

Meeting of NRCPD Board 24 June 2013

**Board Members Present:** Huw Vaughan Thomas (Chair), Jim Edwards, Heather Fiskin, Michael Guthrie, Katherine Phipps, Sandra Verkuyten, Jenny White

**Secretariat:** Angela Nunn

**In attendance:** Nick Lewis, Chair of Signature Board for agenda item 4.

**Speech to Text Reporters:** Julia Jacobie and Norma White

A pre-lunch meeting took place to discuss the options appraisal in more detail.

**1. Apologies**

Apologies were received from Craig Crowley.

**Action**

**2. Declarations of Interest**

Sandra declared that she is working with Chris O'Leary from Cassiopeia Consultancy on another project. Huw has also met Chris when he worked for the Hearing Aid Council.

**3. Chairman's Remarks**

It was noted that Paul Parsons had now left Signature. Huw thanked Paul for the work he had done for NRCPD over the last couple of years. Paul's departure gave NRCPD the opportunity to review its needs. The best option is to recruit an Interim Registrar to oversee registration. As the options appraisal is taking place this will be a flexible role for the next few months. Nick hoped that the new arrangements would lay the foundations for NRCPD for the future

**4. Strategic Objectives**

**4.1 Report on Options Appraisal**

The proposal from Chris O'Leary of Cassiopeia Consultancy to undertake an options appraisal was circulated with the agenda. His intention is to appraise the four options open to NRCPD listed on page 2 of the proposal (no change, improve standards to level consistent with voluntary assured registration, voluntary assured registration, statutory regulation). Draft decision criteria to be developed and shared with the Board. He will consult with user groups and professional bodies in the first instance and report his findings at the meeting on 25 September. The findings document will be circulated to members prior to that meeting to allow sufficient reading time. At that meeting the options recommended by Chris would be assessed for strategic fit, consumer protection and sustainability. It was agreed that the September meeting would concentrate on the options appraisal only, other items to be discussed at the October meeting. A verbal update to be given to Signature Trustees at their Board meeting on 26 September.

Nick felt positive about the appraisal and said that key Signature board members should be involved in the process as the outcome of this work could/would have a significant effect on Signature.

After 25 September NRCPD may be in a position to look at 2 or 3 options in

more detail, with a wider consultation taking place. As Signature's Business Committee meets in late October any financial aspects will need to be reported at that meeting. An update on the options appraisal to be discussed at Signature's November meeting. At that meeting Signature Trustees will be considering strategic objectives for 2014 onwards so it will be timely to have feedback on registration at that time. .

## 5. Minutes of Meeting

The minutes of 14 March 2013 were accepted as a correct record. It was noted that item 9.1 had been overtaken by events. The meeting dates recorded in item 11 were the updated dates amended after the March meeting had taken place.

## 6. Update on Matters Arising

A short paper with an update on matters arising from the March meeting was circulated with the agenda.

- Register of CSWs – ACSW has not yet responded to the proposals recommended by the consultant. Jim agreed to follow this up. JE
- Strategy Day for Practitioners' Forum members – this will be reconsidered after the September board meeting when more information will be available about the outcome of the options appraisal.
- Review of Code of Conduct – this will be reconsidered once the outcome of the options appraisal is known. A note had been made in the March minutes to reflect that fact that more work was required on the code before it was circulated more widely.

Updates were also given on the following:

- Huw's office is trying to arrange a visit to Scotland which will include a meeting with SASLI representatives with Kath or Heather present. This is likely to be at the end of July.
- A new Executive Director of NRPSI is now in place. Jim will arrange to meet him in the near future. JE

## 7. Correspondence

The response sent to AVSTTR was circulated with the agenda. No reply has been received.

## 8. Operational Matters

In this section the board discusses sensitive information about complaints and other procedural matters. This information is exempt from publication. Since the March 2013 meeting 3 complaints forms have been received about sign language interpreters. Two were not considered material cases to answer. The parties in the third case are seeking to resolve the complaint locally in the first instance.

## 9. Governance

### 9.1 Report on Fees

The agreed fees effective from 1 August 2013 were circulated with the agenda. The proposed schedule of fees was reviewed and, with the benefit of feedback from a variety of sources, the proposed increase in fees has been reduced. The board noted that the increase in fees must be linked to progress on the

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value of registration. An update will be sent out to communication professionals including the new fees which will be published on the NRCPD website in the near future.

The overhead allocation charge from Signature for 2012/13 will be based on the same principle as the previous year. Going forward it has been agreed that other methods of allocation would be considered so as to ensure overheads are charged on a more equitable basis.

### **9.2 Draft Practice Breaks Policy/Returning to Regulated Practice Policy**

Drafts of both policies were circulated with the agenda. It was agreed that qualifications from overseas and qualifications which are more than 5 years old should be considered as separate items/policies. It was also agreed that there should be one 'returning to work' policy covering all breaks in registration, outlining clearly and simply the effect this would have on fees and revalidation requirements. The policy to be re-written and circulated to members for consideration.

JE

The Board agreed that the Registrar had authority to use discretion on individual cases in the interim period.

### **9.3 Criminal Record Disclosure Policy**

Further work had been undertaken on this since the last meeting. A draft Fit and Proper Persons declaration was circulated with the agenda for consideration. This had been checked and approved by lawyers. The declaration was approved with two minor changes. Question 1.5 to read "Fixed penalty notice other than motoring offences". On page 14 "manual dexterity to operate the required technology" to be added to the section about Speech to Text Reporting/ Lipspeaking/Notetaking. Changes to be made and Jim to check changes in wording with lawyers.

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This will become part of the online application and renewal process.

## **10 Any Other Business**

None recorded.

## **11. Dates of 2013 meetings**

Meetings for 2013 are scheduled for:

- Wednesday 25 September 2013
- Thursday 31 October 2013