

Board meeting
Public minutes of the meeting
17 November 2021



Approved Minutes of the Board meeting, 17 November 2021

Present

Caroline Corby (Chair)
Alan Clamp (Chief Executive)
Renata Drinkwater (RD)
Moi Ali (MA)
Frances Done (FD)
Antony Townsend (AT)
Tom Frawley (TF)
Marcus Longley (ML)

In Attendance

Christine Braithwaite
Mark Stobbs
Jane Carey
Graham Mockler
Douglas Bilton
Collette Byrne
Daisy Blench
Dinah Godfree
Juhel Rahman
Louise Appleby
Marija Hume
Mehrunnisa Lalani
Melanie Venables
Ryan Davidson
Suzanne Dodds
Melanie Hueser (Secretariat)

Observers

See below

1. Welcome and Introductions & Declarations of Interest

- 1.1 The Chair welcomed everyone to the hybrid Board meeting which included members of staff and external observers; Anna Rafferty (HCPC), Terry Koranteng (NMC), Jonathan Fields (GMC).
- 1.2 The Chair welcomed Mehrunnisa Lalani, who had joined the Authority as EDI Adviser.
- 1.3 There were no declarations of interest.

2. Apologies

- 2.1 There were no apologies received.

3. Minutes of meeting held on 15 September

- 3.1 The minutes of the last Board meeting held on 15 September 2021 were accepted as a true and correct record and approved, with the changes noted in 3.2.
- 3.2 Board Member (MA) asked for a revision to point 5.6; that the wording be changed to 'The Board member (MA) informed the Board she had spoken

informally with the Scottish Ombudsman and asked the Authority to consider a joined up and proactive approach to complaints being made across the countries. Board member (MA) asked for assurance that complaint backlogs at the NMC would not lead to abuse of process arguments by registrants, meaning that FtP hearings were not held, resulting in patients not receiving justice.' This was noted and approved by the Chair.

Action: MH to amend the September Board minutes.

4. **Actions and Matters Arising from the meeting on 15 September 2021**

4.1 All action points were complete.

5. **Chair's report**

5.1 The Chair congratulated the team on the excellent Symposium which took place the previous week.

Action: DB to bring a full report and analysis of the Symposium to the January Board meeting, together with detailed plans of next steps and milestones on the Bridging The Gap Project.

5.2 The Chair requested that some thought be given on how to engage more with patients across the Authority.

Action: to be addressed by DB as part of the Bridging The Gap Project.

5.3 The Chair had concluded the mid-year Board appraisals and will share a summary in the next Chair's report.

5.4 The Chair requested that the Authority started to consider efforts to reach net zero carbon. This had recently been discussed by the Directors Group. Quick wins will be implemented, and more substantial plans will be drawn up. The Board will see these plans as part of the approval of the 2022/23 business plan for publication by 31 March 2022. The Board was **content** with this suggestion.

5.5 The Board **noted** the report.

6. **Executive report**

6.1 The Chief Executive introduced the report. The hybrid working pilot was still underway, with office attendance optional during November to take into account the predicted rising case numbers from October. As those numbers have been relatively stable, staff will return to working in the office for two days per week from Monday, 29 November.

6.2 The evaluation of the pilot will come to the January Board meeting.

Action: JC to prepare hybrid working evaluation report.

6.3 The business plan and fees consultation closes on Wednesday, 25 November. No substantive issues had been raised so far. The Board will be sent the finalised consultation for sign-off before it will go to the Privy Council on 10 December.

Action: AC to circulate the fees consultation to the Board.

- 6.4 A hearing had taken place for the Amir case and the team was waiting for the decision.
- 6.5 A tender was underway to appoint a new internal auditor. The tender was done in collaboration with Ofqual, Ofwat, the Office of Rail and Road and the GDC.
- 6.6 A project was underway to update and improve the organisation of stakeholder contacts held by the Authority, with a temporary staff resource engaged for six weeks.
- 6.7 Board member (MA) was concerned that as the Scottish member, she had not been notified that a meeting had taken place with the Scottish Public Services Ombudsman and asked to be informed in advance of future stakeholder meetings in Scotland.
- Action:** Dinah to organise the meeting.
- 6.8 The Board requested that in the appointments process reference should be made to EDI. It was confirmed that this was in fact happening already and will be reflected in future reports.
- 6.9 The Board discussed the issue of FtP backlogs and what the Authority's response should be. The Board felt assurance was needed that cases would not be dropped in order to get through the backlog.
- Action:** MS to send a letter regarding the FtP backlog to the regulators.
- 6.10 The Board requested that as part of the EDI work, the issue of Council members sitting on more than one regulator council, and panel members working for more than one regulator, should be evaluated.

