The CEO is unsure how groups were chosen in relation to the selection of the articles that went into the report. There will be internal checks to confirm that the Academy were not asked to provide content, as other groups and organisations were. <p>Action: CA to circulate the PSA Report to the Council.</p> <p>The HORS reported on the registrant numbers and trends over the past year. Registrant numbers are stable but not increasing in the way the Academy would have hoped. Extensive discussion took place around how to promote the register and registration numbers in order to support patient and public safety. Comments will be taken account of in the Communications and Marketing strategy.</p> <p>It was agreed that a list of Directories will be presented at the next meeting. Though Directories are not the responsibility of the Registration Council, it is important that the Council keeps track of their development in hope that the individuals listed become registrants in the future. These are individuals who could encourage others to join so relationships and close monitoring of this group is important.</p>	CA	31.03.20
7.	<p>A Directory for HSS Trainees</p>	<p>The HORS advised that around 80 individuals will be written to, to explain about the Academy and highlighting the Directory and inviting them to join.</p> <p>Manchester Academy for Healthcare Scientist Education (MAHSE) have been in contact with the Head of Standards who will re-establish a relationship, since their old contact at the Academy has left. The Head of Standards will raise the promotion of the Directory with them as well.</p> <p>The President of the Academy, Brendan Cooper and the Head of Standards attended a recent HSST Induction Day</p>		



		where the Academy hosted a promotional stand.		
8.		<p>(Paper 4_Progress on Work Plan 2019-20)</p> <p>Council discussed the draft Work Plan extensively and provided comments against each item under Quarter 4. Action: HORS to revise the draft based on the comments made.</p> <ul style="list-style-type: none"> Item 1.2 – Institute of Decontamination Science (IDSc) – The Head of Standards is in discussion with IDSc regarding Equivalence programmes and training. The Directory of IDSc Technical Certificate holders is up to date and updated as exams take place. The potential move to a Register has been put on hold for the moment. Item 1.3 – Survey of registrants has not yet been undertaken due to unavailability of resources. Action: It was agreed that a Newsletter to inform individuals of plans would be helpful in lieu of a survey, for the moment. It would also be useful to include an article on the Council’s new members. The next Registrant’s newsletter will be in March. 	HORS	31.03.20
	A) Progress on Work Plan for (2019/2020)	<ul style="list-style-type: none"> Item 2 – In 2021 the process will be a revalidation rather than CPD. This will be reflected in the next version of the work plan. Item 3 – No existing complaints. PSA were advised of the two previous complaints, due process was followed, both complaints were monitored at Council meetings and have now been confirmed as resolved. 	HORS	31.03.20
	B) Draft Annual Report Registration Council (2019/2020)	<ul style="list-style-type: none"> Item 15 – CA will be emailing Council members monthly to request information of events attended. This serves as a reminder, and members are welcome to inform of any events/conferences at any time. Item 16 – The CEO advised that she has attended the recent Professional Bodies Council meeting, and there were significantly positive contributions from representatives. 		



		<ul style="list-style-type: none"> Item 17 – PTP SIG meeting (special interest group) is a Committee meeting attended by the Head of Standards. As the PTP curriculum is currently under review, the Committee has been on hold. <p>For future meetings, the Work Plan will show items have been changed/updated at a Council meeting.</p> <p>No negative press concerning AHCS registrants has been reported.</p> <p>(Paper 5_PUBLIC Draft Annual Report 2019-20)</p> <p>HORS raised the difficulty of reporting in the format of four quarters when the Council meets three times a year. As the Council continues to undertake its work, despite having the capacity for four meetings, it was agreed that three meetings are currently sufficient.</p> <p>Next year's report will focus on the top 3-5 priorities and the structure and format of the report will be different.</p> <p>It was agreed that 'Paper 5_Annual Report 2018-19 Final v2' can now be signed off and published.</p>		
9.	Registration Council Membership Update	<p>The Chair acknowledged the change in membership of the Council.</p> <p>To inform the new members, the Chair advised that there will be work for Council members in between meetings. Dates for responses to requests will be given in order to help members manage their other commitments.</p> <p>The HCS Registration Council meetings currently alternate between Birmingham and London. As all 2020 meeting are already booked in, the Chair is open to reviewing the locations of 2021 in the future, with potentially using Birmingham permanently.</p>		
10.	Good Scientific Practice Update	<p>The GSP document has recently been reviewed by ETPSC following consultation. The Chair requested sight of the tracked changes following the Committee's meeting on 24th January to ensure that no conflicting changes are advised.</p> <p>Action: CA/EJ to arrange for GSP document (with tracked changes) to be circulated to Council with a date for feedback.</p> <p>Note: No problems with key themes.</p>	CA/EJ	When appropriate
11.	Any Other Business	LW questioned whether a fourth Council meeting would be helpful to ensure there is more time for discussions.		



		<p>The Chair explained that there are typically three meetings, with the fourth used as a workshop. This is yet to be arranged for 2020.</p>		
		<p>Next meeting: 9th June 2020 (BIVDA, London)</p>		

Minute sign off sheet for the previous meeting:

Signature of Chair –

Date of signature –