

RWPN Management Committee Meeting
Birmingham City University
26th May 2022

PRESENT

Simon Labbett (Chair), Andrea Doyle (Vice Chair), Daniel Scholes (Treasurer), Dawn Bridgehouse (Secretary) (on-line), Martin Kearney, Ray Maxwell (on-line), Nicola Poole, Debbie James (on-line), Linda Paine-Winnett (on-line – am only), Simmone Miller, Ian Moran (on-line), Jim Bole

In attendance from RWPN Registration and Professional Standards Committee: Nickki Sadler and John Ferne-Webster

1. Declarations of Conflict of Interest. No Col stated. Daniel advised that a scam email was sent to RWPN purporting to link Daniel with a company under investigation from HMRC. Daniel advised that this is nothing to do with him and was informing the Committee for transparency.
2. Minutes of last meeting and matters arising: Martin advised he was present at that meeting. Minutes were approved. Actions not appearing elsewhere:
 - Simmone advised that the rebranding/design of the website was still in progress and that Andrea and her would liaise with Amanda Labbett.
 - Andrea advised that the awards that are being looked into are currently on hold. More work is required before we can go ahead with this next year. We need to identify possible sponsors and what categories for the awards. It has been suggested that a sub-committee should be set up consisting of the following members: Andrea, Nicola, Debbie, Dawn, Martin
3. Professional Standards Authority accreditation
Simon reported that, since accreditation was awarded, RWPN had joined the Accredited Registers Collective and that he would attend their next meeting. ADASS are currently in the process of approving a guidance paper for their members to local authorities on our accreditation. Ian said that Social Care Wales had been advised of accreditation and it was now factored into discussions. Simon said that he was hoping to get PSA support in re-approaching Scottish Social Services Council.
 - PSA conditions (standards 4,7,9) – actions required/undertaken
Standard 4: Daniel to update PSA after AGM approval of fee increase

Standard 7 Agreed that Prof Standard Committee member should be in attendance for these meetings (in action for this meeting). It was agreed that the committee should be encouraging new members to join the committee and look at a smooth process for replacing current members. Agreed that habilitation should be represented on committee – Andrea now fulfills that role on the committee. **It was also agreed that a visually impaired lay member should be recruited to the committee.**

Daniel and Simon to draft Terms of Reference for this committee.

Simon highlighted that members of the register/committee should be aware of our responsibilities in the following areas: GDPR, Data handling, updating our register of risk and equality and diversity to ensure that each member is accountable. Subsequent to the meeting Simone agreed to lead on EDI policy for RWPN.

Risk Management. In accordance with PSA recommendation 3, the committee agreed we need to review our register of risk, particularly in relation to habilitation. There was strong feeling in the meeting that risk management should be promoted regularly. It was noted that this year's annual seminar includes a seminar on risk which will focus on documenting risk and documenting how it can be minimized. The view was also expressed that registrants should also be encouraged to highlight risk management in CPD portfolio entries. It was also felt that any developments RWPN undertakes in strengthening 1st year-in-practice support, should focus on risk.

Linda agreed that she would be willing to support Simon in updating RWPN's risk matrix.

Standard 9: How RWPN agrees qualification routes

Simon reminded committee that RWPN's stated position is that completing the apprentice (via the EPA) allows access to registration, irrespective of where the initial training is provided.

The purpose of the work being undertaken by the Prof Standards Committee is to review the basis on which judgements around the quality of training provision are based. Simon reported that a sub-committee of the Prof Standards Committee, is drawing up criteria. Ian raised concerns about potential barriers to ROVIs who train via a vocational course in England (i.e. not university accredited) being admissible via the Welsh qualifications framework. Simon

acknowledged that this is a matter for Wales to decide upon and for Ian to investigate further.

Ray raised the concern that it is not explicit on our website about potential barriers to progression to top-up option. **Simon to update the website to encourage all potential apprentices to check that progression routes are valid on their chosen apprenticeship route.**

4. Annual Seminar

Andrea updated on progress of the event (a joint venture between RWPN and BCU). Discussions need to be held how people are going to book on the workshops, as some concern about booking them on the day. Numbers need to be decided for each workshop and what workshops they are.

Content of the on-line professional standards day yet to be decided.

5. CPD process

Simon reported that the Reg and Professional Standards committee is being tasked with reviewing our CPD policy. This committee raised the issue of accessibility and whether there are alternative ways of making it more accessible to visually impaired registrants e.g. a VIVA. Daniel reported that Guide Dogs use a skills matrix which is reviewed twice a year. The committee agreed to Simmone's request to attend the Prof Standards Committee as an observer, so that she could feedback experience of marking/assessing.

6. Broadening the involvement of the committee

The committee discussed the need to develop succession planning in the committee. It was acknowledged that committee members are volunteers so this places restrictions on what can be required. However it was agreed to develop the role of champions that address specific themes and where they might lead or contribute to input. The roles below have developed and are emerging.

Action: committee to review this list, note their consent or disagreement at the next meeting and offer to fill gaps.

- Equality & Diversity – Simmone
- Review of risk register (PSA standard 3 recommendation 3 & 4) – Simon and Linda
- Annual seminar and communication with members – Andrea Doyle
- Apprenticeship (England) – Simmone
- Finance and business continuity - Daniel

- Monitoring of on-line presentation and content of professional register
tbc

Date of next meeting

Date of next meeting to be decided.

7. RWPN and habilitation

Andrea advised that she will be reviewing our offer to Hab professionals and how we are seen to represent their interests. It was acknowledged that RWPN has historically left habilitation policy positions to Hab Vi UK, but henceforth, we would be putting policy positions forward. The new role on the Prof and Professional Standards committee would be crucial in this. Simon advised that a potential hab representative had been invited to sit in on their next meeting.

8. Treasurers Report

Treasurers Account:	£56,902.16
Contingency Account:	£10,004.04
Paypal:	<u>£ 4,777.48</u>
Total balance:	<u>£71,683.68</u>

Membership income broken down by class - 402 members.

Full fee-paying members: 216 at £84 = £18,144

Full time paid by employer: 164 at £60 = £9,840

Reduced fee (NI Hab): 14 at £60 = £840

Part time members: 6 at £42.00 = £252

Overseas members: 2 at £21 = £42

The meeting confirmed the agreement made at the previous meeting that a fee increase would be put to the AGM and notified in advance. Full membership for individuals to rise to £90 (and pro-rata rates raised at same rate). It was agreed at this meeting that group membership rate (5 members and above) would be £75 per member.