

Meeting of NRCPD Board 31 October 2013

Board Members Present: Huw Vaughan Thomas (Chair), Craig Crowley, Jim Edwards, Michael Guthrie, Sandra Verkuyten, Jenny White

Secretariat: Janice Spalding

Speech to Text Reporter: Jean Gough

Sign Language Interpreters: Darren Townsend-Handscomb and Peter Shilston

1. Apologies **Action**
Apologies were received from Heather Fiskin and Katherine Phipps.

2. Declarations of Interest
Nothing declared.

3. Chairman's Remarks
Huw welcomed Janice Spalding, Interim Registrar to her first board meeting. Notes from Katherine Phipps were circulated to members.

4. Minutes of last meetings.

24 June 2013

The minutes of 24 June 2013 meeting were accepted as a correct record.

25 September 2013

The minutes of 25 September 2013 meeting were accepted as a correct record. It was noted that an executive summary was attached to the minutes to record the discussions around the options appraisal.

Huw attended the Signature board meeting the day after the September meeting to present an update on the discussions to Signature trustees. He outlined the reasons board members recommended pursuing the 3 options outlined in the executive summary. Feedback from the stakeholder engagement relating to the preferred options is to be given at the Signature March 2014 strategy day which an NRCPD board member will attend.

5. Update on matters arising
A short paper with an update on outstanding matters arising from the previous two meetings was circulated with the agenda.

It was noted that no further correspondence had been received from AVSTTR.

It was reported that reviews of the complaints procedure and code of conduct are in process. The draft practice breaks policy is on hold subject to the outcome of the options appraisal.

Practitioners' Forum: the next meeting will be held after the stakeholder workshop on 27 November 2013

Register for CSWs: Progress on this will depend on availability of resources.

NRCPD has contacted the Skills CfA to ask them to bid to help to produce NOS for CSWs working outside the education sector. Nothing further to be done until response received from CfA. **Action**

CPD comparisons: Some registrants have questioned the fairness and appropriateness of CPD requirements stating that there is a lack of available CPD opportunities. Also the different categories of registrants are at different stages of development. It was agreed that the CPD requirements stipulated should remain for the present, but that there should be a review in 2014 of the operation of CPD.

2014/15 budget: It was noted that no fee increase is planned for 2014/15.

Signature Stakeholder Conference 1 October 2013: This was an opportunity for Signature staff, external advisors and trustees to look at some of the issues Signature is facing in terms of its strategic direction over the next few years. Issues related to the options appraisal were considered. Michael attended on behalf of NRCPD. Feedback included questions around the benefits of PSA accreditation for registrants who do not work in health and social care settings. Some attendees found it difficult to understand who the PSA are, what they do and why they are of interest to NRCPD/Signature.

It was noted that the PSA definition is "health, social care and wellbeing." The "wellbeing" part, because the wellbeing of consumers, whether it's in their work environment, or any other environment where communication support is used, is the key guiding principle.

The governance relationship between Signature and NRCPD will also need to be made clear as part of this work.

Disclosure and Barring Checks:

As a result of the recent changes in law in Scotland and the recent decisions of UK courts, NRCPD reviewed its policy in relation to enhanced disclosure requirements. With effect from 1 August 2013, NRCPD is not eligible to sight the enhanced disclosure certificate. Registrants are required to complete a Fit and Proper Persons Declaration in addition to the existing declaration at registration that states a current (no more than 3 years old) enhanced DBS check has been obtained. It is the responsibility of the employer of the interpreter to ensure the interpreter is appropriately checked to work in their specific circumstances.

Key issues as a result of this change are:

- a) Concern from registrants that the value of their membership is diluted by NRCPD not asking to see the enhanced DBS check.
- b) Current difficulty in registrants demonstrating eligibility for obtaining an enhanced DBS check because the role they perform does not fall within the regulated activities that require an enhanced check.

Discussions with DBS indicate that in order for the DBS Policy team to review the entitlement for NRCPD registrants to obtain an enhanced level DBS

certificate, a case must be presented to show:

Action

1. How a NRCPD interpreter's role differs from that of other interpreters' roles and how does trust in any such role differ in importance.
2. Whether NRCPD interpreters are involved in a regulated activity such as delivering training, teaching, instruction, care, supervision, assistance, advice or guidance or are they deemed as only communicating information for the third party target-language recipients who are delivering such things to the recipient.
3. In what circumstances would a NRCPD Registered Interpreter be alone with a deaf or deafblind child or adult and what role would they be undertaking.

Action to be taken:

- Develop a case supported by case studies of actual work assignments given by some of our registrants for submission to DBS in November.
- Seek legal advice on this issue.
- NRCPD to update communication professionals on the work done around DBS checks in the winter update to show their concerns are being addressed.

JS

6. Operational matters

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

Since the June 2013 meeting 4 complaints forms have been received about sign language interpreters. One form was received shortly before the June meeting which is now under consideration. An appeal was lodged against the decision that there was no case to answer. This was reviewed and the original decision upheld. One complaint is being considered by the Investigation Officer as there is a potential case to answer. A fourth form was received but could not be considered further as it was received four months after the assignment.

A complaints committee meeting took place at the end of July to consider the ongoing complaint mentioned at the March meeting. A further meeting took place in October and another meeting is scheduled for February 2014. The interim suspension order is still in place on the online register.

The complaints procedure is currently being reviewed. A draft will be circulated to professional bodies and stakeholders in early 2014 for feedback. Board members to send any feedback they have received to Janice for consideration in this work.

7. Options Appraisal next steps **Action**

Since the September meeting work has begun on assessing the 37 steps in the PSA accreditation document. From an initial assessment 22 of the steps should be achievable fairly easily. 15 require further work. The problem areas are likely to be around the governance relationship with Signature which needs to be clarified.

A stakeholder workshop is planned for 27 November in London. Invitations have been sent to representatives of professional associations, users, service users, training providers, purchasers of services. This will be an opportunity to consider the advantages and disadvantages of the three options agreed at the last meeting.

A paper with a draft strategic intent was circulated with the agenda. This needs to be finalised and clear before the workshop.

Janice and Jim will contact representatives of the professional associations before the workshop to clarify any issues raised e.g. on Board composition and representation. A clear communication strategy with stakeholders will be developed over the next few months to make sure they understand the process. The stakeholder workshop is only the beginning of a longer period of consultation.

JE/JS

The Chair initiated discussion regarding the future structure of the NRCPD Board. It was agreed that it should move towards a balance of 3 users, 3 regulatory people and 3 communication professionals. The change would need Signature approval to increase membership by 1. Assuming this was agreed a recruitment exercise could start in 2014. In the meantime the Board agreed that the Chair should identify possible registrant members to be co-opted onto the board until mid 2014.

HVT

It was agreed there should be an additional board meeting in early January 2014 to follow up on the progress made on the PSA accreditation.

8. Annual Report 2012-13

A draft annual report was circulated with the agenda. Members discussed the financial situation as set out in the report and agreed that NRCPD should not consider increasing the fees for next year. Further comments should be sent to the Chair and Registrar by mid-November to allow the final report to be published after Signature's approval of the final audited accounts.

9. Any other business

None recorded

10. Dates of 2014 meetings

The meeting dates for 2014 are as follows.

- Monday 3 March 2014
- Wednesday 23 July 2014
- Monday 3 November 2014

A further meeting in January 2014 to be arranged.