

## Ad-hoc Registration Committee Meeting

Monday, 26 January 2026 at 3:00 pm to be held remotely via Microsoft Teams

| Agenda Item   | Classification              | Rationale |
|---|-----------------------------|-----------|
| <b>1. Welcome &amp; apologies for absence</b>                             | Oral report<br>Unclassified | n/a       |
| <b>2. Declarations of interest</b>  | Oral report<br>Unclassified | n/a       |
| <b>3. Minutes of the last ad-hoc meeting held on 15 September 2025</b>    |                             |           |
| 3a. Unclassified minutes  | Unclassified                | n/a       |
| 3b. Confidential appendix   | Confidential                | 1,2,3,4   |
| <b>4. Minutes of the last formal meeting held on 21 October 2025</b>      |                             |           |
| 4a. Unclassified minutes  | Unclassified                | n/a       |
| 4b. Confidential appendix   | Confidential                | 1,2,3,4   |
| <b>5. Matters arising</b>   | Oral/written report         |           |
| <b>6. Matters for decision</b>  |                             |           |
| 6a. Temporary registration application 1                                  | Confidential & Private      | 1,2,4,5   |
| 6b. Temporary registration application 2                                  | Confidential & Private      | 1,2,4,5   |
| 6c. Temporary registration application 3                                  | Confidential & Private      | 1,2,4,5   |
| <b>7. Any other business (AOB)</b>  | Oral report                 |           |
| <b>8. Date of the next meeting</b><br>Tuesday, 28 April 2026 (AM, remote) | Oral report<br>Unclassified | n/a       |

## Registration Committee – Terms of Reference

1. The Committee shall comprise the President, Vice-Presidents and Treasurer of the College, together with two veterinary members of Council, a veterinary nurse member to be appointed by Veterinary Nurse Council (VNC), and a lay member of Council or VNC. The Committee shall be chaired by one of the Officers of the College, who will chair for a three-year term. The Chief Executive Officer (CEO), Registrar, and Director of Operations shall attend and participate in the meeting but shall be non-voting members.
2. The Committee shall be responsible for activities relating to the registration of veterinary and veterinary nurse members of the College (and, in due course, other Associate members of the College), and will provide and make recommendations to Council and/or VNC on matters relating to registration as appropriate.
3. Responsibilities will include but are not limited to:
  - a. Reviewing and monitoring the implementation of the provisions of the Veterinary Surgeons Act (VSA) 1966 related to the registration of veterinary surgeons; (in conjunction with the Education Committee as appropriate);
  - b. Reviewing and monitoring the implementation of the provisions of the Veterinary Nurse Registration Rules related to the registration of veterinary nurses; (in conjunction with VNC);
  - c. Reviewing and monitoring the policies and procedures relating to registration and publication of the Register;
  - d. Advising in relation to the creation of new categories of Associate members of the RCVS;
  - e. Keeping under review data relating to Find-A-Vet;
  - f. Monitoring registration activities (including trends in Registration for both veterinary surgeons and veterinary nurses);
  - g. Monitoring reports from relevant Appeal panels, ie
    - the Examination Appeals Committee;
  - h. Considering applications for Temporary Registration in accordance with the VSA 1966; and,
  - i. Reporting to Council on a regular basis summarising the work that comes under its purview (usually via the minutes of its meetings).

**Summary**

|                    |  |
|--------------------|--|
| Meeting            | Registration Committee (RC)  |
| Date               | 26 January 2026  |
| Title              | Ad-hoc RC meeting minutes – 15 September 2025  |
| Summary            | Minutes of the ad-hoc RC meeting held remotely via Microsoft Teams on Monday, 15 September 2025. |
| Decisions required | The Committee is asked to approve the unclassified minutes and the confidential appendix.        |
| Attachments        | Confidential Appendix  |
| Author             | Huda Haid<br>Governance Officer<br><a href="mailto:h.haid@rcvs.org.uk">h.haid@rcvs.org.uk</a>    |

