

## RCCP Board Meeting Minutes

Monday 8<sup>th</sup> June 2020, 10:00am – 1:00pm

*Remote Microsoft Teams Video Call*

<u>Present:</u>	<u>Referenced:</u>
<p><b>Paul Burgess (PBU)</b>, Chair, Director  <b>Gillian Adams (GA)</b> Director, Deputy Chair  <b>Michael Guthrie (MG)</b> Interim CEO  <b>Kelly St. Pier (KStP)</b> Registrar, Director  <b>David Mead (DM)</b> Treasurer, Director  <b>Joy Tweed (JT)</b> Director, Education and Professional Standards Chair  <b>Lizanne Steenkamp (LS)</b> Education and Professional Standards Officer  <b>Amanda Orchard (AO)</b> Director, Lay Member  <b>Peter Bill (PB)</b> Lay Member</p> <p><i>Observers/RCCP Staff Members:</i>  <b>Louise Appleby (LA)</b> PSA  <b>Dan Scott (DS)</b> PSA  <b>Zoey Harries (ZH)</b> Office Manager</p>	<p>Kam Kandola (KK), Legal Advice  Jude Savage (JS), Deputy Registrar and Systems Analyst  Marketa Nyklova (MN), Finance and Administration Assistant</p> <p style="text-align: center;"><u>Key:</u></p> <p><b>Action Urgent/Priority Actions to be followed up. To email board/ZH on completion.</b>  <b>Action Important to be completed by next meeting.</b>  <b>Action To be completed in due course.</b></p>

Item:	Agenda Item:	Details:
1	<b>Welcome and Introductions</b>	<p>A warm welcome to LA and DS from the PSA observing the Board Meeting today as part of RCCP's Annual Accreditation Review.</p> <p>An introduction and welcome to MG, joining RCCP as an Interim Chief Executive Officer on an initial 3 month contract.</p>
2	<b>Apologies</b>	None
3	<b>Declaration of Interests</b>	None
4	<b>Minutes of last meeting</b>	<p>March board meeting minutes accepted.</p> <p><b>Action (ZH):</b> Upload meeting minutes on the RCCP website.</p>
5	<b>Action Log</b>	<p>Outstanding Actions reviewed.</p> <p>RCCP collaboration with the Academy progressing positively.</p> <p><b>Action (MG):</b> To submit a report to the Board on 26<sup>th</sup> June 2020.</p>

### RCCP Office

	<p><b>Action (KStP &amp;LS)</b></p> <p><b>Action (MG, JT, KStP)</b></p> <p><b>Action (ZH)</b></p> <p><b>Action (DM)</b></p> <p><b>For review at the next Meeting:</b></p>	<p>Review at the next Board Meeting how RCCP can better engage with BAA and increase educational audiologist numbers on the register.</p> <p>To discuss incentive options for panel members/assessors.</p> <p>To draft a RCCP Operating Manual.</p> <p>To present financial policies at the next Board meeting for adoption.</p> <p>Items to be revisited following COVID-19:</p> <ul style="list-style-type: none"> <li>• RCCP Communication Plan</li> <li>• The recruitment of Finance Assistant</li> </ul>
6	<b>Matters arising (not covered elsewhere)</b>	None
7	<b>Correspondence</b>	<p>Correspondence received from the PSA regarding a review of the Accredited Registers Programme.</p> <p>Next steps to be issued on 18<sup>th</sup> June 2020.</p> <p>PBU advised that RCCP is happy to support and contribute to the review.</p> <p><b>Action (MG):</b> To engage and assist as required.</p>
8	<b>Chair Report</b>	<p><b>Recruitment for CEO</b> MG (interim CEO) started on 27<sup>th</sup> April 2020 on an initial 3 month contract. Recruitment for a permanent CEO is on hold.</p> <p><b>HR &amp; Resources Committee</b> To be formed to scrutinise resource costs and manage good governance prior to Board approval. Committee members include: PBU, GA, MG &amp; DM.</p> <p><b>Action (ZH):</b> To arrange the first HR &amp; Resource Committee (HARC) in the next few weeks.</p> <p>The ultimate decision making and overall responsibility still remains with the Board.</p> <p><b>Action (GA/PBU/MG/DM):</b> To finalise the HARC TOR and circulate to the Board for agreement.</p>

