

Inaugural Meeting of the RWPB Registration and Professional Standards Committee
(R&PS Committee)

Friday 26th March 2021 via Microsoft Teams

Present:

Roger Cowell (RC); Beverly Donn (BD); John Fearn-Webster (JFW); Josh Feehan (JF); Mark Gray (MG)(present from point 5); Nickki Sadler (NS); Brenda Smart (BS); Will Thornton (WT); Paddy Toner (PT)

In attendance:

Simon Labbett (SL) Chair, RWPB; Amanda Labbett (AL) Membership Secretary - minutes

1. Welcome and Introductions

Each member present at the start gave a brief introduction to themselves and their background. Photographs and biographies will be on the dedicated committee page on the RWPB website.

Action: JF, BS to submit photo

2. Conflicts of Interest

No CoIs were declared

3. Purpose and origin of committee

SL explained the need for this committee and briefly outlined the process for applying to the PSA. Our register would be an 'Assured Voluntary Register' as opposed to 'Statutory', which would be in keeping with similar, small professional organisations.

Questions were answered.

4. Election of Chair and Vice-chair

The role of Chair was outlined as it will involve an element of 'triage' - being the first point of referral for any complaint. The Vice-Chair would stand in in the event of the Chair being unavailable or otherwise unable to participate.

Discussion around the roles led on to discussion on the awareness and promotion of the complaints process, links with other relevant bodies, and links with CPD assessment, as well as incentives for professionals to be on the register.

BS volunteered to take the role of Chair.

BD volunteered to take the role of Vice-Chair.

It was **agreed** that SL continue leading for this meeting.

[MG joined the meeting here and introduced himself]

5. Committee Terms of Reference

An initial draft of the committee terms of reference circulated prior to the meeting. This was read through, and initial reactions shared. It was agreed that it needed an overarching opening statement

action: WT to draft

In order to ensure continuity, it was agreed that periods of membership be staggered; an amendment to be drafted **action:** AL to draft

A copy of the RWPN Data Protection Policy to be circulated to all committee members **action:** AL to

circulate

It was **agreed** that a member of the RWPN Management Committee attend each meeting of the R&PS Committee

6. Qualification Policy

The draft statement on proof of qualification circulated prior to the meeting. There was much discussion around the need to promote the register to all professionals, the historical paths into the profession, ensuring employers fully understand the requirements of the role, and the status of overseas-trained workers.

It was **proposed** that a working party be set up to draft an amended Proof of Qualification Policy, with the aim of having something ready within one month.

WT agreed to lead on this; BS, JF, MG and NS to join **action:** WT lead

All committee members consented to the sharing of their email addresses within this group.

7. Concerns and Complaints Policy

SL talked through the diagrammatic flowchart which has been drawn up based on the processes of similar organisations registered with the PSA.

There was discussion around how to work it alongside any employer/organisation process, the need to clarify timings, and the duty to disclose safeguarding concerns.

It was **proposed** that a working party be set up to look at this process; RC, BD, NS, WT and BS to join **action:** JF lead

8. Continuing Professional Development Policy

The current process of CPD assessment was explained. SL **proposed** that the minimum standard for an Assessor be either a Level 3 qualification, or experience of assessing at the qualification stage. This was **agreed**. The policy is held over for future discussion.

9. AOB

There was no other business

10. Date of next meeting

Thursday 23rd September 2021 2-5pm (inc break)