**Classifications**

| Document | Classification <sup>1</sup> | Rationales <sup>2</sup> |
|----------|-----------------------------|-------------------------|
| Paper    | Unclassified                | n/a                     |
| Appendix | <b>Confidential</b>         | <b>1,2,3,4</b>          |

**<sup>1</sup>Classifications explained**

|              |  |
|--------------|--|
| Unclassified | Papers will be published on the internet and recipients may share them and discuss them freely with anyone. This may include papers marked 'Draft'.  |
| Confidential | Temporarily available only to Council Members, non-Council members of the relevant committee, sub-committee, working party or Board and not for dissemination outside that group unless and until the relevant committee or Council has given approval for public discussion, consultation or publication. |
| Private      | The paper includes personal data which should not be disclosed at any time or for any reason, unless the data subject has agreed otherwise. The Chair may, however, indicate after discussion that there are general issues which can be disclosed, for example in reports to committees and Council.      |

**<sup>2</sup>Classification rationales**

|              |  |
|--------------|--|
| Confidential | <ol style="list-style-type: none"> <li>1. To allow the Committee or Council to come to a view itself, before presenting to and/or consulting with others.</li> <li>2. To maintain the confidence of another organisation.</li> <li>3. To protect commercially sensitive information.</li> <li>4. To maintain public confidence in and/or uphold the reputation of the veterinary professions and/or the RCVS.</li> </ol> |
| Private      | <ol style="list-style-type: none"> <li>5. To protect information which may contain personal data, special category data, and/or criminal offence data, as listed under the General Data Protection Regulation.</li> </ol>  |

## Minutes of the ad-hoc Registration Committee (RC) meeting held remotely via Microsoft Teams on 15 September 2025

### Members (2025/26 College year):

|                        |   |
|------------------------|---|
| Ms L S Belton          | Senior Vice-President   |
| Dr S E Bennett*        | RCVS Council member   |
| Mr J M Castle          | RCVS Council member   |
| Dr M M S Gardiner      | Treasurer   |
| Mr T M Hutchinson      | Junior Vice-President   |
| Professor M D Jones    | RCVS Council member   |
| Professor T D H Parkin | President and Chair   |
| Mrs K Young            | RCSV Council member and Veterinary Nurses' Council representative |

### In attendance:

|              |  |
|--------------|--|
| Ms H Haid    | Governance Officer                         |
| Ms J Lewis   | Registration Manager                       |
| Ms C McCann  | Director of Operations                     |
| Ms N South   | Head of Registration                       |
| Mr S Wiklund | Head of Legal Services/Assistant Registrar |

\*Denotes absence

### Welcome & apologies for absence

1. The Chair opened the meeting by welcoming the members to the first RC meeting (albeit ad-hoc) of the 2025/26 College year.
2. For the benefit of the new members, the Chair explained that ad-hoc meetings were convened to consider applications for temporary registration that could not be determined remotely. Whereas formal meetings allowed the Committee to address the broader aspects of the Committee's remit.
3. Apologies were received from the CEO, Registrar/Director of Legal Services, the Statutory and Eligibility Specialist Manager and Dr S E Bennett.
4. Mrs K Young joined the meeting late.

### Declarations of interest

5. There were no declarations to record.

### Minutes of the last meeting

6. The minutes of the previous meeting, held on 29 April 2025, were approved as an accurate record.

### Matters arising

7. It was noted that the actions arising from the April meeting would be addressed as part of the agenda for the next formal RC meeting in October.

### Matter for decision

#### **New application for temporary registration**

8. The Committee considered a newly processed temporary registration application that had not been previously circulated for remote decision because it had no established precedent. Confidential information is contained in paragraphs 1-3 of the classified appendix.

### Matters for noting

#### **Withdrawal of application for temporary registration**

9. Confidential information is contained in paragraphs 4-11 of the classified appendix.

### Any other business (AOB)

10. No further business was discussed.

### Date of the next meeting

11. Subject to any ad-hoc meetings being held for the purposes of considering Temporary Registration applications, the next formal RC meeting would be held on Tuesday, 21 October 2025 at 10:00 am, remotely.

