

Meeting of the RWPN Registration and Professional Standards Committee
(R&PS Committee)
Thursday 23rd September 2021 via Microsoft Teams
DRAFT MINUTES

Present:

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

Apologies:

Mark Gray (MG); Will Thornton (WT)

In attendance:

Simon Labbett (SL) Chair, RWPN; Amanda Labbett (AL) Membership Secretary - minutes; Louise Appleby (LA) Professional Standards Authority

1. Welcome and Introductions

Each member present at the start gave a brief introduction to themselves and their background. SW was welcomed as a new member of the committee, replacing WT who has changed working circumstances. LA was welcomed as an observer as part of RWPN's application process to the PSA.

2. Minutes and Matter Arising

The minutes were agreed as a true record. The updated Terms of Reference were APPROVED.

3. Concerns and Complaints Policy

JF reported back on the work done by the sub-committee looking at the Concerns and Complaints Policy, and updated documents along with all related documents had been circulated prior to the meeting.. He ran through the main points of the policy and procedure. Concerns raised during the review centred on judging 'fitness to practice' - the decision was made to follow employers' guidance. It is felt to be a thorough policy and process, but it was acknowledged we cannot know its full impact as what may come in is an unknown. When considering the Indicative Sanctions, BD stressed the desire to be supportive and to ensure any sanctions are there to help (e.g. training and development). There was discussion covering the issue of disclosure to any registrant of a complaint against them; differing views were expressed. When asked for input, LA stated that as long as the process was written clearly within the policy it would be acceptable. It was agreed that the policy makes it clear that the registrant will be told a complaint has been

made, and that the complainant is informed that the complaint is anonymous unless it is deemed it meets the criteria for the investigation panel.
BS recommended the policy to the committee.

4. Qualifications Policy

In the absence of WT who led the sub-committee, NS gave feedback from memory but not notes. Updated policy circulated prior to meeting.

The potential difficulties with providing evidence were discussed, along with possible solutions. JFW offered to share documentation on 1st Year in Practice, which enables workers to show commitment to the profession and development.

The policy was APPROVED and is to be published and promoted.

Action: JFW circulate document

Action: AL publish policy on website

5. Training

Each member had the opportunity to state what was felt to be the training needs for this committee to perform its duties well: conducting investigations, including paperwork and detail; having difficult conversations; knowledge of the work of other professional bodies; adjudication and decision-making; knowledge of the current syllabus for training and qualification.

BD outlined a potential 3-day training provided by Bond Solon covering process, procedure & information gathering; questioning and communication techniques; responding and reporting. There would be a reduced cost for the full committee to receive the training as opposed to individuals. There is also the possibility to incorporate a BTec level 3 qualification for an extra fee; RWPN will pay for the training but individuals or their employer would fund the top-up for BTec if desired. It was agreed that BD find out more about this training and subsequent refreshers. BS is also researching other training providers such as ACAS. It was acknowledged that there would be a time commitment for all committee members to undergo training, and that they would have to show some flexibility to accommodate the availability of training opportunities. RC also reported that his partner has experience in the process of hearing complaints and has offered to share this with the committee; RC will send more information about this to BS.

Action: BS, BD further research

6. Future Meetings

As this is a new committee and a new process, more time would be needed in the initial stages, requiring more meetings in the coming year; it was also agreed that it would be

beneficial for the members to get to know each other better and build their communication skills. The proposal was for more frequent but shorter meetings, to include additional focused sessions covering aspects such as the current syllabus, mentoring, and standards. There was discussion and sharing of ideas as to what this might entail, including the inclusion of social and team-building activities.

Action: NS research online team-building

7. AOCB

SL requested that committee look at the RWPN CPD scheme which has now been running for 4 years so would be good to scrutinise. PT asked if it would be possible to work alongside BCU to look at Standards and Knowledge, Skills & Behaviours. Discussion followed around the content and quality of the BCU course, but it was agreed that only knowledge of this was needed, not judgement of it.

Action: BS to include in future agenda

8. Date of next meeting

Thursday 24th March 2022 2-5pm (inc break)

Other interim meetings and training to be confirmed

Rehabilitation Workers
Professional Network