

RWPN Registration & Professional Standards Committee
Meeting 28th September 2023 1.15 - 3.15
GuideDogs Birmingham and via Zoom

DRAFT Minutes

Present in Birmingham: Paddy Toner, John Fearn-Webster, Amanda Labbett

Present via Zoom: Brenda Smart, Lisa McNaughton

Apologies: Mark Grey, Lisa Petrie, Bev Donn, Roger Cowell, Nickki Sadler, Josh Feehan

In attendance: Simon Labbett, (Andrea Doyle, Simmone Miller, Martin Kearney, Sandy Davies - all present up to item 6)

There was deliberation prior to the start of the meeting regarding the number of apologies, but it was agreed there was still a quorum to continue.

- **Declarations of Interest**

JMc until December continues to be an external examiner for BCU

- **Matters arising, not dealt with elsewhere**

None

- **Update on any concerns or complaints submitted between February and September**

AL updated those present on two contacts received, but no formal complaints arose. (Further detail is attached as a confidential addenda)

- **Policies to ratify:**

- o Duty of Candour - minor typographical errors corrected, clarity regarding recording concerns, and distinction made between behaviour of a colleague within the same organisation and one from another employer.
action* Committee members to reply via email thread to approve this new document as final
- o Registration and Renewals Policy - much discussion particularly regarding overseas qualified registrants and how to ensure quality of qualification; JMc pointed out that, from experience, having to assess the equivalence of course module content was time- and resource-heavy and often charged for - therefore we would need to consider whether there is a fee for any potential registrant requiring this service. It was also noted that qualifications from such places as the Republic of Ireland and USA have separate specialism qualifications and could therefore only part-meet our requirements. It was proposed we suggest top-up modules (where available) to fill in perceived gaps, and need to be clear about pathways to qualification.
action* Committee members to reply via email thread to approve this new document as final
- o Habilitation Qualifications – previously approved and published

- **Course Accreditation proforma**

It was clarified that this document pertains solely to the VRS training and not Hab (UCL).

Questions in red dealt with: 1. agreed to offer a range of formats for receiving answers in order to be fully accessible, but to provide a standard form or spreadsheet to complete; a timeframe of 12 weeks/3 months was agreed. 2. agreed this was a relevant question as at this level course content is very structured and rigorous

Formatting issues to be ironed out. Point 15 - should staff be named? Point 16 - as it stands it prompts only a yes/no answer, so instead ask for the names of teaching staff (it is to be expected they would be on the register)

[post-meeting: addition at SL's request- see comments in document]

action* Committee to provide any final comment on this document before it is implemented.

- **Skills Audit** – to be revisited - **action** all committee are asked to comment on whether/how it meets our needs.

- **Outstanding conditions from PSA**

Re PSA condition 4: Indicative sanctions guidance - it was felt prudent to have flexibility. As PSA had indicated a willingness to meet with us to discuss this further, it was agreed this would be helpful. SL to liaise with PSA and committee members present be invited to attend.

- **Proposed guidance for managers regarding professionals working with under 18s**

Concern that some VRS might be pressured to work with young people, requiring knowledge and skills they will not have trained for. RWPN's old draft document (never published) to be worked on by this committee and brought to the next meeting. Current wording in the website indicates the difference between the two disciplines and our Code of Ethics instructs not to work outside competence.

- **Items arising from Management Committee meeting for information or consideration**

New EDI Standard 9 from PSA (required by all register-holders) - we are referring to the register itself, not us as an organisation. We make it clear that throughout the complaints process reasonable adjustments can be made, and all adaptations and considerations are possible.

action* committee to discuss changes to the complaints process that improve equality of access.

- **AOB**

There was no other business raised

Date of next meeting TBA