

**Board meeting**  
**Public minutes of the meeting**  
**20 March 2019**

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**Minutes of the Board meeting, 20 March 2019**

**Present**

George Jenkins (Chair)  
Alan Clamp (Chief Executive)  
Moi Ali  
Frances Done  
Renata Drinkwater  
Tom Frawley  
Marcus Longley  
Antony Townsend

**In Attendance**

Christine Braithwaite  
John McDermott  
Mark Stobbs  
Graham Mockler  
Marija Hume  
Roisin Fairfax  
  
Jessica Myint (Secretariat)

**1. Welcome and Introductions & Declarations of Interest**

- 1.1 The Chair opened the meeting at 10:00 am and welcomed everyone to the meeting including members of staff and observers.
- 1.2 Silvia Dominici (Performance Reporting Manager from the Nursing and Midwifery Council) attended as observer.
- 1.3 There were no new declarations of interests.

**2. Apologies**

- 2.1 There were no apologies for absence.

**3. Minutes of meeting held on 16 January 2019**

- 3.1 The minutes of the last Board meeting held on 16 January 2019 (Paper 1) were confirmed and approved as true and correct records with the below correction:

**Item 9.6 Point 2**

- 3.2 "To make assurance for financial risks" to be read as "To manage the financial risks with international commissions where payments are made in foreign currency".

**4. Matters arising from meeting held on 16 January 2019**

4.1 All matters arising and action points are covered in the agenda items below.

**5. Chair's report**

5.1 The Chair updated the Board that he and the Chief Executive had met with the new Minister of State for the Department of Health and Social Care, Stephen Hammond MP on 6 March 2019. It was a productive meeting and the Minister was well briefed with a good background knowledge on the work of the Authority.

5.2 The Minister would like another meeting with the Chair and Chief Executive to discuss the Authority's strategic plan 2019-2022. The Board will be kept informed when a follow up meeting is scheduled.

5.3 The Chair met with Chairs of various regulators including the new Chair of GMC and raised the matter on complaints handling process. It was agreed that a follow up meeting will be scheduled between the Authority and the GMC which will include the Medical Practitioners Tribunal Services (MPTS).

5.4 The Chair also met with the new Chair of HCPC, who is quickly picking up on the handover of work to Social Work England (SWE).

5.5 The Chair updated that the provisional launch date for SWE is 1 December 2019. The next planned monitoring meeting is scheduled for 16 April 2019.

**6. Executive report**

6.1 The Chief Executive highlighted the key areas of the Executive report (Paper 2). It was noted that he continued to engage with the regulators and had attended several council meetings. The external engagement will now extend to meeting with the Accredited Registers in the coming months.

6.2 The Chief Executive informed that the development of the draft strategic plan 2019-2022 is progressing well and will be discussed in detail later on the agenda.

6.3 The Chief Executive reported that an all staff event to discuss the Authority Strategic Plan 2019-22 was held on 13 March 2019, which was very positive and useful. There was active participation and useful contributions from those who attended. Staff seemed to welcome the opportunity to contribute towards the development of the plan. It was noted that the comments received from the staff along with the comments from today's Board meeting will be considered and incorporated into the next version the Authority Strategic Plan 2019-22.

6.4 The Director of Scrutiny and Quality reported that there is not much to add to the contents of the Executive report, except that there will be a new S29 case being referred. We are still awaiting on decision on the Ndlovu appeal and one of the S29 cases has reached settlement. A useful Scrutiny Committee meeting was held on 26 February 2019.

6.5 The Director of Standards and Policy highlighted the Standards and Policy session of the Executive report. It was noted that we have now received the final report from Research Works on 'Patient as agent' consumer research and

we are currently reviewing the work. All other projects are on track for delivery and arrangements are being made for Scottish seminar, which is scheduled for 13 May 2019 in Edinburgh.

