

RCCP Board Meeting Minutes

Monday 14th December 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 Mark Rawden (MR) 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 Michael Guthrie (MG), Advisor to the Board</p> <p><i>Observers/RCCP Staff Members:</i> Zoey Harries (ZH) Office Manager</p>	<p>Jude Savage (JS), Deputy Registrar and Systems Analyst Marketa Nyklova (MN), Finance and Administration Assistant Deborah Fajoye (DF), Fitness to Practise Investigation Case Manager</p>

Item:	Agenda Item:	Details:
1	Welcome and Introductions	Welcome and thanks to everyone for their continued support and hard work.
2	Apologies	None
3	Declaration of Interests	None
4	Minutes of last meeting	September Board Minutes accepted.
	Action (ZH):	Upload meeting minutes on the RCCP website.
5	Action Log	Outstanding Actions reviewed and updated.
	Action (ZH):	Discussion regarding how RCCP can engage more with BAEA and increase educational audiologist numbers on the register. Item to be added to the next board meeting agenda. Update action list and colour code to highlight key priorities.

6	Matters arising (not covered elsewhere)	Update on office closure. New PO Box correspondence address from 1 January 2021.
7	<p>Correspondence</p> <p>Action (ZH/PBU):</p> <p>Action (Ks.P & LS):</p> <p>Action (MR):</p>	<p>PSA renewal of accreditation correspondence received.</p> <p>To circulate last year's renewal notification letter and outstanding actions required for accreditation.</p> <p>To discuss and complete the notification of change form to bring together the RCCP and AHCS registers.</p> <p>To coordinate the renewal and incorporate the notice of change.</p>
8	<p>Chair Report</p> <p>Action (MR):</p> <p>Action (ZH):</p> <p>Action (DM):</p> <p>Action (ZH):</p>	<p>AR Revised Annual Consultation, Alan Clamp</p> <p>Document circulated to the Board for comment.</p> <p>To submit a RCCP response by 1st February 2021 incorporating comments from the Board, PSE Committee and following consultation with the AHCS.</p> <p>To add an item on the next agenda to discuss.</p> <p>It was noted that the PSA has increased its renewal fee and that this would need to be updated on the budget.</p> <p>To update the budget with the revised PSA renewal fees.</p> <p>Due to a busy time of transition, it was agreed to schedule monthly Board meetings to update on the progress of outstanding actions.</p> <p>To send out a doodle poll to arrange Board Meetings for the new year.</p>
9	Treasurer's report	<p>DM summarised the finance reports.</p> <p>Management Accounts: RCCP is in-line with the budget for the year. Key points noted:</p> <ul style="list-style-type: none"> • There will be a reasonable surplus for the year. • Project costs have been listed as fixed assets. • RCCP will stop paying premises costs from 1st January 2021. • Current budget is a 'business as usual' projection. <p>Action (DM): To work with the ACHS to create a joint working budget.</p>

		<ul style="list-style-type: none"> RCCP Directors are responsible for the Head of Terms. Outstanding database costs to be covered by RCCP and not transferred to the ACHS following the agreement of a merger. <p>Action (MR): To check if the ACHS intend to use RCCP's new database. If not, to find out if the CPD portfolio can be transferred over to their system.</p> <ul style="list-style-type: none"> Finance and HR Committee to meet in January to sign off the budget and discuss the renewal fee. A joint decision to be made on the fee with ACHS. Working from home allowance to be discussed further. <p>Action (DM): To present a proposal to the Board in relation to a working from home allowance, following review at the next Finance and HR Committee meeting.</p>
10	Registrars Report	<p>KStP summarised the Registrar Report, with the following key points:</p> <ul style="list-style-type: none"> The new database provides more accurate and reliable statistics. All modalities have seen a slight increase in new registrations, although the figures are fairly static. 2 cases have closed since the last Board Meeting. 1 case requires a short hearing in the new year. FtP needs to be audited as part of our PSA accreditation. DF has joined RCCP as a FtP Investigation Case Manager. Additional FtP support to be provided to ensure cases are progressed timely. <p>Action (MN): MN to deactivate non-compliant CPD Audit registrants.</p> <p>It was noted that any shared budgetary information needs to be censored and encrypted as required.</p> <p>Decisions: MR agreed to act as RCCP Data Protection Officer, effective immediately. MR to cover the Registrar role following Ks.P leaving RCCP on 3/1/21. JT & MR to work together with DF & ZH to progress FtP cases.</p>

		JT & PBU thanked Ks.P for all of her contribution during her time with RCCP within the role of Registrar and Director.
11	<p>Risk Registers</p> <p>Action (MR & ZH):</p> <p>Decision:</p>	<p>To update the risk registers and provide a cover note to the Board to highlight any changes.</p> <p>AO agreed to oversee Data Breach Investigations.</p>
12	<p>Interim CEO Report and Update on AHCS Collaboration</p> <p>Action (MR):</p>	<p>MR will continue to send weekly detailed operational reports to the Board.</p> <p>The meeting with Professional Bodies in regards to the collaboration with the AHCS was positive, with all parties in support of the merger.</p> <p>New project management software 'Wrike' has been purchased and MR/ZH will set-up the system with outstanding project actions and will be advising the Board regarding training documentation.</p> <p>Unintended consequences from collaboration talks discussed, including possible affects to registrants renewing registration in 2021, deciding the renewal fee, registrants registered with both registers.</p> <ul style="list-style-type: none"> • Merger communication to be extended to Higher Education Providers. • To open a Q & A session. • To establish working groups with AHCS in January. • To circulate the professional body/registrant survey to the Board for information.
13	<p>Professional Standards and Education Committee</p> <p>Action (JT & LS):</p>	<p>JT reported that the PS&E Committee had a brief but useful meeting 20 November 2020.</p> <p>There is a general worry about placements and the ability for students to be able to gain practical experience required for their courses during the covid-19 pandemic.</p> <p>JT & LS to discuss how RCCP can support students and Hel's in Jan/Feb 2021.</p>

		<p>Previous Board actions allocated to JT/LS are on hold pending further discussions with AHCS regarding collaboration.</p> <p>Action (MR): To discuss the continuation of the PS&E Committee following the merger.</p>
14	AOB	None
15	Date& time of next meeting	20 January 2021. HR and Finance Committee: 6 th January 2021.