

RCCP Board Meeting Minutes

Tuesday 15th September 2020, 10:00am – 1:00pm

Remote Microsoft Teams Video Call

<u>Present:</u>	<u>Referenced:</u>
<p>Paul Burgess (PBU), Chair, Director Gillian Adams (GA) Director, Vice Chair and HR and Finance Committee Chair Michael Guthrie (MG) Interim CEO Kelly St. Pier (KStP) Registrar, Director David Mead (DM) Treasurer, Director Joy Tweed (JT) Director, Education and Professional Standards Committee Chair Lizanne Steenkamp (LS) Education and Professional Standards Officer Amanda Orchard (AO) Director Peter Bill (PB) Lay Member</p> <p><i>Observers/RCCP Staff Members:</i> Zoey Harries (ZH) 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>Priority Action 1 Urgent/Priority Actions to be followed up. To email board/ZH on completion.</p> <p>Priority Action 2 Important to be completed by next meeting.</p> <p>Priority Action 3 To be completed in due course.</p>

Item:	Agenda Item:	Details:
1	Welcome and Introductions	
2	Apologies	None
3	Declaration of Interests	None
4	Minutes of last meeting	June and July Meeting Minutes accepted.
	Action (ZH):	Upload meeting minutes on the RCCP website.
5	Action Log	Outstanding Actions reviewed and updated.
	Action (ZH):	Update action list and colour code to highlight key priorities.
6	Matters arising (not covered elsewhere)	None
7	Correspondence	None

8	<p>Chair Report</p> <p>Action (New CEO):</p> <p>Action (PBU/GA/JT):</p> <p>Decision:</p>	<p>NED Appraisals Completed and extremely positive. Training opportunities to be discussed. NED's encouraged to attend Equality and Diversity training if they have not already done so via Peninsula.</p> <p>Staff Training PBU open to discuss and agree relevant courses in accordance with the budget.</p> <p>Staff Appraisals Outstanding and to be addressed by the interim CEO (once appointed).</p> <p>Recruitment for CEO RCCP has received an excellent response from the job advertisement. PBU/GA & JT will consult with the Board regarding second interviews.</p> <p>GA & JT Term of Office Board agreement received to extend GA and JT's term of office on the Board as non-executive directors for a year.</p>
9	<p>Chief Executive's report</p> <p>Action (AO):</p>	<p>MG summarised the CEO Report.</p> <p>MG's Interim CEO contract ended 31st August 2020 and from 1st September 2020, MG is acting as an Advisor to the Board.</p> <p>RCCP collaboration with the Academy discussed and MG reported positive progress.</p> <p>RCCP updated the PSA in regards to our discussions with AHCS and have agreed in principle an extension to RCCP's accreditation.</p> <p>Engagement with Stakeholders and Registrants is a priority over the next quarter.</p> <p>To create a communication and engagement strategy.</p>
10	<p>Risk Assessment Review</p> <p>Decision:</p>	<p>Updated COVID-19 registers reviewed and agreed.</p> <p>Trusts to advise registrants on specific local COVID-19 risks.</p> <p>It was noted that any future changes will be highlighted in a cover note.</p>

		<p>The COVID-19 pandemic and changing times require the registers to be frequently reviewed and amended as required.</p> <p>To send the updated registers to the PSA.</p>
	Action (ZH):	
11	Registrars Report	<p>KStP summarised the Registrar Report, with the following key points:</p> <p>During a challenging time (COVID-19) RCCP has positively completed this year's annual renewal of registrations.</p> <p>Congratulations from the Board to Marketa and Zoey (RCCP Admin Team) for supporting and reducing de-registrations.</p> <p>Voluntary de-registration reasons varied, but primarily was due to retirement, non-payment and incomplete renewal form.</p> <p>RCCP has experienced an increase in new applications and re-activations in 2020 so far.</p> <p>Open FtP cases are progressing positively although have and may still external delays due to COVID-19.</p> <p>No further Assessment Committee panel members are required at this stage.</p> <p>FtP resource to be discussed and reviewed to help expedite proceedings further</p> <p>The CPD audit is nearing to a close, with any registrant found to have met less than 3/5 of the CPD Standards to resubmit their CPD profile by 31st October 2020 for a 2nd assessment.</p> <p>The Registrar and Professional Education and Standard's Committee is exploring a new modality: Clinical Exercise Physiologists (CEP). Discussions to continue.</p> <p style="text-align: right;">Decision: Procedure for Publication of RCCP Registrant Names agreed by the Board.</p>
12	Financial	<p>Reviewing the Management Accounts, RCCP is in-line with the budget for the year.</p> <p>The Management Accounts were read and accepted by the Board.</p>

		<p>The new HR and Finance Committee reviewed the Annual Accounts in July 2020.</p> <p>The database project is still progressing well. Now entered the final testing phase and on-track for the scheduled go-live in October 2020.</p> <p>Special thanks given to Jude Savage (Deputy Registrar and System Analyst) for all of her work whilst leading on the project, including the additional days invested to ensure the project is delivered on time.</p> <p>It was noted that RCCP now has a supplier contract register detailing all of RCCP's supplier contract information.</p> <p>Decision: 'Financial authorisations policy' approved by the Board. Decision: 'Reserves and investment policy' approved by the Board. Decision: 'Contingency fund' agreed by the Board.</p> <p>Action (DM): To provide notice on the RCCP Office from 1st October 2020.</p>
13	Professional Standards and Education Committee	<p>It was noted that video call meetings has helped to increase attendance and engagement with professional bodies.</p> <p>Discussion regarding the possible future recognition of accreditation of level 6, credited Master courses.</p>
14	AOB	<p>The Board reviewed the premises and following discussion, the Board agreed that due to the success of remote working RCCP will provide notice on the RCCP offices based in Droitwich.</p> <p>Decision: To provide notice on the RCCP Head office from 1st October 2020.</p>
15	Date and time of next meeting	<p>4th November HR & Finance Committee 20th November PSE Committee 14th December RCCP Board Meeting</p>
Close	12:48pm	