**RWPN Management Committee**

**22 September 2022 – held virtually**

**Minutes**

**Present**

Simon Labbett Chair, Dawn Bridgehouse Secretary, Simmone Miller, Ray Maxwell, Andrea Doyle Vice Chair, Ian Moran, Martin Kearney

**Apologies**

Norma Baillie, Daniel Scholes, Linda Paine-Winnett, Nicola Poole, Jim Bole, Debbie James.

**In attendance**

Kate Laybourne.

Kate was present at the meeting for her to assess whether she felt able and willing to join the committee. At the end of the meeting she said she felt she would like to join.

1. **Conflicts of Interest Declaration: none received.**
2. **Minutes of last Meeting** approved, Matters arising: item 6 SL said that progression routes from apprenticeship model had now been made clear on website.

Redesign of website. A meeting between Simmone, Andrea and Simon with freelancer Anita McCulloch has been arranged to discuss what functionality we needed alongside appearance. It was agreed that the site needs making clearer and looking more professional. Request made for search facility if possible.

With regard to promoting the PSA register, SL reported that ADASS were willing to endorse this but it was taking longer to approve than hoped [ADASS endorsement secured and now promoted, subsequent to the meeting].

1. **Membership and finance**

PSA condition. SL reported that DS and he had submitted the report to the PSA, that had requested information about longer-term financial viability and legacy planning. The report confirmed the raise in membership fees and also an alternative mechanism allowing members to pay quarterly to ease cash-flow, due to the cost of living crisis. The report has been acknowledged and feedback due shortly.

SL (and DS) propose that the sustainability plan would to look to fund a part-time director for RWPN after 5 years. It was acknowledged that membership fees alone may not be sufficient to finance this, so alternative funding sources would be needed. Agencies who wish to advertise job roles plus sponsorship are avenues to be explored. **Action: Simon to draft advertising charging policy.**

Current financial position, provided by DS: Current acc balance: £56,373.58, reserves fund: £10,004.97, Paypal account: £5,383.95

Total:£71,762.50 DS requested transfer of £5,000 from Paypal account to main account.

1. **Risk and register of professional risk**

Simon said that, as one of the PSA recommendations, RWPN should amend our register of risk. **Andrea said she would review the current register in relation to habilitation practice and liaise with Simon to update**.

New and developing risks: the meeting agreed that professional adaptation to new technology was a risk (leading to digital exclusion for our clients). In addition, the emergence of bus-stop-bypasses on cycle super-highways were creating situations for which professionals had not been trained. SL said that a session on approaches to this hazard was scheduled for the Professional Study Day in November.

1. **Terms of Reference** (circulated prior to meeting)

Whilst the absence of members with expert knowledge of communications or marketing was noted, it was felt more appropriate to develop these within current members. SM said her pre-ROVI career gave her insight into public relations and communications. **Action: AD and SL to support SM to clarify a public relations/comms role on the committee and identify any training.**

Inclusion of someone with lived experience. It was agreed that the vacancy gave us an opportunity to create more diversity. **Action: SL to contact BAME Vision and discuss with Bhavini Makwana.**

ToR were adopted. **Action: Post on website with committee membership**

1. **Professional Study Day** – SL updated on content so far. The committee agreed to SL’s request that we accept sponsorship for one speaker to make their fee viable. It was felt that the product in question would not create any perceived conflict of interest.
2. **Manager’s Resource** – training. No progress on the content of this, though the subject of supervision was covered by IM and Michelle Brazil at the annual seminar. It was suggested that the sub-committee working on this contact someone from the informal Greater Manchester Rehab managers’ network to find out what they feel managers need. **Action: DB to provide contact for the Greater Manchester group.**
3. **Job tite name change**. Discussion on job title. There was agreement that the term ROVI is widely felt to be unhelpful. In line with the revision of the apprenticeship standard, which is adopting the terms Vision Rehabilitation/Habilitation Specialists, the committee felt these were the names we should put to members for approval (alongside the rationale for the change). This name change would be for RWPN’s use and not dictate local job titles. **Action: SL to set up consultation with members.**
4. **Apprenticeship review**. SL and SM updated. Process currently on pause, partly due to the need to weigh up IfATE’s consultation findings (which found resistance to the Habilitation option) and partly due to personnel leaving at IfATE. The committee was advised that the proposals to change the End Point Assessment would be beneficial and it is to be hoped that these changes won’t be lost.
5. **Equality, Diversity and Inclusion.** SL advised that PSA were making EDI a much more prominent part of their criteria for accredited registers and that our own approval had highlighted the need for a policy. SM has agreed to lead RWPN’s response in drawing up a policy. Discussion on aspects of RWPN where EDI has most bearing. **Action: AD to send SM thoughts/examples for discussion at next meeting.**
6. **Glasgow Caledonian Course** Scottish Caledonian uni course is being relaunched. The course has slightly been revamped and is being monitored by a sub-committee, including RWPN. Course to start in January. RWPN to look at the modules of the course.
7. **AOB.** Discussion about access to equipment. Agreed that, across the sector, there is an issue with supply of equipment and getting quantities.

**Dates of next meetings**

Jan 26th 2023

May 11th 2023