

<b>Report Information</b>			
<b>0823PPC1.3a</b>			
<b>Meeting Date</b>		27 March 2023	
<b>Venue</b>		MS Teams	
<b>Confidential/Non-Confidential</b>		Confidential	
<b>Author/Presenter</b>		Tiahna Hughes, Governance Officer	
<b>Purpose of the Report</b> (Please tick all that apply)			
To obtain agreement		To canvas opinion	
For information/ to note	x	Regulatory requirement	x
To provide advice		To highlight emerging risk	

<b>Summary of Report</b> (Include key points and additional information as necessary regarding the purpose of the report.)
Minutes of the PPC meetings held on 27 March 2023.

<b>Recommendations</b> The PPC committee members are invited to:	Discuss and approve.
---	----------------------

**Public Protection Committee (“PPC”)**

Minutes of Meeting: 27 March 2023 | MS Teams|

<b>Committee Members Present</b>	Velia Soames	VS	Interim Chair/Committee Member
	Philip Matthews	PH	Committee Member
	Mervyn Wynne-Jones	MWJ	Committee Member
	Humza Chaudry	HC	Committee Member
	Julie May	JM	Governor (Co-opted Committee Member)
<b>BACP Staff Members</b>	John O’Dowd	JO’D	Acting Registrar
	Punam Farmah	PF	Board Member
	Emma Hayes	EH	Registrar
	Gemma Fay	GF	Hearings Manager - Professional Conduct
	Beckie Grace	BG	Assistant Registrar
	Tiahna Hughes	TH	Governance Officer
<b>Apologies Received</b>	Jo Burns	JB	Committee Member

**Summary of actions**

<b>Action No.</b>	<b>Agenda Item</b>	<b>Action</b>
<b>Action 1</b>	<b>1.3.</b>	Governance team to review and update the pending actions for the upcoming meetings.
<b>Action 2</b>	<b>2.4</b>	Governance team will create a training session for Convene.
<b>Action 3</b>	<b>2.4.</b>	Governance team to create a shared area on Teams to enable the Committee to access their meeting papers
<b>Action 4</b>	<b>2.4.</b>	Governance team to update the meeting schedules and circulate the information to the Committee.
<b>Action 5</b>	<b>3.1</b>	The safeguarding lead to provide training to the members of the PPC Committees
<b>Action 6</b>	<b>3.2</b>	Governance team to invite the EDI lead to the next meeting

<b>Public Protection Committee (“PPC”)</b> Minutes of Meeting: 27 March 2023   MS Teams		
<b>Action 7</b>	<b>5.1.</b>	The Registrar to review the minutes of the meeting (27 March 2023) to flag any potential items for redaction prior to its publication.
<b>Action 8</b>	<b>6.1</b>	The Governance team to circulate the dates and times of upcoming meetings.
<b>Summary of Decisions</b>		
<b>Ref</b>	<b>Item</b>	
<b>General Matters</b>		
<b>1.1</b>	<b>Welcome, Apologies and quoracy</b>  The Chair welcomed everyone to the meeting and explained the schedule of the meeting in line with the action tracker and the agenda. Punam Farmah was welcomed to the meeting, attending on behalf of BACP’s Board.  The meeting was quorate as 50% of members were in attendance.  Apologies had been received from: <ul style="list-style-type: none"> <li>• Jo Burns</li> </ul>	
<b>1.2</b>	<b>Declarations of interest</b>  There were no declarations of interest.	
<b>1.3</b>	<b>Minutes and approved actions from the last meeting/Matters Arising</b>  Minutes:  The Committee reviewed the action points listed in the minutes and agreed the following: <ul style="list-style-type: none"> <li>▪ Action No.1 is pending and is a priority of the Governance team, as the team are focusing on the recruitment of the Committee.</li> <li>▪ Action 6 is pending and will be deferred until the Committees next meeting where they will receive a formal update from TD.</li> <li>▪ Action 10 is pending, the Committee agreed to invite the EDI Lead to the next meeting for a formal update.</li> </ul> The Committee reviewed and discussed the minutes of the previous meeting and agreed that they were an accurate record of the meeting.	

