



# HCS Registration Council

## Public Meeting

**Date: Monday 27<sup>th</sup> September 2021**

**Time: 13:45**

**Location: Videoconference**

### Attendance:

**Chair: Patricia le Rolland (Lay)**

**AHCS: Paul Lawton (HORS) – Head of Registration Services; HCS**

**Secretariat: Carly Allen (CA)**

**Professional Members:**

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

**Apologies: Janet Monkman – Registrar & CEO, Vishakha Tripathi, Lucy Tinniswood, Carol Graham, Elaine Jenkins**

## Minutes

Item	Subject	Notes	Responsibility	Deadline
1.	<b>Welcomes and Apologies including etiquette</b>	<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, Elaine Jenkins, Lucy Tinniswood and Vishakha Tripathi gave their apologies.</p> <p>The Council will be welcoming new member Carol Graham, who gave apologies for the meeting. She hopes to attend the Patient Safety workshop in October.</p>		
2.	<b>Declarations of Interest</b>	<p>Declarations are provided annually by Council members. No new declarations of interest were declared.</p>		
3.	<p><b>A) Minutes of the meeting of 21<sup>st</sup> June 2021</b></p> <p><b>B) Action Log for the meeting of 27<sup>th</sup> September</b></p>	<p><b>(Paper 1_Final Draft PUBLIC Meeting Minutes of 21.06.21)</b></p> <p>The minutes were agreed as an accurate record of the meeting held on 21<sup>st</sup> June, a copy of which was signed electronically by the Chair.</p> <p><b>(Paper 2_PUBLIC Action Log for 27.09.21)</b></p> <p>The action log was discussed and updated. Completed actions have been archived.</p>		
4.	<b>Chair's Report</b>	<p>The Chair is unable to attend the next Accredited Registers Collaborative (ARC) meeting, however the Registrar will be attending on behalf of the Academy</p>		



		<p>instead. <i>[post-meeting note: The Chairman, John Stevens attended on behalf of AHCS]</i></p> <p>Work surrounding the integration of the Registration Council for Clinical Physiologists (RCCP) within the Academy is ongoing. In October the non-Executive Directors of both boards are meeting, while the AHCS and RCCP staff will be meeting for a two-day team building workshop.</p> <p>All Council members have been invited to attend the annual joint workshop with the Regulation Board, which this year has a focus on Patient Safety. This is to be held on 27<sup>th</sup> October, with members of the AHCS Management Board also receiving an invitation. This event will be Chaired by the HCS Registration and Regulation Board Chair, Patricia le Rolland.</p> <p>The next issue of the HCS Leadership Journal will be released mid-November.</p> <p>The Chair has attended all the AHCS Management Board meetings, in the role of non-Executive Director.</p>		
5.	<b>AHCS Update</b>	<p>A presentation was made to the Council by the HORS, providing an update on recent activities of the Academy. The slides will be circulated with the minutes of the meeting as well as published on the website.</p> <p><u>Revisions to Scope of HSS Register</u></p> <ul style="list-style-type: none"> <li>• Stage 2 of the project plan will be taking proposals to HCS Registration Council and Professional Bodies Council, then the Regulation Board.</li> <li>• The Chair suggested the Academy needs to be doing more with the “Rose guide” tool.</li> </ul> <p><b>Action:</b> Council members were asked to analyse and contribute comments towards the outline outside of the meeting. Send to HOS and copy in the Chair.</p> <p><u>Healthcare Science Programmes</u></p> <ul style="list-style-type: none"> <li>• Council agreed that the AHCS should develop an accreditation process at programme level to enable registration.</li> </ul> <p><u>Quality Assurance</u></p>	All	11.10.21



		<ul style="list-style-type: none"> <li>GCRB – the Chair advised that the Registrar had recommended ratification of the decision to approve the registration of Genetic Counsellors who had been unable to undergo supervision. The Chair had ratified the decision and those individuals were now registered.</li> </ul> <p><u>Shared Temporary Register</u></p> <ul style="list-style-type: none"> <li>Will be closed as of 1<sup>st</sup> November.</li> <li>A joint statement will be put on website.</li> </ul> <p><b>Action:</b> A summary of the numbers that went through the STR to be provided at the next meeting.</p> <p><u>Professional Standards Authority</u></p> <ul style="list-style-type: none"> <li>HORS will be in discussions with the PSA regarding reaccreditation requirements and timescales for submission.</li> <li>Initially an assessment against new PSA Standard 1b – The Public interest Test, incorporating the benefits and risks associated with the roles undertaken by registrants. Potentially combine a review of the Risk Register alongside this assessment.</li> </ul> <p><u>Finance</u> Chair will be attending the Governance and Scrutiny committee that will be reviewing the finances to ensure that the work of the HCS Registration Council is properly reflected.</p> <p><b>Action:</b> Chair to feed back at next meeting.</p> <p><u>AHCS Organisational Review</u> The Chair informed Council members that the review was initiated due to the merger with RCCP. The Registration Council Chair will be chairing the Regulation Governance task and finish group and the outcomes of the task and finish groups will be shared with the Council members.</p>	CEO	Feb 2022
6.	<b>HCS Accredited Registers Work Plan</b>	<p>The Council reviewed and discussed the Work Plan. Items no longer relevant to the Council had been removed as per discussions at the last meeting.</p> <p><u>HCS Registrant Survey</u> The Council is keen to have a finalised Communication and Marketing plan so that a registrant survey can be undertaken. The Council is keen for the survey to be completed by the end of the financial year.</p>	Chair	Feb 2022



		<p><u>Review scope and extent of Higher Specialist Scientist Register</u> Council members cannot consider this review as it has not yet been received. To be sent via email prior to December for comment by Council members.</p> <p><u>CPD Audit</u> The Council decided that that CPD audits should resume, although it was recommended that a 'light touch' approach should be adopted. Requests for information should only be those absolutely necessary for the process. HORS reported that Higher Specialist Scientists &amp; Medical Illustrators were the next registrants scheduled to be audited, which would be undertaken using the current system processes. The revised approach to CPD audit will be developed alongside the current process and introduced in 2022.</p> <p><u>Annual Report</u> The Chair requested information regarding the next Annual Report be provided as soon as possible, and to be notified if required to write a piece.</p> <p><b>Action:</b> HORS to update the workplan following the above discussions.</p>	HORS	30.11.21
7.	<b>Any Other Business</b>	No other business.		
		<b>Next meeting:</b> 22 <sup>nd</sup> February 2022		

**Minute sign off sheet for the previous meeting:**

**Signature of Chair** \_\_\_\_\_

**Date of signature** \_\_\_\_\_