

Meeting of NRCPD Board 3 March 2014

Board Members Present: Huw Vaughan Thomas (Chair), Gill Croft (by speakerphone), Jim Edwards, Sandra Verkuyten, Jenny White, David Wolfenden

Secretariat: Janice Spalding/Angela Nunn

Speech to Text Reporter: Jean Gough

In attendance: Dan Sumners

1. **Welcome and apologies**

Action

Apologies were received from Stuart Anderson, Craig Crowley, Heather Fiskin, Michael Guthrie and Katherine Phipps. Some members not present had sent notes relating to key agenda items, which were shared at the appropriate points in the meeting.

The Chair welcomed David Wolfenden and Gill Croft to their first meeting. Dan Sumners, Signature Senior Policy Advisor attended as an observer.

2. **Declarations of Interest**

As noted in paper 1, Sandra declared that she has been engaged by the Academy of Healthcare Scientists on behalf of the Department of Health to set up the new regulatory Council for Healthcare Scientists. This work will run through until the summer. This was not considered to be a conflict of interest.

3. **Chairman's Remarks**

The Chair stated that it was unfortunate that the meeting was not quorate. The meeting would therefore recommend decisions on all key issues. These would be shared with members by email as soon as possible after the meeting to allow individuals to request their confirmation.

Since the last meeting there had been a number of consultations in relation to moving towards PSA accreditation. Some of the views expressed suggest there was still a lack of understanding as to what a register and regulator is, as opposed to a membership organisation. The relationship between NRCPD and Signature also needs to be clarified to allow professionals to fully understand the cost of running a register and how the money is spent.

The Annual Report has been published. The Treasurer of Signature Board and Huw will discuss the overhead costs allocated to NRCPD's accounts to clarify these.

Huw and Jim attended a meeting with the British Deaf Association where the discussion focussed mainly on the quality of current sign language interpreters and whether the qualifications are fit for purpose. Discussion also around how NRCPD police the register, and how it actually maintains quality. It was agreed that Signature and NRCPD would try to address the concerns raised if actual evidence were given on the specific problems/issues.

4. Minutes of last meeting.

Action

31 October 2013

The minutes of 31 October 2013 meeting were accepted as a correct record.

Matters arising

All matters arising would be discussed as agenda items.

5. Update on outstanding matters

Paper 3 was circulated with the agenda giving an update on outstanding matters.

- **Appointment of new Board Members**

As agreed at the last meeting, the Chair, under delegated authority, approved David Wolfenden, Gill Croft and Stuart Anderson to join the Board on a co-opted basis up to mid 2014. David and Gill (by phone) attended their first meeting. It was noted that Stuart will attend the July meeting. In light of the PSA assessment NRCPD will need to review how it appoints board members to make sure it follows an independent process. It will also need to review its governance arrangement with Signature.

- **DBS**

It was noted that no further progress has been made in this area. NRCPD is seeking legal advice on whether it is eligible to ask for an enhanced disclosure check or even ask to view it.

It was agreed that NRCPD should focus on explaining to registrants the difference between CRB and DBS requirements and the strength of the Fit and Proper Persons Declaration to show why changes were made in this area. JS/DS

- **PSA Assessment**

See agenda item 7.1.

- **Register for CSWs**

The standard route to create a register is to have National Occupational Standards (NOS). CSWs do not currently have NOS although there are several definitions of what a CSW does. Signature is to carry out work with users, employers, trainers, CSWs to agree the role for CSWs to allow NOS to be developed. Once this work is completed NRCPD can re-consider registration of CSWs.

It was agreed to continue with the strategy workshop mentioned in the paper circulated with the agenda

- **VLP Badge similarity**

NRCPD will continue promoting the NRCPD yellow ID card on the website and to users. Future protection options may be considered in due course.

6. Correspondence and meeting notes

6.1 Elvire Roberts, Roger Beeson & VLP

Three letters with draft responses were circulated with the agenda, for members to agree.

6.2 Meeting Notes

Action

The notes of meetings since October were circulated with the agenda for information. These included the following:

- November 2013 Practitioners' Forum meeting
- BDA roundtable meeting – February 2014

7. Options Appraisal Next Steps

7.1 Report on stakeholder engagements

Following recent consultation, in particular the stakeholder workshop on 27 January 2014, the Board considered contributions from stakeholders regarding the strengthening of registration. Board Members agreed to take a pause in proceedings in an effort to ensure clarity on the way forward. It also recognised the need to continue improving communication with stakeholders to make sure everyone fully understands the rationale for any proposed changes. NRCPD staff to draft a statement to be published on the website on behalf of the Board giving clear details of activities going forward.

DS

Included in the statement will be the fact that NRCPD will complete its audit to measure organisational performance and practice against the standards required of a statutory regulator. This will identify the internal processes that would need strengthening to meet the standards. An action plan will be developed and shared with stakeholders. The Board and NRCPD staff will continue to consult with service users, practitioners, purchasers and registrants while developing the plan.

7.2 Draft communications strategy

A draft communications strategy is to be developed for consideration at the July meeting. It was noted that there are budget constraints for the current financial year.

8. Policies and procedures

8.1 CPD compliance monitoring & audit policy

The draft policy was circulated with the agenda. The Board authorised staff to carry out the CPD audit as soon as practicable. This would assess 10 per cent of professionals from each registered category. The aim is to assess:

- Compliance with NRCPD's CPD requirements;
- Quality of the CPD completed by the Registered Communication professionals selected for audit
- provide developmental feedback for the process as a whole for advice and guidance for following years
- provide guidance on what would happen if an audit revealed that the requirements had not been met, or a false declaration given, and
- Determine whether:
 - CPD activity is accepted for structured and unstructured hours
 - There is evidence of attending/completing the CPD activity
 - There is sufficient evidence to ascertain learning outcomes achieved.
 - Provide recommendations for remedial action if an audit reveals that the requirements had not been met, or a false declaration given

8.2 Update on

Action

- i. Complaints Procedure
- ii. Code of Conduct
- iii. Practice Breaks Policy

A paper outlining the work done so far on the above policies was circulated with the agenda. It was agreed to use the HCPC Code of Conduct as the standard and use it to complete the review and refining of the existing draft. Michael and David to work on this. Work will continue on the revision of the above policies and a further update would be given at the July meeting

9.. Operational matters

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

Since the October 2013 meeting 5 complaints forms have been received about sign language interpreters.

It was agreed that Board Members would benefit from seeing a log of complaints outlining the types of concerns that are raised possibly to match appropriate CPD activities to these. This will be circulated at the July meeting. .

AN

10. Any other business

None recorded.

11. Dates of next meetings

The meeting dates for 2014 are as follows.

- Wednesday 23 July 2014
- Monday 3 November 2014