

NRCPD Practitioners' Forum

Meeting at 12.00 28 March 2019 in York - Minutes

Present

- Emily Quiqley ASLI
- Vikki Bridson-Vice VLP
- Dilys Palin ALS
- Laura Bradbury ALAS
- Jean Gough AVSTTR

In attendance

- Kate Price NRCPD
- Marcus Hawthorn NRCPD

Apologies

- BIVR
- ANP
- Jayne Oakes

Review of minutes of 05 November 2018 meeting

There were no points arising from the minutes.

Update on Separation Plans

There had been no changes to the separation plans and timeline since the previous meeting.

Recruitment:

We had recruited a Registration Service Officer in November who carried out all the registration administration which was previously done by Signature. We are recruiting for a Case Administration Officer, who will carry out the investigations into complaints and all

the administration associated with complaints. In the summer we will recruit a communications officer. Recruiting our own staff is part of our operation separation from Signature. We are recruiting gradually as this will make it less of a burden.

IT:

We are moving from a registration database to an online portal. Our IT provider will carry out integrity checks to ensure data isn't lost during the switchover. The Board would be asked to consider and agree a paper with the final arrangement for the IT project at the Board meeting on 30 April 2019.

Complaints Process:

We are planning to begin the complaints process review in the second half of this year. There will be a consultation and a working group. Invites will be sent out once we have planned the sequence of the review. An outline plan would be discussed at the next forum.

Update on Recent Operations

The Board plans to set up a Professional Standards Committee and Terms of Reference for the Committee would be discussed at the next Board meeting in April. The Board also plans to set up a Four Nations Committee, we need to ensure that we pay proper attention to professionals outside of England.

Registration numbers show a continuous and steady growth. The number of complaints we are receiving is not in proportion to the size of the registers, i.e. we received fewer complaints than expected.

The Director gave an overview of the Trusted Charity We are working towards implementing level 1 of Trusted Charity quality assurance system. We are aiming to complete this prior to separation.

CPD Policy Review

The Registration Service Manager update the forum on the progress of the CPD review. A working group, which had representatives from all of the professional associations and NRCPD Board members had met in London in November 2018. The group had made several recommendations for changes and improvements to the policy and these

recommendations were approved by the Board in February 2019. The group would meet again in the summer and a final paper would be taken to the Board to approve. The forum would be updated on the progress to the review at the next meeting.

NRCPD Engagement

We are keen to meet with all the professional associations one to one.

We have engaged directly with a number of organisations including BIVR, SASLI, Heriot-Watt University, Queen Margaret University, RAD, NUBSLI, NRPSI, Sense, CLIS, The Scottish Government and the Language Shop.

We will continue with this engagement. We also plan to do roadshows to speak to stakeholders. We have already done one in Glasgow in January and plan to do more in other locations.

Survey Update

We had not been able to launch the survey yet, but this would happen later this year.

Points Raised by Members

Vikki Bridson-Vice would be stepping down from the VLP steering group. Vikki also update the group that trainees can now become members of VLP.

Date of next meeting

The next meeting would be a conference call date TBC.

Signed

Kate Price

Registration Services Manager

NRCPD