<b>Public Protection Committee (“PPC”)</b> Minutes of Meeting: 27 March 2023   MS Teams	
	<p><b>Action:</b> Governance team to review and update the pending actions for the upcoming meetings.</p> <p><u>Matters Arising:</u></p> <p>There were no further matter outside of the agenda discussed within the meeting.</p>
<b>1.4</b>	<p><b>Interim Chair Report</b></p> <p>The Committee received a report from the Interim Chair, providing a general update as follows:</p> <ul style="list-style-type: none"> <li>▪ The Committee require focus on the recruitment to the committee, Interim the Chair expressed concerns on the timeline of recruitment and the delay in the process.</li> <li>▪ The Interim Chair noted the changes within BACP staff such as the changes to the governance team, including the appointment of the Senior Governance Officer and the Head of Governance.</li> <li>▪ The Interim Chair noted that they would be attending BACP’s office in Lutterworth to see the Professional Standards Authority.</li> </ul>
<b>2</b>	<b>Reports</b>
<b>2.1</b>	<p><b>Acting Registrars Report</b></p> <p>The Acting Registrar provided an update to the committee including the reaccreditation, EDI and the DBS, noting the following key points:</p> <ul style="list-style-type: none"> <li>▪ BACP were set to have a PSA (Professional Standards Authority) meeting which aims to create and strengthen the relationship between the PSA and BACP, there are overlaps between the PSA strategy and BACP’s strategy.</li> <li>▪ The Acting Registrars Report noted that team has had some restructuring in the last 18 months and have created a workflow system to action the restructure.</li> <li>▪ Changes to staffing and the loss of members including caseworkers. The organisation has bought in contractors to support the teams’ staffing issues and to bridge the gaps in the workstreams (approx. 50-60 cases). The risk register is being used to note the specific areas of expertise needed in the business and the support required.</li> <li>▪ The Acting Registrar discussed the reaccreditation and the three recommendations received from the past year which included: feedback from trainers, the renewal and annual inspection.</li> <li>▪ The team have committed to working with the safeguarding lead to ensure that they are compliant.</li> </ul>
<b>2.2</b>	<p><b>Hearing Manager Report</b></p> <p>The Hearing’s Manager provided an update on their report to the Committee, noting the following key points:</p>

**Public Protection Committee (“PPC”)**

Minutes of Meeting: 27 March 2023 | MS Teams|

	<ul style="list-style-type: none"> <li>▪ The Hearing’s Manager confirmed that in 2022 the Committee received 253 complaints in comparison to the 228 received in 2021, accounting for 39% in 2022 and 38% in 2021.</li> <li>▪ The Team has 187 cases considered by the IAC in 2022 and 114 cases in 2021.</li> <li>▪ 29 cases heard under the practice review track and 22 heard under the disciplinary proceedings track in 2022, with 23 heard in 2021 and 10 by DPT.</li> <li>▪ The team are having their second face to face hearing in April since Covid, which will be held in Wales and are having the guidance documents back in place, staff for slowly getting training to get more experience.</li> <li>▪ Feedback surveys were sent out in October, equating to at least 5 months’ worth of figures.</li> </ul>
2.3	<p><b>Assistant Registrars Report</b></p> <p>The Committee discussed the Assistant Registrars Report: Paper and received an update from the Assistant Registrar noting the key points as follows:</p> <ul style="list-style-type: none"> <li>▪ The team have been focused on reviewing the Register terms and conditions to ensure that they are fit for purposes and correctly reflect the things that member should be doing.</li> <li>▪ The new terms and conditions came into effect 01.12.22.</li> <li>▪ COP: The team are currently working to progress candidates through the assessment, with over 2000 candidates.</li> <li>▪ The team are working on ways to promote “The Get Help” service.</li> <li>▪ The team are also reviewing what good practice is and how to help find solutions to the complaint’s procedure.</li> <li>▪ The team identified the common themes that were coming through in complaints notices and then towards the end of last year, were able to get most of those published online. The aim here is to maximise the use of resources, which has been done through the promotion of the member e-bulletins and online resources.</li> <li>▪ BACP has made the decision to adopt the SCoPEd framework, this means that there will be a focus on how it aligns with the register standards and particularly the CoP.</li> </ul>
2.4.	<p><b>Governance Update</b></p> <p>The Committee received an update from the Governance Officer on the following key points:</p> <ul style="list-style-type: none"> <li>▪ The organisation has appointed a Head of Governance, Judy White as of 03 April 2023 to support the Governance team and BACP moving forward.</li> <li>▪ The team is at full capacity consisting of: Head of Governance, Senior Governance Officer and three Governance Officers.</li> <li>▪ The team’s focus is on recruitment and the skills of the Committee moving forward to help the Committee continue to support the board and its initiatives.</li> <li>▪ Convene is a new platform being used by the organisation which will focus on the meeting management of the Committees moving forward. The Committee discussed the current meeting management and agreed that Minutes would be provided within ten (10) working days, papers will be circulated within fourteen (14) days of the meeting</li> </ul>

