

61st meeting of the RCT Management Board
Minutes of the meeting held via video conference
Thursday 4th June 2020

Ref	Detail
2020-01	<p>Apologies for absence</p> <p>Apologies were received from two members of the Management Board.</p>
2020-02	<p>Introductions</p> <p>All members of the Board introduced themselves, including what their roles were in relation to the RCT, for the benefit of new members.</p>
2020-03	<p>Conflicts of interest</p> <p>a) The Registrar declared an interest in the proposal for a new scope of practice..</p>
2020-04	<p>Minutes of the last meeting</p> <p>The minutes of the meeting dated 27th February 2020 were <u>accepted</u> as a true record.</p>
2020-05	<p>Actions</p> <p>a) Annual Declaration of Interest form to be sent out The form would be re-sent (or members could download this from the IPEM website) and committee members were requested to return this to the IPEM office.</p> <p>b) Reporting Registrants Numbers and Characteristics The Board discussed collection of additional data regarding the route registrants had taken (e.g. IPEM diploma, PTP, equivalence). The Board considered the costs of this additional work, as well as what they would do with this information in line with GDPR. The Board decided that the cost of collecting this information outweighed the benefit.</p> <p>c) Accredited Register Cluster At the February meeting it was reported that progress on the cluster of Accredited Registrars had stalled. No further work had been done on this due to other priorities (COVID19) but that the work needed to be picked up by the IPEM CEO.</p> <p>d) Policy for those returning from overseas practice At the last meeting, the previous Membership Manager had agreed to draft a policy on this. This was to ensure that people who had moved away from the UK to practice, continued to be competent to work in the UK. Post Meeting Note. This policy was virtually approved by the Board prior to the meeting and is live on the RCT website.</p> <p>e) IHEEM Representative The previous Membership Manager had contacted IHEEM for approval of the current IHEEM representative's proposal of a further term representing IHEEM on the RCT Management Board. The response from IHEEM was that it was looking at its policy on representatives but would confirm the position before the term ends in September.</p> <p>f) Registrant Representative The Board noted that one of the registrant representatives had confirmed that they would be continuing for their third and final year ending 1st September 2021.</p>
2020-06	<p>Matters Arising</p> <p>a) Approval of the new Assistant Registrar</p>

Ref	Detail
	<p>The Assistant Registrar confirmed that he was stepping back as Assistant Registrar at the end of August 2020. The Registrar explained that the Board had held an election, which was overseen by the Registrar and the Membership Manager, and the successful candidate was confirmed as the current IPEM Representative.</p> <p>b) Appointment of IPEM Representative to the RCT The Board noted that the IPEM representative post would be vacant when the current representative steps up into the role of assistant registrar. It was noted that another Registrant Representative was interested in the IPEM representative position. The board reviewed the draft role description, for an elected representatives (IPEM, IHEEM or ART) prepared by the Registrar. The IPEM HOOF agreed to arrange to have the post advertised in accordance with IPEM's recruitment procedures. The IPEM HOOF would also ensure that a copy of the advert was sent to members of the RCT Management Board.</p>
2020-07	<p>Policies for review/ first approval (standing item)</p> <p>The RCT Code of Professional Conduct The Board discussed the background to the proposed changes which makes it obligatory for registrants to raise concerns. The Board approved the changes. The IPEM HOOF will ensure that the changes are included in the Registrar's update and that the revised document is posted on the RCT website.</p>
2020-08	<p>Risk and Reports</p> <p>a) Risk Register The Registrar introduced the Risk Register explaining that this was kept up to date by IPEM and that historically the IPEM CEO would bring the top risks or new risks to the attention of the Board for consideration. The IPEM CEO agreed to continue to do this. The Registrar went on to further highlight that the Professional Standards Authority (PSA) had requested that the RCT include Covid19 specific risks on their risk register. Six new Covid19 risks had been considered previously online and added to the register. The Board approved the new risks. The Registrar also explained the background to the red risks on the register, including current controls and future actions to help mitigate those risks. Post meeting note –Three registered members of the RCT Management Board, had undergone and all three passed the 2020 CPD Audit.</p> <p>b) Report on Registrant Numbers The Registrar explained that this item was included so that the Board members could ask questions about the numbers, what they mean and generate discussion on how to promote the register. The Registrar explained that this year there had been less failures to renew registrations because the IPEM office had been proactive and had contacted all registrants who had not paid and also the introduction of mandatory Direct Debits from 2021. The Registrar requested that the office be congratulated on this initiative. The committee discussed the number and it was highlighted that the IPEM Training Scheme vivas had been deferred to October and therefore a whole cohort would not be able to join until later in the year.</p>
2020-09	<p>Public safety considerations</p> <p>No Board members had anything to report under this item.</p>
2020-10	<p>Fitness to practice issues</p> <p>a) Fitness to practice cases It was reported that there is one outstanding issue.</p> <p>b) PCC meeting and training It was reported that there is an outstanding requirement for a PCC meeting and some training to take place.</p>

Ref	Detail
	<p>c) PCC Membership The length of office on the PCC was discussed.</p>
2020-11	<p>Professional Standards Authority and Accredited Registers Collaborative business</p>
	<p>a) Attendance at the PSA and AR collaborative It was confirmed that the new Membership Development Manager would attend the collaborative.</p>
	<p>b) RCT/sonographers draft summary assessment form In April the previous Membership Manager had sent out the response to the Notification of Change with questions from the PSA for comment. The College of Radiographers (CoR) had returned some comments already and the Registrar had also made some comments. The Board noted the changes proposed by the CoR and then discussed some of the items that were highlighted as actions for the RCT.</p>
2020-12	<p>Re-registering opportunity for retirees/career break registrants</p>
	<p>The RCT had been approached by some ex-registrants regarding re-registering so that they could return to practice to help with the Covid19 response. The Board had discussed this online and agreed that they would follow the current policy on Career Breaks in respect to this. The decision was made that the RCT would write to ex-registrants that had left within the last 2 years and offer them free registration for the remainder of this year. The Board confirmed the decision.</p>
2012-13	<p>Proposals for new scopes of practice were discussed</p>
	<p>Registrant fee for 2021 (standing item for June Meetings) The 2021 RCT fees were discussed.</p>
2012-14	
	<p>British Library request</p>
	<p>The Board discussed the request from the British Library to provide access to copies of the RCT website held within the UK web archive. The RCT Board approved the request.</p>
2012-15	
	<p>Dates, time, and locations of next meeting</p>
	<p>TBC</p>
2020-16	