

Meeting of NRCPD Board 14 March 2012

**Board Members Present:** Huw Vaughan Thomas (Chair), Craig Crowley, Katherine Phipps, Ross Trotter, Jenny White, Sandra Verkuyten

**Secretariat:** Paul Parsons, Angela Nunn

**Speech to Text Reporter:** Jean Gough

**Sign Language Interpreters:** Peter Shilston and Darren Townsend-Handscomb

**1. Apologies**

Apologies were received from Michael Guthrie.

**2. Declarations of Interest**

None

**3. Chairman's Remarks**

None recorded.

**4. Minutes of Meeting**

The minutes of 9 November 2011 were accepted as a correct record.

**5. Matters Arising**

**Revalidation:** It was agreed that the total number of hours of CPD activities should be reduced from 35 to 30 amounting to five full days training (at 6 hours per day). CPD to be phased in over three years as follows: 12, 24, 30 hours.

All other matters arising are included on the agenda.

**6. Correspondence**

A paper outlining three items of correspondence was circulated to members.

**Item 1:** letter from Heriot-Watt is to be discussed under agenda item 9.5.

**Item 2:** letter from Visual Language Professionals in which a request was made to NRCPD board to reconsider its decision to introduce revalidation on a compulsory basis. Members discussed the letter and agreed a response. Both letters will be published under the publication scheme. The chair will finalise the wording and sign off.

**Item 3:** proposal from ACSW/NATED received about setting up a register for CSWs. Members agreed that an approach to this should be discussed as a substantive item at the July meeting. Members requested a proposal for a process that would allow detailed analysis to be undertaken of the role and definition of CSWs to enable NRCPD to make an informed decision. As part of the process members agreed to invite comment from stakeholders and the public on the issue.

## **7. Operational Matters**

In this section the board discusses sensitive information about complaints and other procedural matters. This information is exempt from publication.

## **8. Governance**

### **8.1 Review of Code of Conduct**

It was proposed that the Code of Conduct is reviewed to reflect the strategic decisions made by the board in the last two years and to address weaknesses identified while implementing it.

Members agreed to set up a working group, chaired by Michael, to review the code. Michael to be informed that Sandra and Jenny have offered their assistance to the working group. Standards Advisors and lay people will also be engaged in the review.

## **9. Strategic Objectives**

### **9.1 Criminal Record Check procedure**

It was agreed that funding is made available to engage an expert possibly with legal experience to create a policy and process for CRB checking for communication professionals. A draft proposal, taking into account the forthcoming changes in the law in this area, to be considered at the November board meeting. The proposal to include

- exclusion from the register applicants who are barred from working with children and vulnerable adults;
- clear guidelines on which disclosed convictions make an applicant ineligible to register;
- a process for considering such cases; and
- a process for appealing decisions.

### **9.2 NRCPD website launch**

The new NRCPD website was launched 2 March 2012. The new site is informed by feedback received over the past year including responses to the website survey. The content reflects many of the strategic decisions the board has taken as a result of the Setting the Standard consultation.

The publications scheme and document library will be completed in the next few months. A lot of positive feedback has been received.

### **9.3 Update on Revalidation**

A paper outlining the new revalidation requirements was circulated to members. It was agreed that the hours are now to be phased in as 12, 24 and 30. In the first year a maximum of six unstructured hours are to be undertaken, someone could, however, do more than six structured hours ie they could undertake 12 hours structured activity.

The technical requirements for the system had recently been agreed. It will be as simple as possible in the beginning. It was agreed that a framework on the audit process of CPD activities should be published to let people know the process, procedure and the amount of files that will be audited. NRCPD to report on the findings on an annual basis.

#### **9.4 Promotion**

Work on promoting the register and use of the register has been done on an ad hoc basis. A number of hospital trusts and local authorities have been contacted to make sure they use only registered interpreters.

NRCPD is currently working with Action on Hearing Loss, ASLI and a number of other organisations to build a campaign to promote registration and the use of appropriately trained interpreters during Deaf Awareness Week.

#### **9.5 Registration in Scotland**

A proposal was put to Board members outlining a solution to the historical barrier to NRCPD Registration faced by interpreters in Scotland who formally trained to a standard that does not meet the National Occupational Standards in Interpreting. Graham Turner wrote to suggest NRCPD 'grandfather' Heriot-Watt graduates into a properly regulated environment in a similar way that special transition arrangements for Junior Trainee and Trainee Interpreters were agreed in January 2012.

Members agreed that the 'grandfathering' principle could be applied here with certain safeguards to make sure that NRCPD fully endorses only those who are safe to practise:

- Each individual's professional skills would need to be assessed against the requirements of the National Occupational Standards by a panel of our Professional Standards Advisors.
- If required, a development plan to be agreed for each applicant.
- The assessment panel will be able to recommend restrictions on practice until certain elements of the development plan are completed. These might include Courts, Police, work, or other critical situations.
- Restrictions would appear on the interpreter's register entry until such time as the required development work is completed.

It was agreed that Paul will reply to Graham and use this framework to negotiate a workable solution with stakeholders in Scotland.

#### **9.6 Fees submission**

The proposed 2012-13 fees, effective from 1 September 2012, were circulated to members for information. These had been submitted to Signature in January 2012 to meet the requirements of the Terms of Reference and Letter of Authority from Signature. The initial proposal was considered at the November meeting and a further proposal was emailed to members by the Chair for comment. The illustration shared with members included for context the predicted headline budget for the next three years and an indication of the ways in which the fees profile is expected to develop. This will be revisited on an annual basis. The 2012-13 fees will be published on the NRCPD website and in updates in the near future.

### **10. Meetings in 2012**

It has been difficult to find a date in July when sufficient board members are free. It was agreed that a date at the end of June should be investigated.

The date of the November meeting was confirmed as Thursday 8 November.