

## Board meeting

Public minutes of the meeting

17 January 2018



### Minutes of Board meeting, 17 January 2018

#### Present

George Jenkins (Chair)  
Harry Cayton (CE)  
Moi Ali  
Frances Done  
Renata Drinkwater  
Tom Frawley  
Antony Townsend  
Marcus Longley

#### In Attendance

Christine Braithwaite  
John McDermott  
Mark Stobbs  
Louise Rigg (secretariat)  
Douglas Bilton  
Philip Hallam (Item 8)  
Marija Hume (Item 7)  
Graham Mockler (Item 11)  
Michael Warren (Item 9)  
Salma Rahman (Observer)

#### 1. Welcome and Introductions & Declarations of Interest

- 1.1 The Chair welcomed everyone including the external observer, Silvia Dominici from the NMC and the internal observer, Salma Rahman, Human Resources and Operations Officer.
- 1.2 There were no new declarations of interest.

#### 2. Apologies

- 2.1 There were no apologies.

#### 3. Minutes of meeting held on 15 November 2017

- 3.1 The minutes were approved as an accurate record and signed by the Chair.

#### 4. Matters arising from meeting held on 15 November 2017

- 4.1 There were no matters arising not on the agenda.

#### 5. Chair's report

- 5.1 The Chair thanked the Board and staff for their hard work in 2017.
- 5.2 The Chair had spoken with several chairs of the regulators informally since the last meeting and informed the Board that external relationships were generally good.
- 5.3 The Chief Executive confirmed a letter had been sent to congratulate the new Minister of State in Health and Social Care, Steve Barclay MP and ask him for a meeting.

## 6. Executive report

- 6.1 The Chief Executive wished to echo the Chair's sentiment that the staff had worked extremely hard at year end and thanked everyone for their efforts for a very productive period.
- 6.2 The Chief Executive had spent four days in Hong Kong in November advising the Chinese University of Hong Kong and the Ministry of Health Hong Kong, on the establishment of their version of an accredited registers programme.
- 6.3 The Director of Scrutiny and Quality confirmed we are expecting judgement on Friday 19 January in the cases of Apeaning and "The Authority v NMC and X" (anonymised by Order of the Court).
- 6.4 The Director of Scrutiny and Quality informed the Board that the team have produced an initial draft of the NMC report which would be discussed at the private session of the meeting.
- 6.5 The Assistant Director of Standards and Policy confirmed the programme for the academic and research conference on 8 and 9 March 2018 and said it would be circulated to the Board, all of whom are invited to attend. The event which is being held with our academic partner for the event, Professor Tim David, University of Manchester, is already fully booked.
- 6.6 The Director of Standards and Policy has now met informally with the Chair of the HEE Medical Associate Professions Oversight Board and a representative of the Department of Health to discuss the proper application of the right-touch assurance model. The Board agreed for the Chief Executive of the Authority to write to the Chief Executive of HEE.
- Action:** The Chief Executive to write to the CEO for HEE
- 6.7 The Director of Governance and Operations confirmed that the directorate development plan has been completed and a detailed close-down report will be provided to the Audit and Risk Committee.

## 7. Finance Report

- 7.1 The Authority incurred net expenditure of £2.45m in the period to date, against the budget for the same period, of £2.62m. Main drivers for the surplus in regulatory oversight and standards setting area are; lower than expected s29 legal costs, income from secondment, an underspend in training budget and government commissions.
- 7.2 The Head of Finance assured the Board that training budget was sufficient to ensure that everyone got the training they needed.
- 7.3 The Authority had incurred capital expenditure of £49k in the period and expects to end the year within the annual budget of £75k

## 8. Proposals for revision of the Standards of Good Regulation

- 8.1 The Board wished to note that good progress had been made on the proposals.
- 8.2 The Board agreed the proposals made on how governance by the regulators might be considered. The Board discussed at length the use of fully met/met/not met and how these gradations could be properly defined. It was agreed that an



indicator of the regulators performance against the standards was necessary and supported a graduated approach with a clear narrative on the direction of performance. The Board were in favour of the hybrid option, combining principles and outcome based standards

- 8.3 The Board were therefore content with the intention to hold further informal discussions with regulators about the format and wording of the Standards before moving on to a final proposal and consultation document on the revised Standards.

