Meeting of the RWPN Registration and Professional Standards Committee

(R&PS Committee)

Thursday 23rd March 2022 via Microsoft Teams

**MINUTES**

Present:

Roger Cowell (RC); Beverly Donn (BD); John Fearn-Webster (JFW); Josh Feehan (JF); Mark Gray (MG); Nickki Sadler (NS); Paddy Toner (PT); Simon Wadsworth (SW)

Apologies:

Brenda Smart (BS)

In attendance:

Amanda Labbett (AL) Membership Secretary - minutes; Simon Labbett (SL) Chair, RWPN from item 5

Welcome

BS Apologies earlier circulated; meeting chaired by BD

1. Declarations of Interest

RC - partner of Heather Dale (item 4)

MG - item 7

SL - current ROVI to RC

1. Notification of urgent AOB

A complaint has been received and it was agreed to discuss it here. As per policy, upon receipt of complaint, AL acknowledged receipt and informed Complainant that we aim to respond within 15 days and the email was forwarded to BS and BD for triage. Both are of the opinion that it meets the threshold for investigation. However, as the complaint has also been submitted to the Local Authority it was questioned whether we should await the outcome of the LA process before proceeding. The complaint contains two separate elements - service provided and professionalism; it was agreed that we await the LA response regarding the first part, but can proceed with the second. Taking on board the committee discussion, it was AGREED that BD words a reply to the Complainant. As this is the first complaint received, it was decided that it would be helpful for the committee to see it in order to discuss the process. AL will now read and draw up an anonymised version of it for circulation. A separate issue was that BD would have to declare a Conflict of Interest making her unavailable for any investigating panel; this highlighted the need for a larger pool to draw panel members from, particularly in light of the PSA’s requirement for different people involved at all three stages. This would be discussed under item 5.

**Action: BD** write response to Complainant before 1.4.22

**Action:** **AL**  circulate anonymised version of complaint

1. Minutes and Matter Arising

The minutes were agreed as a true record. BS had circulated her updates prior to the meeting; ACAS training looks to be too expensive but they offer some free e-learning courses which may be useful if we are registered with them. AL will research if RWPN can register as an employer. NS has sourced suitable activities which may be suitable as ice-breakers to start each meeting, rather than a fully-blown stand-alone team-building activity. The suggestion was made that committee explore the possibility of meeting in person socially if attending the Seminar in July.

 **Action: NS** facilitate ice-breaker for next meeting

 **Action:** **AL**  ACAS registration

1. Review of Concerns and Complaints training

Holding a Complaints Hearing training was delivered by Heather Dale to the committee on 18.02.22 via Zoom; NS unable to attend due to technical issues, but has received the recording of the session. It was agreed that it was good and a very useful event. The content of the course, and the morning session in particular, was excellent. The afternoon role-play felt less successful, both for participants and observers. It was acknowledged that time was an issue and the unrealistic process did not reflect a real situation: there would be time between the hearing, deliberation and reporting. However, it was a good opportunity and the reflection on the process was useful. It was agreed that another session would be valuable, but with the opportunity to observe a panel hearing before role-playing. HD to be asked about the possibility of this for a follow-up training session. Training with the next step, reporting the findings, was identified as needed at some point also.

 **Action: AL** contact HD re availability and content

1. Professional Standards Authority (PSA)

SL joined the meeting to explain that RWPN has met all of the Standards with the PSA but with some conditions including to Standards 8 - 11 which fall under the remit of this committee. A document detailing these conditions had been circulated prior to the meeting, and this document was annotated during the course of the committee discussion. SL highlighted Standard 9 (item 9.3 on document) as a priority to focus on and there was some discussion around this. It was proposed that a sub-commitee be formed to look specifically at Educational Standards. MG and JFW agreed to start this group.

The need to expand this committee had already been identified as a concern, and this would allow for more sub-committees or working parties to be set up to look at various aspects of Standards. It was agreed that new members should ideally include Habilitation Workers and parents/carers of service users. Recruitment should begin as soon as possible and all were asked to recommend any suitable candidates. Item 10.6 the reasons for members being able to edit their details were explained. It was agreed that AL circulate the list of membership fields and settings for further deliberation on this.

SL thanked the committee for their input, and asked that all other conditions are looked at in due course by all members and their comments submitted.

With regard to marketing the Register, whilst acknowledging that there is still an embargo upon this, SL stated he would appreciate hearing any suggestions as to ways to communicate this with non-members and managers.

 **Action:** **MG, JFW** consider sub-group

 **Action:** **AL** circulate membership fields

 **Action:** **AL** circulate annotated Conditions document

 **Action: ALL** read and comment upon Conditions

1. Apprenticeship Standard

[SW left the meeting due to notified commitment]

SL wished to highlight the Institute of Apprenticeships and Technical Education’s Review and Consultation, pointing out that all members were welcome to contribute and to encourage people to ask questions of it. He would particularly encourage people to focus on the EPA aspect. [JF left the meeting at a pre-arranged time] There was discussion about the current situation with Apprenticeship training.

1. Developing a National Framework standard for Functional Vision Assessment

MG explained the work which he has been doing in developing this Framework, and the background to it. He is working towards producing a document which will in the first instance be made available to Registrants free of charge, then be published externally. He asks that committee members look over a draft document and give him feedback. BD thanked him for the work done on this; there was consensus that this was a valuable task and one which was long overdue. JFW pointed out that it would be useful to embed this as part of a ‘probationary year’.

 **Action**: **MG** circulate draft framework

1. RWPN’s CPD Scheme

Whilst the PSA widely supported the CPD system, having no recommendations, and having received good feedback from participants, SL still feels there are some issues with it which could be ironed out. He proposed preparing a paper on this for future consideration by this committee. The question was asked whether it was possible to ensure that any Registrant who has not provided satisfactory evidence of qualification was included in the list of those asked to submit portfolios. This is possible and it was AGREED that this happen in the next round.

1. AOCB

Proofs of Qualification for the Register - AL had previously circulated an update on those Registrants who had yet to submit their proof of qualification, and agreement was made as to acceptability of certain submissions.

SL raised the issue of BCU tutors not currently being Registrants and the ongoing conversation he is having with BCU. Committee AGREED that they should be asked to be on the Register; no Conflict of Interest could be seen, and it would bring them in line with colleagues teaching in other professional disciplines who are registered with their professional bodies. SL will word a draft email to BCU which this committee will approve and send. It was pointed out that this situation would also apply to any EPAOrganisation as Professional Standards apply right across the board at every level.

JFW will attend the next Management Committee meeting on 26th May as an observer. **Action:** committee to write to BCU **Action: JFW**  attend Management meeting

1. Date of next meeting

Thursday 30th June 2022 2-4pm

Meeting closed at 4.45pm