- 6.6 The Director of Governance and Operations reported that the Authority has received determination from the Privy Council with regards to fees on 20 February 2019 and the Authority has now invoiced the regulators for 2019-2020.
- 6.7 **Accredited Registers:** The Board noted the update on the Accredited Registers programme (Paper 2 – Annex A). The Board raised concerns on GP awareness and usage of the programme as well as the need to ensure a range of practitioners are aware of the programme.
- 6.8 The Board discussed how awareness could be improved through training, events and promotional activities. The Board approved the recommendations made by the Audit and Risk Committee to consider and devise a promotional work programme to create wider awareness of the Accredited Registers Programme.
- 6.9 It was noted that the devolved administrations will also need to be engaged and informed in the same manner to create greater awareness of the Accredited Registers Programme.
- 6.10 It was agreed that the Accredited Registers Programme will be included as discussion topic at the Board Strategic Planning Event (23- 24 May 2019)
- Action:** The Director of Standards and Policy and the Accreditation Team are to devise a promotional work plan to create wider awareness of the Accredited Registers Programme.
- Action:** The Chief Executive to include the Accredited Registers Programme as a discussion topic at the Board Strategic Planning Event (23- 24 May 2019).

## 7. Finance report

- 7.1 The Head of Finance reported that at the end of month 10 the indication is that year end will be finished with circa £109k underspend in regulatory oversight and standards setting.
- 7.2 It was noted that we have received guidance from the NAO on how to treat the international commission contracts and reporting of them in our Annual Report and Accounts at year-end.
- 7.3 It was also noted that future reporting of Finance in the new business year will separate international and UK commissioned work as well as include narrative for clear explanation.

**Action:** Finance Department to update format of reporting in the Finance report

7.4 The Board approved the Finance report (Paper 3) with the below correction.

Item 7, Table 11:

“30 September 2018” to be read as “30 December 2018”.

## 8. The Authority’s Research Strategy

- 8.1 The Director of Standards and Policy explained the approach taken by the Authority in deciding its research programme and highlighted the points in the Authority’s Research Strategy (Paper 4). It was noted that the Authority’s research and policy plan spans three to five years and is approved by the Directors Group. It describes our main research and policy priorities. It is reviewed at least annually and our annual workplan is updated to include new or changing priorities. Our projects are linked to our strategic objectives and have been identified as necessary to improving public protection and professional regulation.
- 8.2 The Board considered the paper and found it helpful to see it set out and to understand the rationale behind the projects. The Board advised that regular review of the health care sector is made to identify gaps in the fields of research and the opportunities for collaborative work with others in the sector to avoid duplication of work.
- 8.3 The Authority regularly liaises with National Institute for Health Research (NIHR), which is currently carrying out an exercise to identify research priorities and source views from regulators on important research questions that will influence the way research is planned and carried out as well as affect the day to day operations in the workplace.
- 8.4 It was noted that current Section 29 database is limited in terms of functionality and once this database has been upgraded it will provide more information to guide new research projects.
- 8.5 The Director of Standards and Policy reported that the GMC is currently carrying out a piece of work on public confidence and the findings will be useful for all in the health sector.
- 8.6 The Director of Standards and Policy also reported that a conference on “Futurology” is being planned which will cover developments in technology and how they will affect the health sector. The Authority also plans to produce more events like the Academic Conference to share knowledge on research findings and network to seek opportunities for collaborative work.
- 8.7 The Board endorsed the Authority’s Research Strategy and for the Directors Group to continue carrying out the work. The Board also suggested a consideration on the scale of investments made for research, as it is important work.

**Action:** The Authority to carry out its Research Strategy and the Directors Group to review the investments made in research.

## 9. Board Strategic Planning Session (23- 24 May 2019)

- 9.1 The Chief Executive presented the proposed programme for the Board Strategic Planning Event - 23-24 May 2019 (Paper 5). It was noted that the key objective of the event will be for the Board to consider the strategic context for the Authority and to agree on the Strategic Plan 2019-22. Concentrations will be made on setting priorities, key projects and details for the business plans 2019/20 and 2020/2.
- 9.2 The Board considered and discussed the proposed programme for the two-day event. The Board commented that the pre-planning process further engaged the Board to take better ownership of the strategic process and business plan. The Board approved the proposed programme for the Board Strategic Planning Event (23-24 May 2019).

