

NRCPD Board Meeting 27 September 2016

Present

Liz Duncan (Chair), David Wolfenden, Frank Harrington, Sarah Haynes, Heather Fiskin and Lesley Weatherson.

In Attendance

Alan Peacock , Heidi Doyle and Lindsay Foster (Signature)

Apologies

None

Communication Support

Darren Townsend and Peter Shilston (SLI) and Lisa Cordaro (STTR)

Declarations of interest

1. There were no declarations of interest.

Chair's remarks

2. The Chair welcomed the Board and attendees. She had received no items of any other business.

Director's remarks

3. The Director formally welcomed Heidi Doyle who has been recruited to cover the role of Registration Service Manager whilst Kate Price is on maternity leave.
4. The Director informed the board that the agenda was in a slightly different order to what would normally expect as LF is here for discussions on finance, governance and recruitment of lay chair and lay members before having to leave the meeting early.

Finance and Governance

5. LF explained that the Signature board and the business services at Signature have been looking at creating two budgets to create a financially viable group with the cross charges in that Signature would expect to charge NRCPD for the services they would use as a trading subsidiary of Signature. In addition significant reserves would need to be accumulated to ensure it can cover minimum requirements for staffing, engaging in contract services and dealing with and financing any significant complaints.
6. LF informed the board that they are now looking at setting up NRCPD as a subsidiary from 1 January 2017. The NRCPD proposed budget up until year end 31 December 2017 was broken down and explained.
7. The Director confirmed that he could run NRCPD on the proposed budget for a one year period.
8. The Director also stated that he had copied over the fees options appraisal from the last meeting. In order to achieve the net surplus in the proposed budget a 10% rise in registration fees had been assumed across the board. The Director asked for the board members views on the budget and the suggested rise in registration fees.
9. Members of the board raised questions regarding the budget and in particular the surplus amount and some items of the overhead costs. Timescales of gaining independence and legal costs were also questioned. The Chair explained that working towards independence would allow both organisations time to develop their structure and finances putting them in a stronger position. LF stated that the budget is achievable if managed. NRCPD would have the backing of Signature until in a position to be independent. A delay would be caused if financial viability and a governance structure was not in place.
10. Members of the board raised concerns regarding the effects the rise of fees would have on smaller groups.

11. The Director explained that the 10% rise in fees would help build up reserves and speed up separation. The situation would need to be looked at again later on in 2018.
12. The Chair asked for recommendations from the board regarding the rise in fees and the proposed budget. The chair stated that she would recommend back to the Signature board that afternoon that transparency is needed in relation to rise in fees. Chair agreed to feed back agreement to increase in fees and support the proposed budget but would also note the concerns that were raised.
13. The Director put to the board the question of a reduction in fees for interpreters, as a number of written representations had been received by NRCPD. Following concerns raised the Chair noted that there is a need to analyse what registrants receive for their fees internally. The Director agreed to take back to those who made the representations that this would form part of the strategic review.
14. The Director updated the board on the recruitment of three lay members. Five applicants were being put forward to the Signature board and aiming to have in place for the November board.

Minutes of last meeting

15. LW requested that the minutes be amended to reflect her apologies which were not received. NRCPD would update.
16. The minutes were approved and signed off.

Status report

17. The Director gave an overview of where we are in terms of NRCPD staff, complaints, registrant numbers and highlighting the new data of new and returning registrants.
18. The Board suggested that some form of forecasting in light of NRCPD aiming for independence needs to be done. The Director confirmed that some

forecasting had been done on registrant numbers and was factored in for the purpose of the proposed budget.

Communications

19. The Director updated the Board regarding meetings with external bodies since the last Board meeting in July – VLP, Heriot Watt and Practitioners Forum. Minutes from the third meeting are still to be finalised.
20. The Director put forward a point raised from the Heriot Watt meeting that some of their graduates had expressed an interest in doing some additional training in the TSLI category.
21. Members of the board agreed that if they show they can meet the standards set out by the National Occupational Standards then they should be eligible to register. However concerns were raised as to why students felt they were not ready.
22. The consensus of the Members was that mapping needs to be revisited to ensure the level of qualification reflects the level of skill required. The Director agreed to go back to Signature colleagues to discuss.
23. All Board members agreed that the graduates from Heriot Watt would all need to register as RSLIs once qualified.
24. The Board members also raised a concern in regards to VLP as to why NRCPD registration is not recommended. Requested that this be raised with VLP. The Director agreed to make this point at the upcoming ASLI Conference.
25. The Director apologised for not bringing details of complaints to the board but has had conversations with VLP, Practitioners Forum and others regarding transparency of complaints. Suggested that case summaries in respect of trends be set out in reports but not publicized on the website. The Director suggested that a brief summary of each complaint and what the breach of code was is brought to the next meeting.

26. Following discussions the Board members also suggested that the following be ascertained for the next board:

- a). Data regarding where complaints originate from
- b). Tracking of the cost of complaints for the purpose of forecasting for the future
- c). The logging /documenting of a concern being raised

Any other business

27. The Director informed the board of the request received from 360 Degree Supervision for public recognition of the course in order to publicise on the NRCPD website.

28. The Board members agreed that this should be part of Signature's role and not NRCPD as a regulator. The Director agreed to take this back to Signature for discussion and to encourage them to liaise with 360.

29. A review into CPD was requested for November board. The Director stated that he would be focusing on bringing a draft strategic plan to the board but agreed to look into this.

Date of next meeting

The next NRCPD Board meeting would take place on 22 November 2016.