**Action:** The Director of Scrutiny and Quality would take forward the changes and prepare a consultation paper for the March Board meeting.

## **9. Response to Government Consultation; Promoting Professionalism Reforming Regulation**

- 9.1 The Director of Standards and Policy invited Board feedback on the draft consultation paper.

- 9.2 The Board suggested a statement upfront, outlining a few key points the paper wished to address; we should ensure people are aware there is more than one model of regulation. In addition to this, we should consider some of the negative feedback of a single assurance body (SAB), such as potential cultural impact; such as perceived lost professional identity. This may be stronger if we deal with some objections others may have over this plan.

- 9.3 It was agreed that the tone should strengthen on agreed/consensual disposals. In the future, up to 75% of decisions could be agreed/consensual decisions. It should be stressed the importance of public protection as these decisions increase.

- 9.4 Considering comments and feedback, the Board approved the work to be done by the team ahead of the 23 January deadline.

**Action:** The Standards and Policy team will take forward suggested changes to the document and following approval by the Chief Executive it will be submitted.

## **10. Approval of revised expense policy for Board members**

- 10.1 The Authority's Board member travel and expenses policy has been reviewed and revised.

- 10.2 The rates remain as they were but the policy clarifies the arrangements around financial controls. An electronic click to sign process for claims has been introduced and will be used in future.

- 10.3 The Board approved the revised expense policy.

**Action:** The Finance Team will circulate the relevant policy paperwork and the IT Team will set up click to sign for Board members.

## **11. Update on Accredited Registers**

- 11.1 The Head of Accreditation reported that the Authority are currently assessing applications for initial accreditation from the UK Association of Humanistic Psychology Practitioners (UKAHPP), the Joint Council for Cosmetic

Practitioners (JCCP) and the Registration Council for Clinical Physiologists (RCCP). The Accreditation Team plan to hold Accreditation Panels to assess the JCCP and RCCP before the end of March 2018.

- 11.3 Accredited registers due for renewal continue to apply. To date, 100% of registers have applied for renewal.
- 11.4 The Accreditation Team have encountered some delays with annual renewals in late 2017. This has been caused by several factors, including the workload of the Accreditation team and seeking further information from registers prior to granting reaccreditation. The workload of the Accreditation team has been increased through the detailed review of complaints processes that has been undertaken in this accreditation cycle. We are introducing an updated, streamlined annual review process that we will be introducing in April 2018 to prevent this reoccurring.

## 12. Any other business

- 12.1 Due to NAO requiring the large meeting rooms on the date of the next Board meeting, 21 March 2018; the Chair has confirmed the free of charge use of the facilities at SSRO in Holborn.

**Action:** The secretariat will circulate details including map.

- 12.2 The Chair brought to the attention of the Board that after a meeting with the Chair and Chief Executive of the Legal Service Board (LSB) a proposal has been made for a joint Board discussion. The Board were all in favour of this but agreed that finding a date acceptable to both organisations might be difficult.

**Action:** The secretariat will liaise with the LSB around dates and communicate with the Authority Board in due course.

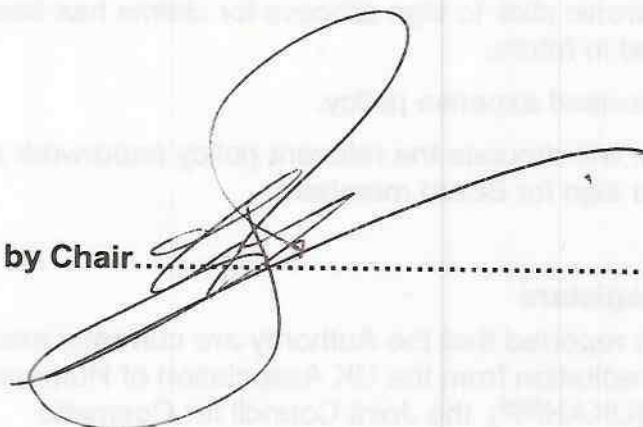
## 13. Questions from observers

- 13.1 There were no questions.

## 14. Private session of the Board

- 14.1 The Board went into the private session of the meeting

Signed by Chair.....



Date 21 March 2018.....