



HCS Registration Council

Public Meeting

Date: Monday 21st June 2021

Time: 13:45

Location: Videoconference (GoToMeeting)

Attendance:

Chair: Patricia le Rolland (Lay)

AHCS: Paul Lawton (HORS) – Head of Registration Services; HCS, Dr Elaine Jenkins (HOS) – Head of Standards

Secretariat: Carly Allen (CA)

Professional Members: Lucy Tinniswood (LT)

Lay Members: Barry Hirst (BH), Yvonne Mackenzie (YM), Lee Wickham (LW)

Apologies: Janet Monkman – Registrar & CEO, Catherine Vaughan, Vishakha Tripathi

Minutes

Item	Subject	Notes	Responsibility	Deadline
1.	Welcomes and Apologies including etiquette	<p>The meeting was held via videoconference due to the Covid19 pandemic. In advance of the meeting, video etiquette was circulated to members.</p> <p>Janet Monkman, Catherine Vaughan and Vishakha Tripathi gave apologies.</p> <p>Catherine has now stepped down as a member of the Council due to ongoing work commitments and challenges.</p>		
2.	Declarations of Interest	<p>Declarations are provided annually by Council members.</p> <p>No new declarations of interest were declared.</p>		
3.	<p>A) Minutes of the meeting of 9th February 2021</p> <p>B) Action Log for the meeting of 21st June 2021</p>	<p>(Paper 1_Final Draft PUBLIC Meeting Minutes of 09.02.21)</p> <p>The minutes were agreed as an accurate record of the meeting held on 9th February, a copy of which was signed electronically by the Chair.</p> <p>(Paper 2_PUBLIC Action Log for 21.06.21)</p> <p>The action log was discussed and updated. Completed actions have been archived.</p>		
4.	Chair's Report to include feedback from Westminster Health forum event	<p>The Chair attended on behalf of the Academy, a Westminster Health Forum event which focussed on the Department of Health and Social Care consultation on Professional Regulation. Four key areas were covered:</p>		



	<ul style="list-style-type: none"> Governance and Operating Framework Education and Training Registration Fitness to practise <p>There will be another consultation about regulation within the healthcare system that will include non-statutory registration.</p> <p>The Chair has attended all the AHCS Management Board meetings, in role of non-Executive Director.</p>			
5.	<p>AHCS Update, to include</p> <p>A) Covid-19, including Shared Temporary Register</p> <p>B) HCS Registers</p> <p>C) Standards & Quality Assurance</p> <p>D) Communications and Marketing update</p> <p>E) Professional Standards Authority matters</p> <p>F) Revised CPD Audit Process</p>	<p>A set of slides was presented to the Council by the HORS to provide an update on recent activities of the Academy. The slides will be circulated with the minutes of the meeting. The Chair acknowledged that the slides are useful not only for the Academy but for the public too, and so are expected at every meeting for this item.</p> <p>Further to the information provided in the slides:</p> <p>Registration Council for Clinical Physiologists (RCCP) became a wholly owned subsidiary of AHCS from 1st June. Action: Registrar to ensure that AHCS Clinical Physiology registrants are reassured of their status with the Academy. Action: HORS to put note in next Registrant's Newsletter welcoming RCCP registrants.</p> <p><u>Communications and Marketing update</u> The Academy continues to work on its Strategic Communications and Marketing Plan. Recent activities include various meetings, newsletters and VOX, regular social media promotion and contact with universities offering courses to support the Practitioner Training Programme.</p> <p><u>Proposal for a Revised CPD Audit Process</u> The Council Members reviewed the proposed changes to the CPD Audit process and were happy to recommend that the audit process is tested and the proposal should go to the Academy's Regulation Board for approval.</p> <p><u>Standards of Proficiency</u> Action: HOS to share Standards of Proficiency review timeline with Chair then circulate to Council outside of meeting.</p>	<p>Registrar</p> <p>HORS</p> <p>HOS</p>	<p>31.08.21</p> <p>Next newsletter</p> <p>31.08.21</p>



6.	HCS Accredited Registers Work Plan	<p>(Paper 3_Work Plan 2020-21 - at 8 Jun 2021) HORS referred to the current work plan previously circulated to Council members.</p> <p>Action: Council accepted the plan and agreed the following amendments:</p> <ul style="list-style-type: none"> • ‘Incomplete Applications’ – there will be a change in the system that will support the Administration team in following up this group. It will be an automatic process. It was agreed that this item can come off the work plan as not relevant. • Work with IDSC to develop standards for STP to be taken off work plan. This comes under the AHCS Regulation Board work. • Non-accredited register Decontamination Science Register to be taken off work plan. This comes under AHCS Regulation Board work. 	HORS	30.07.21
7.	Any Other Business	No other business.		
		Next meeting: Monday 27 th September 2021		

Minute sign off sheet for the previous meeting:

Signature of Chair

Date of signature