

RCCP Board Meeting Minutes

Tuesday 31st March, 10:30am – 1:30pm

Remote Microsoft Teams Video Call

<p style="text-align: center;"><u>Present:</u></p> <p>Paul Burgess (PBU), Chair, Director Kelly St. Pier (KSP) Registrar, Director David Mead (DM) Treasurer, Director Gillian Adams (GA) Director, Deputy Chair Joy Tweed (JT) Director, Education and Professional Standards Chair Amanda Orchard (AO) Director, Lay Member</p> <p><i>Observers/RCCP Staff Members:</i> Zoey Harries (ZH) Office Manager</p>	<p style="text-align: center;"><u>Apologies:</u></p> <p>Lizanne Steenkamp (LS) – Education and Professional Standards Officer Peter Bill (PB) – Lay Member</p> <p style="text-align: center;"><u>Referenced:</u></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>Action Urgent/Priority Actions to be followed up. To email board/ZH on completion. Action Important to be completed by next meeting. Action To be completed in due course.</p>
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Item:	Agenda Item:	Details:
1	Welcome and Introductions	
2	Apologies	LS & PB
3	Declaration of Interests	None
4	Minutes of last meeting	January board meeting minutes accepted.
	Action (ZH):	Upload meeting minutes on the RCCP website.
5	Action Log	Updated Data Protection Policy adopted. Report from Pete Byrom acknowledged. It was noted that registrants had deregistered for a multitude of reasons. RCCP Communication Plan temporarily on hold due to resource requirements. PBU confirmed that RCCP is legally constituted as a CIC and is

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		not required to amend the companies articles of association. The members of RCCP are the Board Directors.
6	Matters arising (not covered elsewhere)	None
7	Correspondence	Correspondence exchanged with RCT and the Academy in relation to working collaboratively with a MoU. COVID-19 support and FAQ information shared with registrants by email, website and social media. Renewal fee increase letter emailed to all active registrants in February 2020.
8	Chair Report Action (PBU/JT/GA):	Recruitment for CEO RCCP is seeking an interim CEO to assist operationally. To progress recruitment and update the Board. PSA Reaccreditation Summary of RCCP's SPA renewal and current focus to review the risk matrixes in detail. PBU reminded the Board of the importance and responsibility of keeping the risk registers up to date and especially in today's climate (COVID-19).
9	Risk Assessment Review Action (PBU):	The organisation and registrant risk registers were reviewed in detail, item by item and amended accordingly. Action (PBU): To send the PSA the updated registers.
10	Registrars Report Action (Ks.P/LS): Decision: Action (DM/ZH): Decision: Action (AO):	Summary of Registrar Report including statistics showing an increase of new registrants. Action (Ks.P/LS): Review at the next Board Meeting how RCCP can better engage with BAA and increase educational audiologist numbers on the register. Decision: To extend KK contract for a further 3 months. To review in June. Action (DM/ZH): To communicate and confirm with KK. Decision: JS to allocate one day per week to fitness to practice and to work alongside KK and ZH progressing outstanding cases. Action (AO): To communicate change to JS and review after 3 months. Discussed the need for incentives for fitness to practice panel members and how the lack of engagement can delay proceedings and influence the time invested, which can impact

	<p>Action (Ks.P):</p> <p>Decision:</p> <p>Decision:</p> <p>Action (ZH):</p>	<p>the panel's assessment and final decision.</p> <p>To investigate incentive options and add to the registrant risk register.</p> <p>Assessment Committee Guidance Notes approved.</p> <p>RCCP Consensual Disposal of Cases Guidance Notes approved.</p> <p>To email the approved guidance notes to the PSA.</p> <p>CPD Audit summary provided. It has now closed (earlier than scheduled due to COVID-19). Registrant's who submitted CPD requiring amendment will be automatically entered into RCCP's 2021 CPD audit.</p>
11	<p>Marketing, PR and Communications</p> <p>Action (AO/ZH):</p> <p>Action (AO):</p>	<p>Communication plan and recruitment on hold due to COVID-19</p> <p>Newsletter to be issued quarterly after review and in consideration of content requirement.</p> <p>To update the 3 month/12 month communication plans are share with the PSA.</p> <p>To prepare a marketing and communication policy for the next board meeting.</p>
12	<p>Head Office Operational</p> <p>Action (ZH):</p> <p>Action (ZH):</p> <p>Action (ZH):</p>	<p>Extra resource required for renewals. JS & MN will be working additional days to support over the next couple of months.</p> <p>To circulate a crib sheet.</p> <p>To produce a timeline of annual activity and actions.</p> <p>To start drafting a RCCP Operating Manual.</p>
13	<p>Financial</p> <p>Action (All):</p> <p>Action (DM):</p> <p>Action (DM):</p>	<p>Plummer Parsons are currently preparing the 2019 annual accounts with a target to formally sign off at the June board.</p> <p>To email DM by COP this week regarding any feedback in relation to the circulated proposed Director's Report.</p> <p>DM advised that RCCP has seen a positive variance this year in relation to our budge, with healthy reserves.</p> <p>The recruitment of a Finance Assistant is on hold due to COVID-19 .</p> <p>To review the recruitment of Finance Assistant at the next board meeting.</p> <p>Database project is progressing well.</p> <p>To formally sign agreement with Fortesium when the commercial documents are sent by Fortesium.</p> <p>Board agreed for RCCP to enter into a formal contract with Fortesium with an agreed implementation cost of £30,000.</p>

	<p>Action (DM/AO):</p> <p>Action (DM):</p> <p>Action (PBU/GA):</p>	<p>To review, update and produce (as required) RCCP Financial Policies and prepare a report for the next meeting summarizing the changes, including the finance authorisation limits.</p> <p>Discussed how the RCCP renewal period could be affected by COVID-19 and ZH advised on having a split payment plan as an option if/as required.</p> <p>Office outlay cost discussed and to be reviewed over the next couple of weeks. DM to negotiate a reduction in the office rent for the period April-June and to look at longer term options to reduce costs including staying in the current RCCP offices or relocating to reduce outgoing expenditure.</p> <p>To review and consult with staff and NED's.</p>
14	RCCP New governance structure	Discussed
15	Professional Standards and Education Committee Action (LS/JT/ZH/JS):	<p>Proposal for application pathways and suggested fee structure discussed and agreed in principle.</p> <p>To discuss implementing the processes and updating the database accordingly.</p>
16	AOB	The board noted that under company law there is no legal requirement to have an annual general meeting
17	Date and time of next meeting	8 th June, 15 th September, 14 th December