

Minutes of Societies Council Meeting
Wednesday 31st of August 2016
At the Societies' Offices, Worthing via Skype

In Attendance

Vicky Parkinson (Interim CEO Societies)
Freya Bottomley (Deputy CE Societies)
Megan Nunn (Societies Administration Manager)
Rob Kidd (Lay Council Member)
Ros Wright (Lay Council Member)
Steve Roche (Lay Council Member)
Wayne Bateman (Lay Council Member)

Apologies

Dr Chris Forester (Chair of Societies)
Gerry Willmore (Societies Head of Professional Standards)
Wendy Martin (Public Protection Officer)

The meeting was opened, and introductions from all were made. The Council welcomed Rob Kidd and Ros Wright as new Lay members.

It was confirmed by all that there were no declarations of interest.

The minutes of the last Council Meeting on the 24th of February 2016 were agreed by the Council.

Report to Council from Administration Manager

The Societies have been investigating use of an Accounting software package to allow the Administration Manager to work closely with the Societies' accountant to improve efficiency. There have been some technical issues but it is hoped that the software will be completely up and running with no issues before the end of the year. The Societies have also implemented a new holiday management system, moving away from the paper-based system as used previously. It allows for the creation of rules to ensure that all aspects of running the Society are covered at all times. The system is working well so far.

One of the administration team will be going on Maternity Leave shortly; we have already interviewed for her Maternity Cover, and have appointed a very experienced administrator who will be starting on the 19th of September to allow for training and handover before the current administrator leaves. Since the last Council meeting, we have had one administrator leave the Society who did not pass their probation. We have subsequently been joined by a new administrator who is taking to the role extremely well, and has already proven to be a valuable member of the team.

The cabling work as mentioned in the previous Council Meeting has now been completed, and there is ample room for expansion as required.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[Redacted]

[Redacted]

Report to Council from Deputy CE

The Societies are constantly working on increasing recognition, and ask members who come across organisations that do not recognise the Societies to contact us. We can provide them with a letter to pass on to the organisation, or contact the organisation directly. [Redacted]

[Redacted]

We now have multiple organisations contacting us to advertise their jobs – the Societies are currently providing this service for free.

It was checked that all lay council members still receive the monthly newsletters, to which all responded affirmatively. The new lay council members will be added to the newsletter list before the September newsletter is sent.

[Redacted]

[Redacted]

The Societies are currently looking at additional membership benefits; current benefits include CPD courses, discounts with book publishers, and discounts for our members at healthcare conferences. [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Report to Council from Public Protection Officer (PPO)

The PPO was not in attendance, so the Deputy CE gave the report covering the key cases since the last council meeting. Interim CE explained Standard 10e to the Council, and that a protocol for information sharing is currently being drawn up by the relevant bodies. The PPO currently checks registers for withdrawn members on a regular basis.

[Redacted]

The PPO has been checking logo compliance with training schools and individual members. The Societies wrote to all Associate members to remind them that they are not eligible to use the Society logo. Training schools were checked to ensure they were not miss-advertising courses.

Report to Council from Head of Professional Standards

The Head of Professional Standards was not in attendance, so the Interim CEO gave the report. [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

The Head of Professional Standards has attended a few meetings since the last Council meeting [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Report to Council from Interim CE

The Societies have placed an advert with PARN to recruit new lay council members; two new members have been recruited so far, with the potential to add an additional 2 or 3 as reserves. [Redacted]

[Redacted]

[Redacted]

[Redacted]

Monthly strategy meetings continue to take place. The meetings are proving valuable at keeping all staff up to date with each other's projects and progress within their roles. [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[REDACTED]

The Societies' new websites are ready to launch. The CS site will launch first, allowing for any errors to be picked up and changed before launching the HS. [REDACTED]

[REDACTED]

[REDACTED] Log in details will be provided to council for them to see the site and provide feedback.

[REDACTED]

The Interim CEO, Deputy CEO and PPO attended a PSA conference around Complaints handling [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

When assessing individual membership applications, payment now being taken at beginning. This encourages new members to send in any missing information for their applications as soon as possible, and assists with Society cashflow.

A.O.B.

Nothing was raised.

The next meeting will be arranged for December. Proposed dates will be sent to the Council as soon as possible.