**RWPN Committee Meeting**

 **Thursday 6th February 2020 - Birmingham City University**

**Minutes**

**Present: Martin Kearney, Simon Labbett (chair), Pete Lock (phone, afternoon only) Simmone Miller, Nic Poole, Daniel Scholes, Dawn Taylor (skype)**

**Apologies from: Norma Baillie, Jim Bole, Andrea Doyle, Debbie James, Ian Moran**

1. Minutes of previous meeting and matters arising

Matters arising:

* Simon presented a written description of areas of work that RWPN engages in that could be used to assist a discussion at regional groups. Nic fed back that some ROVIs were still unsure of why they should join. Recognition that we need to emphasis some of the 1-to-1 support work done behind the scenes and that we need to talk about membership as a form of “professional insurance against work difficulties”. Agreed people can also use the webpage document about “why join” as a start to the conversation, but conceded the page needs making more attractive.
* **Martin** to contact fellow OTs to ask if HCPC offers any dispensation on CPD in the event of sickness or planned leave (e.g. maternity). **Simon** to ask Social Workers same question
* Supervision guidance. Now ready to be published. **Dawn** to discuss with support worker Jan about reviving plans to have support mechanism for support workers to assist with difficult situations with their direct employer (i.e. ROVI).
1. Membership, Finance

Current account £25,663. Savings account £5,001.64. Paypal £16,907. Cash in hand = £ 47,572.43.

Current figure on the register stands at 355.

**Amanda/Pete** Amanda to provide Pete with contacts of those yet to provide proof of qualification on the register. Pete to contact registrants.

1. Guide Dogs – group membership, habilitation and strategic position

Daniel confirmed that very positive approach taken by Guide Dogs to internal rehabilitation policies, including “light-touch” rehab in addition to O&M, aligning GD CPD with RWPN CPD, a conference in October for mobility instructors and membership of RWPN. **Daniel** to discuss with Shaun more streamlined way of members joining and also to raise subject of how GD views external rehab provision and their role in supporting vision rehabilitation. Also to clarify GD’s position regarding hab workers joining RWPN.

1. RWPN strapline for letter signature

**Meeting agreed a slight change in proposed design to “registered with RWPN” before roll-out and agreed that employers may not allow use of it on their communications but others may.**

1. Relationship with BCU

Dave Bignell joined the meeting to discuss areas of common interest.

Areas discussed included the forthcoming annual seminar (now scheduled for 10th July), the relationship between Hab Vi UK, BCU and RWPN and the apprenticeship.

Dave and RWPN agreed it the first year has emphasised the difficulties on timetabling End Point Assessment requirements into the traditional structure of the course. Simon voiced concern that apprentices first contact with RWPN presents to them as an assessor body rather than as a professional body and this could create a less positive view of what RWPN seeks to do for members. BCU and RWPN have endeavoured to explain how the government scheme lays down many of the rules rather than RWPN.

1. Workforce-needs discussion

As part of the discussion with Dave Bignell, the need for better knowledge of workforce needs were agreed. The following questions have been agreed for the workforce survey:

* How long have you been working in the profession?
* In the next 3 years, I plan to a) stay in the profession with roughly the same hours b) stay in the profession on reduced hours c) seek promotion to a different role d) retire from the profession?
* How many unfilled vacancies are there in your team (definition of “team” will be needed)
* How many people on your case load at the moment?
* How many people have you had on your case load in the last twelve months?
* Do you hold a specific qualification related to deafblindness? If so what level is it?

**Workforce survey to be sent out in February.**

1. Professional Registration

The meeting discussed the paper “Ensuring Professional Standards” which was circulated with the agenda. The purpose was to discuss the proposed establishment of a Registration and Professional Standards Committee and, within the context of this committee, the proposed procedure for dealing with complaints and concerns.

**It was agreed that the agreed structure allowed for sufficient separation of the management committee from the running of the professional register. The five identified purposes of the new committee were agreed**. This confirms that decisions relating to how the CPD scheme operates, is promoted and how it is enforced will fall under the remit of the new committee in future.

The following points were noted:

* The process includes Habilitation Workers registered with RWPN
* When the initial concern is received what are the obligations to inform the employer (where it is not a freelance worker) and do these obligations vary according to nature of complaint or who has reported it? **Simon to contact another PSA-registrant organisation**
* Is someone who is under investigation from an employer duty-bound to inform RWPN? **As above**
* **Simon** to redraft the document to make the process clearer **Daniel to create flow diagram to illustrate process**
* In matters of identifying what members of the new committee should be involved in the professional conduct panel, the new committee chair should be responsible for this. Pete confirmed he was happy to be one of the two proposed RWPN’s committee on the new standards committee.
* The meeting was asked to consider who might make good lay members of the committee, both as service users and former involvement in standards and professional practice. **Pete, Daniel and Simon to contact named individuals**

**Simon to start work on submission to PSA and to contact PSA regarding annual seminar and potential attendance at autumn committee meeting.**

1. CPD scheme recent portfolios and notifying members

Simon reported back on the CPD-gathering process at the end of the first cycle. All those requested to submit (except one) have either submitted or offered a good reason for delay in submission. **Daniel to contact this member** (though Simon has already made attempts).

It was noted that no formal sanctions are built into the scheme at present and the new committee should look at this in relation to an accredited register. Also, to consider the pros and cons of notifying an employer in this situation.

1. Guidance on working with children

**Pete said that he will be seeking further views on the draft document as his new role will allow him to do this more easily. The document remains in draft.**

1. AOB

Daniel said he had been asked what RWPN’s position was on ROVIs and/or the service user wearing hi-vis clothing during sessions. **Simon requested Daniel to get this person to be in touch with RWPN directly to get a better sense of the background to the question and take it from there.**

Nic mentioned and demonstrated the use of the software Trello, designed for groups to keep in touch, schedule appointments, ask queries etc. The East Anglia group has a page and this may be useful for other groups, us as a committee or the membership. **Nic to forward an example.**

1. Date of next meetings – **Thursday 28th May and Thursday 22nd October**