

Board meeting

Minutes of meeting

18 May 2017

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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
Teena Chowdhury
Louise Rigg (secretariat)

1. Welcome and Introductions & Declarations of Interest

- 1.1 The Chair welcomed everyone; in particular new Board member Marcus Longley.
- 1.2 The Chair formally thanked Ian Hamer for his extended commitment to the Board during the delay to reach a new appointment from Wales.
- 1.3 There were no new declarations of interest.

2. Apologies

- 2.1 There were no apologies.

3. Minutes of meeting held on 15 March 2017

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

4. Matters arising from meeting held on 15 March 2017

- 4.1 The Executive Secretary will send dates for Board members to attend optional training events over two half days covering the following: a guide to fitness to practice, the section 29 process and case law developments.

Action: LR

5. Chair's report

- 5.1 The Chair has met and continues to meet with various Chairs of Councils and considered that communication was good.
- 5.2 The Chair thanked the Accredited Registers team on the delivery and execution of the well-attended and organised Accredited Registers Conference.

- 5.3 The Chair had attended the HCPC Board meeting as an observer and has subsequently been invited to the General Dental Council and General Optical Council Board meetings.
- 5.4 The CEO has been invited by the General Dental Council (GDC) and General Chiropractic Council (GCC) to talk with their Board.
- 5.5 The Chair will be attending the NHS Scotland conference in June and has arranged to meet the Cabinet Secretary for Health and Sport.

6. Executive report

Scrutiny and Quality

- 6.1 The Director for Scrutiny and Quality reported that this year had seen the highest case numbers to date, 4285 - an increase of more than 10% on the previous year. The team are under pressure and the new financial year has shown no indication of the pace slowing down.
- 6.2 A member of the Board asked what follow up would take place for the dismissed case of Doree. The Director for Scrutiny and Quality said that the issues would be discussed by the Scrutiny Committee and any learning points for the Authority identified. The Chief Executive confirmed the Authority aims to reclaim legal costs where it succeeds.

Standards and policy

- 6.3 The Authority is advising the Department for Education (DfE) on the appointment process for CEO and Chair of Social Work England. We have asked the DfE to put in writing that they are seeking the advice of the Authority.

7. Audit and Risk Committee update

- 7.1 The Chair of the Audit and Risk Committee gave a verbal update on the Audit and Risk Committee meeting held on the 9 May and reported that subject to minor amendments, the Annual Report had been approved.
- 7.2 The NAO had raised issues about the ambiguity of the Authority's status during the Committee meeting, which had been discussed at length. The NAO had drawn up a helpful summary of matters that were unresolved. The Committee's view was that these matters were not a significant risk although they were at times inconvenient and were the responsibility of the Department of Health to resolve. The Chief Executive had spoken to the Department of Health about the NAO's concerns. The Board agreed that the matters should be given appropriate attention and the Department's position should be ascertained.
- 7.3 The Chair of the Audit and Risk Committee confirmed there had been no instances of whistleblowing. The Committee had asked the Director of Governance and Operations to review the wording of the policy.

Action: JMD

- 7.4 The Committee confirmed to the Board they were satisfied with the Annual Information Risk Management Report.

8. Risk Register

- 8.1 The Director of Governance and Operations explained that the Directors Group review the risk register quarterly. The register has now been updated to include opportunities and scores to reflect the Board's request from the last meeting.
- 8.2 Attention was drawn to risk 6. The ICT failed under the Business Continuity test. The Board were notified that the Directors Group have factored in the ICT programme remedial work during the second part of the financial year. This would be managed within the current capital budget.
- 8.3 The Chair of the Audit and Risk Committee and Director of Governance and Operations said that a revised scheme of delegation would be brought to the July Board.

Action: JMD

9. Performance Review Update

- 9.1 The Board received the Performance Review update.
- 9.2 The Director of Scrutiny and Quality confirmed the 2016/17 performance review cycle is now complete with the publication of the General Optical Council (GOC) report and that the 2017/18 cycle is proceeding in line with the timetable.

10. Accredited Registers Programme Update

- 10.1 The Board received the Accredited Registers update.
- 10.2 The Director of Standards and Policy reported applications and renewals are on track.
- 10.3 The Director of Standards and Policy had presented at the Alliance of Private Sector Practitioners conference in May, which included interesting presentations from consultant podiatrists on various foot health conditions. Delegates expressed considerable interest in supporting the public health agenda.
- 10.4 It was recorded that the Department of Health has yet to formally confirm funding for the accredited registers programme in 2017/18 but we understand this is in hand.
- 10.5 The Chair asked for clarification on the two cosmetic registers as there had been some confusion about a third register. It was confirmed that there are two accredited registers for non-surgical cosmetic practice: Treatments You Can Trust and Save Face. It is possible that a third will apply.

Action: CB

11. Consultation on the review of the Standards of Good Regulation

- 11.1 The Board had received and were asked to comment on the draft consultation paper of the Standards of Good Regulation. It was noted that the annex to the cover paper should not have been included. The paper sought views on possible changes to the Authority's Standards of Good Regulation. It was noted

that the paper was not completely in its final form: some drafting amendments would be needed.

- 11.2 The Board noted the proposals in respect of Education and Training at para 3.31. It thought that these could be made clearer and it noted that the team would ensure that they were consistent with the views of the Standards and Policy team.
- 11.3 The Board noted the proposed approach on governance processes. It was clarified that the aim was not to do an annual assessment of governance processes but only to look at this if the way in which the regulator is approaching its performance suggests that. The Board agreed it was helpful and enabled exploration of Governance models. The Board also noted and supported the exploration of a 'principles based' approach to the Standards and the addition of equality and diversity to the Standards.
- 11.4 The Board confirmed that all drafting comments would be sent to the Scrutiny and Quality team.
- 11.5 Subject to final amends the Board recommended the paper should go to consultation.

Action: MS

12. Any other business

- 12.1 There was no other business to report.

13. Questions from members of the public/observers

- 13.1 There were no members of the public or observers.

14. Private session of the Board

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

Signed by Chair.....



Date.....

19/07/2017