	<b>Action (ZH):</b>	To send the final HARC TOR to the PSA.
9	<b>Chief Executive's report</b>	<p>MG summarised the CEO Report, with the following key points:</p> <p>Renewal update. Latest statistics show 4932 registrants have fully renewed for 2020/2021. The outstanding numbers for follow-up include: 507 paid registrants, with just the annual form to complete with 107 registrants who have not paid. The HQ Admin Team was thanked for supporting throughout the renewal period.</p> <p>New database project progressing really well and in accordance to the timetable.</p> <p>Due to the impact of COVID-19 and following the last Board Meeting, a temporary shared register was discussed and agreed to be hosted by AHCS. RCCP sent confirmation to its Educational Institutions and advertised the register on social media and website. However, RCCP has only received one enquiry from a student so far.</p> <p>It is understood that the temporary shared register will be posted on the AHCS website in the next couple of weeks.</p> <p><b>Action (MG):</b> To follow up with AHCS and keep the Board updated.</p> <p>It was noted that there may be increased numbers of reactivations due to national funding now offering financial support for the recruitment of new staff members.</p>
10	<b>Risk Assessment Review</b>	<p><b>Action (KStP):</b> To add risk: 'lack of AC panel members' engagement due to a lack of incentives' to the registrant risk register.</p> <p><b>Action (KStP/MG/ZH):</b> To review the COVID-19 risks for both the registrant and organisational risk registers and circulate to the Board for approval.</p> <p><b>Action (ZH):</b> To send the updated registers to the PSA.</p>
11	<b>Registrars Report</b>	<p>KStP summarised the Registrar Report, with the following key points:</p> <p>The renewal collection is progressing positively and we are aiming to have under 300 registrants to remove from the register at the end of July.</p> <p>It was noted and discussed that cardiology registrants are</p>

	<p><b>Action (GA, MG, KStP, ZH):</b></p> <p><b>Action (MG, KStP, KK):</b></p> <p><b>Action (ZH):</b></p> <p><b>Action (ZH):</b></p> <p><b>Action (MG &amp; KStP):</b></p>	<p>declining.</p> <p>The overall reason for deregistration varies greatly, with retirement featuring as a common cause.</p> <p>Fitness to practice case update provided, including how COVID-19 has impacted investigations. JS to take over from KStP in the coming months to support ZH with the complaints administration.</p> <p>The next Assessment Committee Panel Meeting will be held in June 2020.</p> <p>New AC Panel Members required to assist with the quick scheduling of meetings.</p> <p>To engage professional bodies and recruit new AC members.</p> <p>RCCP's Complaints Procedure document requires updating.</p> <p>To update the Complaints Procedure.</p> <p>To send out to the Board to review before the Board Briefing on 8<sup>th</sup> July 2020.</p> <p>To send the updated complaints procedure to the PSA.</p> <p>RCCP's CPD Audit 2019 received board agreement for closure this year due to COVID-19.</p> <p>A concern regarding to COVID-19 related fitness to practice cases was raised in relation to the lack of CPD follow-up. However, it was noted that there is not a proven link between maintaining CPD and being 'fit to practice'.</p> <p>To discuss and agree whether 'incomplete' or 'non-response' registrants are automatically added to the next CPD audit.</p> <p>Thanks given to KStP for the comprehensive CPD report provided to the Board.</p> <p>Thanks issued to the CPD Assessors who have supported RCCP during the 2019 CPD Audit.</p>
12	Financial	<p>Reviewing the Management Accounts, RCCP is slightly behind budget but overall in-line with the budget for the year.</p>

		<p>The Management Accounts were read and accepted by the Board.</p> <p>The new HARC will review the Annual Accounts in July 2020.</p> <p>The database project is progressing well. Both parties (Fortesium and RCCP) have signed a high level project plan which will provide many benefits to streamline our current system. The website is being reviewed, with particular focus on the use of language and becoming more 'user friendly'.</p>
13	<p><b>Professional Standards and Education Committee</b></p> <p><b>Decision:</b> The new pathway for international applications was formally agreed.</p> <p><b>Decision:</b> Fee structure agreed for 1 September 2020.</p> <p><b>Action (LS/JT):</b> To discuss the revised proposal with the PSE Committee in July.</p> <p><b>Action (ZH):</b> To advertise the application freeze on the website and in the July Newsletter.</p> <p>Thanks given to LS for all of her work for the PSE Committee.</p> <p>PBU thanked the PSA for joining us today.</p>	<p>Revised proposal for application pathways and suggested fee structure discussed.</p>
12:07pm	Break	<i>PSA Left the meeting.</i>
14	AOB	<p>Premises review discussed.</p> <p><b>Decision:</b> To remain in the current office following a cost comparison and due to flexibility. To be reviewed at a later date.</p> <p>New HR Contract discussed.</p> <p><b>Decision:</b> Agreed by the Board.</p> <p><b>Action (ZH):</b> Send contract and information to MG.</p> <p>New Advisory Council discussed.</p> <p><b>Decision:</b> The formation of an Advisory Council is on hold pending the collaboration with the AHCS.</p>

	<b>Action (MG, PBU &amp; ZH):</b>	To create an agenda and schedule a meeting with the professional bodies to increase engagement.
<b>15</b>	<b>Date and time of next meeting</b>	8 <sup>th</sup> July, 15 <sup>th</sup> September, 14 <sup>th</sup> December