<b>Public Protection Committee (“PPC”)</b> Minutes of Meeting: 27 March 2023   MS Teams	
	<p>and that the team would create a shared area on teams to enable the Committee to access their meeting papers.</p> <ul style="list-style-type: none"> <li>▪ The Governance team will create a training session for convene.</li> <li>▪ The Governance team addressed the Committees mode of communication and agreed to work on the communication method used by the Committee.</li> </ul> <p><b>Action:</b> The Governance team will create a training session for convene.</p> <p><b>Action:</b> The Governance team will create a shared area on teams to enable the Committee to access their meeting papers</p> <p><b>Action:</b> The Governance team will update the meeting schedules and circulate the information to the Committee.</p>
<b>3</b>	<b>Safeguarding &amp; EDI</b>
<b>3.1.</b>	<p><b>Safeguarding</b></p> <p>The Committee received an update form the Safeguarding lead, who ran through the papers and who noted the following key points:</p> <ul style="list-style-type: none"> <li>▪ BACP are currently working on a safeguarding policy to tackle several safeguarding issues and to be inclusive of the BACP’s staff.</li> <li>▪ The policy will focus on working with vulnerable adults as per the Care Act and working with Children under 18.</li> </ul> <p>PF, on behalf of the Board, expressed the Board’s support with the current safeguarding strategy.</p> <p><b>Action:</b> The safeguarding lead to provide training to the members of the PPC Committees.</p>
<b>3.2</b>	<p><b>Equality, diversity and inclusion strategy implementation update</b></p> <p>The Committee reviewed the EDI paper and agreed to defer a question to the next upcoming meeting so that the EDI lead could address the Committees concerns adequately.</p> <p><b>Action:</b> Governance to invite the EDI Lead to the meeting.</p>
<b>4.</b>	<b>Any Other Business</b>
<b>4.1</b>	<p><b>AOB</b></p> <p>The Committee discussed any other business otherwise not listed on the agenda:</p>
<b>5.</b>	<b>Presentation of record on BACP website</b>
<b>5.1</b>	<b>To consider any items requiring redaction</b>

**Public Protection Committee (“PPC”)**

Minutes of Meeting: 27 March 2023 | MS Teams|

	<p>The Committee agreed to defer this item to email once the minutes of the meeting were drafted and to allow for review.</p> <p><b>Action:</b> The Registrar to review the minutes of the meeting (27 March 2023) to flag any potential items for redaction prior to its publication.</p>
<b>6.</b>	<b>Date/ time and location of the next meeting</b>
<b>6.1</b>	<p><b>The Committee noted and agreed on the following dates for the upcoming meeting:</b></p> <p><b>Action:</b> The Governance team to circulate the dates and times of upcoming meetings.</p>
<p><b>Next meeting:</b> <b>21 June 2023</b></p>	