**Action:** The Chief Executive and the Secretariat to process arrangements for the Board Strategic Planning Event (23-24/05/2019).

## 10. Audit and Risk Committee update

- 10.1 The Chair of the Audit and Risk Committee updated on the work of the Audit and Risk Committee in the last quarter. The following were highlighted.
- Risk management is currently being reviewed by the Directors Group.
  - There is risk to clients/patients and to the reputation of the Authority due to Accredited Registers not being 'notifiable organisations' under the Safeguarding Vulnerable Groups Act 2006 and the Rehabilitation of Offenders Act 1976. The Authority has raised this matter with the Minster and DHSC officials.
  - An ICT serious incident occurred in November 2018 relating to the Anynames domain registrar failing to renew the Authority's domain names as requested by the ICT Team in July 2018. This is an avoidable ICT incident that had taken place with significant impact and risk to the organisation. The Authority's domain names renewal process need to be reviewed.

The Director of Governance and Operations ensured that the domain names renewal process is now on automated system and this type of incident should not reoccur.

## 11. Scrutiny Committee update

- 11.1 The Chair of the Scrutiny Committee updated on the work of the Scrutiny Committee in the last quarter. The following were highlighted.
- A very productive Scrutiny Committee meeting was held on 26 February 2019
  - A review of the Authority's guidelines on "*Good practice in making council appointments*" were made. A revised version of the guidelines are now approved.
  - A discussion of the oversight of Social Work England's consensual disposal process was carried out. Within the new structure of SWE, the

case examiners or the investigating committee have the powers to impose sanctions that would otherwise have been imposed by a fitness to practise Panel. Hence in the interim period the Authority will discuss with SWE to agree on a mechanism that allows the Authority to conduct scrutiny of case examiner consensual disposals until formal amendment can be made to the Authority's legislation.

**Action:** The Chief Executive to report on progress at the Board meeting on 23 – 24 May 2019.

- The Committee also conducted routine sampling of S29 cases (nine cases) which had been considered at Case Meetings (or by the Chief Executive or the Director of Scrutiny and Quality but were not taken forward). The cases were concentrated mainly on where the decision made by s29 Panels went against the advice in the Detailed Case Review (DCR) or where the decision was borderline. The Committee conducted a successful ad-hoc audit of the decision-making process and agreed with the decisions and outcomes. The Committee commented that where cases concerning the abuse of the vulnerable the Authority will need to be brave in the approach to decision making.

## 12. Any other business

### 12.1 Nominations Committee Terms of Reference

The Chair informed that at the 16 January 2019 Board meeting the Board considered the draft terms of reference for the Nominations Committee. The Board provided with feedback and comments for the draft to be updated. The updated Nominations Committee Terms of Reference incorporating the Board's comments (Tabled paper) was reviewed and approved by the Board.

12.2 There was no other business discussed.

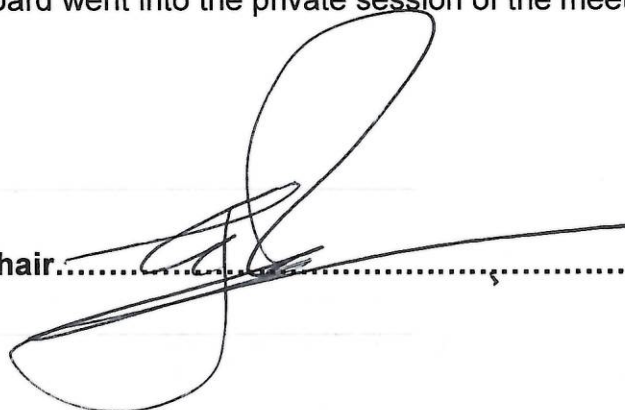
## 13. Questions from observers

13.1 There were no questions from the observers.

## 14. Private session of the Board

14.1 The Board went into the private session of the meeting.

Signed by Chair.....



Date.....

24 May 2019