

## **NRCPD Board Meeting 05 December 2017 at 11:00**

### **Present**

Liz Duncan (Chair), Sarah Haynes, Frank Harrington and David Wolfenden

### **In Attendance**

Alan Peacock (Director), Kate Price (Registration Services Manager) and Lindsay Foster (CEO, Signature)

### **Apologies**

Heather Fisken, Lesley Weatherson and Hilary Maxwell-Hyslop

### **Communication Support**

Darren Townsend-Handscomb and Daniel Roberts (RSLIs)

### **Declarations of interest**

1. The Chair stated that her dual role as Chair of NRCPD and Trustee for Signature had been globally noted. It was agreed that she would absent herself from any discussions where conflict might arise; and that this would be dealt with on an item by item basis.
2. Frank Harrington (FH) declared that he was employed by a university in relation to item 8 on the agenda.

### **Minutes of the last Meeting**

3. Sarah Haynes (SH) advised that she had queried if there was a conflict of interest in her role as a director of a company providing CPD in relation to the CPD item on the agenda, not in her role as a registrant. It was agreed that the minute should be amended to reflect this.
4. SH suggested that, in minute 9, NOSI should be changed to NOS to ensure consistency of use of terminology. This was agreed.

5. SH advised that minute 27 was not correct as it did not reflect what she had said about trainee lipspeakers. It was agreed that this sentence would be removed from the minutes.
6. The minutes of 26 September 2017 were approved by the Board, subject to the agreed amendments.

## **Finance**

7. The Board reviewed and discussed the draft budget for 2018.
8. SH asked which items were designated as direct costs, and Alan Peacock (AP) provided an explanation.
9. In response to an enquiry from DW, Lindsay Foster (LF) explained how the salaries for the Signature staff were calculated in respect of those included in the service level agreement.
10. The Board discussed the proposed increase of registration fees. The Board agreed that when communicating the fees increase to registrants, it should be made clear that it was necessary to meet NRCPD's day to day running costs, and continue to develop as an organisation, including the transition towards separation from Signature.
11. The Board acknowledged that the increase in fees could be difficult for registrants. Particularly for those who work mainly in the public sector as they are not able to increase the fees they charge.
12. The Board noted that the fee increase had been kept to the minimum which was sustainable for NRCPD.
13. DW asked when the Board would be discussing the current differentials in fees across the registers. The Chair advised that this discussion would be had early in 2018. AP advised a scoping exercise would be carried out and brought for discussion to the February 2018 meeting.
14. The Board approved the budget.

## **Directors Report**

15. AP provided the Board with an overview of the recent work on a communications strategy and advised that a draft would be completed before Christmas. Once the strategy was agreed, someone would be engaged on a part time basis to deliver it, reporting to the Board once or twice a year.
16. SH asked if information about complaints would be published on the website. AP confirmed this had not yet been done due to time constraints but the information would be published soon.

## **Feedback from Strategy Day**

17. A meeting had been arranged for 14 December between Liz Duncan, Alan Peacock, Lindsay Foster and Paul Keen (Chair of Signature) to discuss the practical issues of progressing towards separation. Both organisations would work together closely during the transition period.
18. DW expressed concern about how stakeholders may perceive the current transition arrangements and relationship with Signature, following the announcement made about the separation of NRCPD and Signature in February 2017. The Chair stated that during the first year of independence much had been learned about practical operational imperatives which would feed into the ongoing work on separation.
19. FH felt that most registrant stakeholders felt positively about the separation and transition to independence.
20. The Honorary Treasurer role was discussed and it was noted that the inability to appoint to this role had been discussed at the past four meetings. An honorarium for the Treasurer position was suggested, however the Chair advised this would not be appropriate.

## **CPD Review**

21. The Board discussed the paper which aimed to summarise the views expressed at the previous Board meeting and to make recommendations for changes to the current scheme which accommodated the general consensus.
22. First, members discussed the current requirement for a mix of structured and unstructured CPD requirement. It was felt that if this was removed, it would need to be replaced with a different requirement to ensure registrants continued to undertake a broad range of CPD.
23. The Board agreed that the structured/unstructured requirement should remain for the time being.
24. The Board discussed the requirement to complete 24 hours of CPD over a 12 month period. It was agreed that 24 hours was not too onerous, and that CPD should remain an annual requirement, linked to registration renewal, rather than being spread over a longer period of time.
25. The Board discussed the availability of CPD to Registrants. It was felt that registrants should be encouraged to consider a wider range of activities for CPD opportunities, which may not necessarily be primarily in the field of communication services. NRCPD would liaise with the professional associations to discuss this issue.
26. The Board discussed the CPD audit process. The Board agreed that the sample of registrants selected for audit would be reduced from 10% to 5% in 2018. The Board also agreed that, upon completion of the audit, the auditors report should be published in full.
27. The Board decided that a working group should be convened, which would include representatives from professional associations and also professional standards advisors. This would focus on considering further the issue of structured and unstructured CPD; and also to consider the issue of reflective practice

28. The Board had received a request from DCAL at UCL regarding a Post graduate diploma, seeking support and asking whether it would be possible for NRCPD to send out a survey to registrants on their behalf. AP advised that NRCPD would not be able to send out the survey to registrants and collate responses due to data protection issues; however, it was agreed that if DCAL wished to provide a hyper link to its survey it could be included in the monthly NRCPD newsletter.

### **Operational Update**

29. The Board asked that the statistics relating to the new and returning registrants could be explained more clearly for future reports.

### **Date of next meeting**

Tuesday 27 February 2018 at 11.00am