



HGI Registration and Professional Standards Committee

Minutes of Annual Review Meeting

Date of Meeting: 13th April 2016

Medium: Skype

Present: Sue Saunders (Chair), Ian Thomson (Deputy Chair), Amanda Hargreaves, Jo Ham, Lucy Evans, Owen Davis, Richard Cavaliero, Sarah Jeffrey-Gray, Phil Sheardown (Lay Member)

- 1. Welcome:** Sue Saunders welcomed everyone to the meeting.
- 2. Apologies for absence:** None.
- 3. Declarations of interest:** None notified.
- 4. Minutes of last ARM held on 13.03.15:** It was agreed that these constitute a full and accurate account of the proceedings.
- 5. Matters arising:** It was noted that the great majority of action points highlighted in the minutes had been completed.

Re: Item 7 of the minutes, the downloadable information sheet on rarer psychopathologies has not been completed. Amanda was thanked for her work on starting off the process. Given the scope and complexity of the subject, it was agreed that it will be preferable to refer practitioners to a reputable online resource, for example www.patient.info (NHS site). Jo recommended drawing practitioners' attention to the plethora of cases described in the various editions of the HG journal, adding that it is possible to do an online search of journal articles. Sarah referred to another possible resource: the HGI online forum, which contains case studies, etc. Sarah also made the point that any online resource adopted will need to be kept under review. Ian added that, when agreed, the details will be added to the RPSC Register of Documents, which includes review dates.

Action: RPSC members to pursue the above; Sue to contact Jane Tyrrell re: relevant resources that can be included on the new HGI website.

6. Update: Complaints and ethics-related queries

The members were referred to the updated summary of complaints and ethical questions dealt with between June 2014 and April 2016. Phil recommended some further anonymisation in relation to one complaint summary.

Note: It was agreed that a full RPSC report to the HGI will be prepared for the HGI AGM scheduled for October 2016. In addition, the next RPSC ARM will be held at around the same time, facilitating better dovetailing of activities.

Action: Ian to anonymise further the complaint in question for the full RPSC report.

7. **Review of other RPSC activities 2015-16:** This item was covered under item 6.

8. **Update: The HGI's application to join the Professional Standards Authority Accredited Registers scheme:** Sue described the application and subsequent processes in detail, adding that the application had been successful. She made clear however that the above must be treated in strict confidence until an official announcement is made, hopefully in the near future. Sue will attend a meeting with the PSA in London on 14.04.16 to agree arrangements. In addition, she has just received the PSA accreditation report, which specifies **no** conditions. Three instructions and three learning points were specified:

The Panel provided the following **Instructions** to be implemented by the timeframe stated or by annual review of accreditation as specified below:

a. HGI must have a clear communications plan and grades of membership should be clearly explained to the public, including the 'trainee/student' grade. The organisation should promote registrant status over other grades of membership.

b. The HGI must ensure that only registrants use the Accredited Registers logo and other benefits of accreditation. The HGI has to make clear that accreditation applies to the UK only. HGI should monitor how its registrants communicate accreditation. Monitoring should take place throughout accreditation life and an update provided at annual review.

c. The HGI must inform the Accreditation team if any complaints hearing is scheduled within the period of accreditation so that it may seek consent to observe a hearing.

The Panel provided the following **Learning Points** to be verified at the next annual review of accreditation:

d. The HGI should consider increasing its lay membership on its Board and committees. The HGI should provide an update to the Accreditation team at annual review.

- e. HGI's External Oversight Committee could monitor the activities of the HGI to ensure that actual and perceived conflicts of interest are managed effectively and report to the Authority at annual review of accreditation.
- f. The HGI should continue to explore options for engaging service users and the public and ensure the implementation of public engagement activities. HGI to provide an update of progress at the annual review of accreditation.
- 9. The amended HGI complaints procedure:** The amended version was agreed fit for purpose.
- 10. RPSC procedures and documents:** Members' attention was drawn to the copy of the RPSC documents register provided. This was agreed fit for purpose.
- 11. Audit of HGI CPD and supervision requirements as they apply to HGI Registrants and Trainee Status members:** Sue and Ian reported that the first annual audit (5%) has been carried out. This threw up a couple of discrepancies regarding CPD and indemnity insurance, which were resolved satisfactorily. Richard wondered why the previous system, whereby all supervision and CPD records had to be submitted at re-registration, had been changed. Sue explained that the change occurred with the introduction of a more rigorous fitness-to-practice procedure and that the practice of auditing a percentage of members is a standard one. At the same time, Ian wondered whether the percentage ought to be increased, e.g. to 10%. (For future consideration.)
- 12. The Registration Panel:** Sue explained that the Registration Panel has been introduced to make the process of entry to the HGI Register more rigorous, fair and transparent, features that are needed and indeed that the PSA is keen to see. The panel will consist of the HG Diploma (Part 2) tutors, the HG supervision course lead tutor, the assessor who examined the applicant's Part 3 submission, and one or more RPSC representatives. The panel will take into account input from all of the above, together with a written report by the applicant's contracted supervisor.
- 13. The External Oversight Committee for Human Givens Therapy (EOC):** Sue explained that the close relationship between HG College (as the sole provider of HG training) and HGI necessitates a body to monitor potential conflicts of interest, hence the EOC. Sue outlined the membership of the EOC, which has met on two occasions, so far. Important additional functions include dealing with any complaints against the HGI (as opposed to individual practitioners), hearing appeals against decisions of the Registration Panel, and monitoring the level of complaints made by the public against individual practitioners with a view to identifying any trend that might give cause for concern.

- 14.** Feedback from the PSA Seminar of 6th April 2016. (Attended by Owen Davies, Ian Thomson and Denise Winn): Seminar title: *Finding the Right-touch approach to handling complaints and engaging with service users and the public*. The members were referred to the summary of key points provided by Ian. Owen described the seminar content as fascinating, adding that adherence to HG principles contributes towards positive communication with complainants. Sarah felt that, in view of the fact that the HGI complaints process has been endorsed by the PSA, paying a legal expert to look over the related documents is probably unnecessary. (A barrister who contributed to the seminar recommended the above. Ian added that the PSA Accreditation Manager is of the same view as Sarah.)
- 15. Any other business:** Sue has identified someone who is very well-qualified and willing to serve as an additional RPSC lay member. It was agreed that Ian will interview the person in question and, if suitable, they will be invited to join the Committee.
- 16. Future meeting arrangements:** The date of the next ARM will be agreed later in 2016 to coincide with the HGI AGM in October.

(Ian Thomson, 16.04.2016)