7. EDI project

- 7.1 The Director of Scrutiny and Quality introduced the paper. The Director's Group's next action was to meet with the EDI Adviser and flesh out the action plan.
- 7.2 The EDI Adviser discussed with the Board the challenges and plans for the Authority's EDI work and the Board's role in this.
- 7.3 Commitment to EDI had been expressed over a year ago but progress had been quite slow, so the first priority would be to implement 'quick wins' and to formulate the Authority's vision.
- 7.4 The goal was to make EDI integral to business planning and to the Authority's strategy and day-to-day operations.
- 7.5 The Board felt that the integration and implementation of EDI should move faster than what had been proposed so far, with staff training being a priority.
- 7.6 The Board felt that the use of the term 'project' for EDI should be discontinued. EDI needed to be embedded into all work at the Authority and did not have an end point.
- 7.7 The Board requested that Derek Hooper, the EDI consultant who had drafted the original plan, receive an update on the progress made.
- Action:** MS to write to Derek Hooper with an update on the Authority's EDI work.

- 7.8 The Board discussed the emphasis on internal and external EDI focus and discussed whether in order to make recommendations to the regulators (e.g., on panel selection) the internal work had to have progressed significantly first.
- 7.9 The Board agreed that the Committees will play a crucial part in implementing the EDI work.
- 7.10 The Board agreed that an important part of the external work would be to embed it into Performance reviews, and to reconsider Standard 3, to strengthen the EDI focus in the reviews and, in particular, with respect to differential referrals, differential outcomes and panellist make-up.

8. Finance report

- 8.1 The Board **noted** the finance report.

9. Committee reports

- 9.1 The Board **noted** the Committee reports.

10. Risk policy and risk register

- 10.1 The Board **noted** the risk policy and the risk register.

11. Plans for Board meeting in Scotland

- 11.1 The Chief Executive introduced the paper, proposing to hold the May 2022 Board meeting in Scotland. Consideration would have to be given to cost and the carbon impact of travel.
- 11.2 The Board suggested that a variety of additional meetings and activities be planned to make the most out of the opportunity.
- 11.3 The Board agreed that thought would need to be given to the location of the meeting, possibly splitting the events across Edinburgh and Glasgow.
- 11.4 The Board **agreed** to hold the May 2022 Board meeting in Scotland.

12. Accredited Registers programme update

- 12.1 The Head of Accreditation introduced the paper. The safeguarding pilot was about to commence and work was being undertaken with the DHSC around DBS checks among the regulators where the approach differed substantially from one regulator to the next.
- 12.2 The Federation of Holistic Therapists had announced that they would not renew their registration. Modelling will be undertaken to predict the financial impact.
- 12.3 The Board thanked the Accredited Registers team and the steering group for the work in getting the programme to this point and making it financially sustainable. The Board also acknowledged the large workload for the team.
- 12.4 The Board agreed that going forward the work would move to business as usual, with the Scrutiny Committee's oversight, and that the Board would no longer need detailed updates.

12.5 The Board emphasised that work still needed to be done to promote the programme to the public and requested that investing funds from the unrestricted reserves into raising awareness of the programme be considered in 2022.

13. Any other business

13.1 There was no other business discussed.

14. Questions from Members of the Public

14.1 There were no questions from observers.

14.2 The Chair thanked the observers for their interest in the Authority.

15. Private session of the Board

15.1 The Board went into the private session of the meeting.



Signed by Chair

Date 19/01/22

Board meeting

Public minutes of the meeting

17 November 2021



Action Log

In Progress Overdue Delayed Complete

Mtg. Date	Item No.	Action point	Owner	Date required	Action progress	Status
17 November 2021	3.2	Amend the September Board minutes with MA's changes	MH	17 November	Complete	
17 November 2021	5.1	Bring a full report and analysis of the Symposium to the January Board meeting together with detailed plans of next steps and milestones on the Bridging The Gap Project (also addressing how to engage more with patients)	DB	19 January	Report on the symposium will be provided separately by Comms team. Symposium has informed paper on Bridging the Gap project. Patient voice is a cross-organisation theme (as opposed to a BTG theme) and will be considered as part of business planning.	

17 November 2021	6.2	Prepare hybrid working evaluation report.	JC	19 January	On the agenda	
17 November 2021	6.3	Circulate the fees consultation to the Board.	AC	Before 10 December	Complete	
17 November 2021	6.7	Organise the meeting with the Scottish Public Services Ombudsman.	Dinah	1 January	Complete (meeting on 17 January)	
17 November 2021	6.9	Send a letter regarding the FtP backlog to the regulators.	MS	30 November	Ongoing	
17 November 2021	7.7	Write to Derek Hooper with an update on the Authority's EDI work.	MS	30 November		