



HGI Registration and Professional Standards Committee (RPSC)

Minutes of the Annual Review Meeting (ARM)

Date of meeting: 18th February 2020 19.30 - 21.00

Medium: Skype

Chair: Dr Owen Davis

Present: Dr Owen Davis (Co-Chair), Sue Saunders (Co-Chair), Lucy Evans, Richard Cavaliero, Phil Sheardown (Lay member), Monique Nauta (Netherlands member), Avril Bailey, Amanda Hargreaves

1. **Welcome and introductions.**

Owen welcomed everyone to the meeting

2. **Apologies for absence.**

Diana Thornton, Anne-Marie Curran, Ray Whelan, Mary Austin

3. **Declarations of interest.**

None notified

4. **Minutes of the RPSC ARM held on 4th February 2019 (Richard Cavaliero)**

See copy provided - Matters arising – None.

It was agreed that these constitute a full and accurate account of the proceedings and all action points had been addressed.

5. **Matters Arising.**

- Owen Davis to draft a letter for membership secretary to send out to lapsed and retired members reminding them to remove all claims of HGI membership from promotional literature and websites.

6. **RPSC Annual Report 2019-20 for HGI and review of other RPSC activities 2019-2020.**

It was noted that Jo Ham was omitted from the list of RPSC retired members.

Action: Avril to add a footnote to Update in addition to RPSC Annual Report to HGI document

Action: Avril to include reference to RPSC away day last November to Update in addition to RPSC Annual Report to HGI document

Changes of note since Annual report: Julian Penton has temporarily stepped down as Co-Chair and Sue Saunders has stepped up in the interim

7. Update: Complaints and ethics-related queries - see Analysis of Complaints provided

It was noted that; the UK membership has increased by 10, all the active complaints are from long term registrants and there is an increased workload in managing complaints due to registrants having increased legal representation. Solicitors lack experience of representing registrant of a voluntary register as opposed to statutory register. A recent data access request resulted in increased workload for members of RPSC as well as HGI office staff.

Acknowledged that there is ongoing discussions and work in relation to simplifying the complaints process.

It was suggested that registrants that are subject of a complaint would get a phone call in advance of formal letter. Such an intervention would need greater clarity so as not to create difficulties at later stage of complaints process.

A number of ethical queries were in relation to advice on how to respond to requests for copies of case notes for use in relation to legal cases. It was clarified that the reason registrants were advised to also contact their professional indemnity insurers was because they can also provide legal advice

It was acknowledged that a review mechanism to moderate decisions of RPSC Panel was required

The new Duty of Candour policy discussed.

Action: Avril to circulate the HGI Journal article on Duty of Candour

8. Recruitment of new members to the RPSC.

We are looking to recruit new lay members in particular. All members of RPSC can access the online ethics course free of charge as part of training and support package. Members thanked for commitment to RPSC to date and asked to reflect on their availability in the near future.

Action: Any queries, in relation to recruitment, training or availability please contact Avril

Action: Avril to contact HGI office to organise access to online ethics course for Richard Cavaliero and Amanda Hargreaves.

Avril thanked everyone, who had been available to sit on a panel throughout the year, for all their commitment and diligence

9. Any other business.

Discussion about the issues connected with providing supervision to Birth Trauma Practitioners.

10. Future meeting arrangements.

It was agreed that it would be good for the committee to meet up in person at some point in future - finances permitting. It was agreed that those attending the HGI Conference in May 2020 could meet up.

Minutes: Avril Bailey, Coordinator - HGI Registration and Professional Standards Committee

Date: Feb 24th 2020