



HGI Registration and Professional Standards Committee

Minutes of Annual Review Meeting (ARM)

Date of Meeting: 30th January 2018

Medium: Skype

Present: Sue Saunders (Chair), Ian Thomson (Deputy Chair), Amanda Hargreaves, Owen Davis, Lucy Evans, Richard Cavaliero, Sarah Jeffrey-Gray, Lance Kearon, Phil Sheardown (Lay member), Monique Nauta (Netherlands member), Celia Kenny (Lay member)

- 1. Welcome:** Sue Saunders welcomed everyone to the meeting, including Lance Kearon as the most recent member. Everyone did a brief introduction of himself or herself for Lance and he provided a brief description of his career to date as a change consultant, acupuncturist and human givens practitioner.
- 2. Apologies for absence:** Jo Ham
- 3. Declarations of interest:** None notified.
- 4. Minutes of last ARM held on 11.01.2017:** It was agreed that these constitute a full and accurate account of the proceedings.
- 5. Matters arising:**

Action (Item 5): Sue to pursue the idea of a new HGI online forum which will facilitate discussion relating to treatment, including rarer conditions.

Action (Item 7): Ian made clear that the matter of client confidentiality and consent to disclosure of sensitive information, particularly in relation to young clients and their parents, will be further addressed in the context of the new General Data Protection Regulations (GDPR), which come into force on 25th May 2018. (See Item 11 below.)
- 6. RPSC Jan 2017 to Feb 2018 report to the HGI.**

Lance offered to supply a brief bio so that his RPSC profile be completed. Sue reported that two additional HGI Registrants have agreed to join the RPSC, one on a temporary basis, and the other as a full member. **Action:** Sue to amend the RPSC annual report and the profiles on the HGI website to reflect the above.

7. Update: Complaints and ethics-related queries

The members considered the updated summary of complaints and ethical questions contained in the 2017 RPSC report to the HGI.

8. Review of other RPSC activities 2017-18: This item was covered under item 6 – see pages 4 and 5 of the Annual RPSC Report to the HGI for details. With regard to the Audit of Fitness to Practice documents, Sue reminded the members of the requirement to update Supervision contracts each year.

9. Recruitment of new members to RPSC.

Covered under Item 6 2017/2018 RPSC Report to the HGI Board.

10. Monitoring of members' websites

Owen and Phil reported that they have been checking member websites to ensure that they are abiding by PSA requirements in respect of the use of their logo. They have produced an in-depth report that will be included in the PSA Renewal document. Owen and Phil kindly agreed to continue with this task.

11. General Data Protection Regulations 2018 (GDPR).

Sarah and Ian have done research into the requirements under this regulation, which comes into force on 25th May 2018. Sarah has been in contact with the Information Commissioners Office (ICO) and gave a summary of what she understands to be the requirements for registrants and the HGI. Sarah and Ian have agreed to create a Newsletter to be sent to all members outlining the requirements. Sarah informed us that there is a 12-step guide on the ICO website and a helpline for small business. She has also been in contact with PTSD Resolution and Red Poppy in connection with GDPR. Ian has also been in contact with Balens who have been very helpful in this regard.

12. Any other Business

a) It was agreed that therapists will be informed immediately of any complaints made against them. Note: It has been RPSC practice to complete the initial information gathering process before notifying therapists of complaints.

b) Ian advised the RPSC members of his intention to step down as Deputy Chair of the RPSC, but confirmed that he will complete the matters he has been dealing with and expects that he will step down later in the year. He confirmed that he will be happy to continue in a consultancy capacity should that be required. Sue and the other members of the RPSC expressed their sincere thanks for all the work that Ian has done over the past years and for his commitment and conscientiousness to the RPSC.

c) Sue and Ian requested that in light of Ian's stepping down, that other operational tasks be completed by RPSC members and Sue will email a list of tasks that need completion and asked for volunteers. She also asked that if members have skills or time available and would like to offer please email and let Sue and Ian know. All offers of assistance will be very welcome.

13. Future meeting arrangements:

It was agreed that those members attending the Conference on 12th May have an informal meeting perhaps over lunch, and that the next ARM be held in 2019 to coincide with the corresponding HGI AGM unless one is required prior to this.

(Sue Saunders, 30.01.2018)