## Summary

|                    |   |
|--------------------|---|
| Meeting            | Registration Committee (RC)   |
| Date               | 26 January 2026   |
| Title              | RC meeting minutes – 21 October 2025  |
| Summary            | Minutes of the RC meeting held remotely via Microsoft Teams Tuesday, 21 October 2025.         |
| Decisions required | The Committee is asked to approve the unclassified minutes and the confidential appendix.     |
| Attachments        | Confidential Appendix   |
| Author             | Huda Haid<br>Governance Officer<br><a href="mailto:h.haid@rcvs.org.uk">h.haid@rcvs.org.uk</a> |

## Classifications

| Document | Classification <sup>1</sup> | Rationales <sup>2</sup> |
|----------|-----------------------------|-------------------------|
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| Appendix | <b>Confidential</b>         | <b>1,2,3,4</b>          |

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## Minutes of the Registration Committee (RC) meeting held remotely via Microsoft Teams on 21 October 2025

### Members (2025/26 College year):

|                        |   |
|------------------------|---|
| Ms L S Belton*         | Senior Vice-President   |
| Dr S E Bennett         | RCVS Council member   |
| Mr J M Castle          | RCVS Council member   |
| Dr M M S Gardiner      | Treasurer   |
| Mr T M Hutchinson      | Junior Vice-President   |
| Professor M D Jones    | RCVS Council member   |
| Professor T D H Parkin | President and Chair   |
| Mrs K Young            | RCVS Council member and Veterinary Nurses' Council representative |

### In attendance:

|              |  |
|--------------|--|
| Ms V Bolton  | Research Manager                             |
| Ms M Otour   | Research Officer                             |
| Ms H Haid    | Governance Officer                           |
| Ms J Harris  | Statutory and Eligibility Specialist Manager |
| Mr R Hewes   | Head of Customer Service                     |
| Ms J Lewis   | Registration Manager                         |
| Ms L Lockett | CEO  |
| Ms C McCann  | Director of Operations                       |
| Ms N South   | Head of Registration                         |
| Mr S Wiklund | Head of Legal Services/Assistant Registrar   |

\*Denotes absence

### Welcome & apologies for absence

1. The Chair opened the meeting by welcoming the members.
2. Apologies were received from Ms L S Belton and the Registrar/Director of Legal Services.
3. The Research Manager and Research Officer were present for the 'Draft Exit Survey Report 2022-24' agenda item only.

### Declarations of interest

4. There were no declarations to record.

## Minutes of the last meeting

5. It was noted that the interval between the previous ad-hoc meeting, held on 15 September 2025, and this one had been short therefore the minutes were not included in the agenda.

## Matters arising

6. The Head of Registration provided an oral update on an action that arose from the previous ad-hoc meeting to replace the paper-based temporary registration application forms with an electronic, user-friendly online system. The Head of Registration reported that the Registration Department intended to progress this as part of the second phase of the Customer Relationship Management (CRM) system project, noting that the relatively low number of applications meant it had not been prioritised earlier in the process. In the meantime, the team would review the language, tone and format of the current paper application forms, with support from the Communications Department. The Committee was informed that any fundamental changes to these documents would be brought to the Committee for approval.

## Matters for decision

### Election of Vice-Chair

7. The Committee needed to elect a new Vice-Chair for the 2025/26 College year. A call for expressions of interest had been sent prior to the meeting and since no responses had been received, members were asked to contact the Secretary if they wished to be considered for the position. It was agreed that a follow up email would be issued to encourage self-nominations.

**Action: Secretary to send follow-up email regarding Vice-Chair role.**

**Post-meeting note: Mr T M Hutchinson volunteered to serve as the Vice-Chair of the Registration Committee for the 2025/26 College year.**

8. During discussion, the CEO noted that the annual requirement to elect a committee Vice-Chair often resulted in delays, with appointments sometimes made late in the year. The CEO queried whether a longer term of office might provide greater continuity. The Committee was informed that RCVS Council had previously considered, but not supported, a proposal for a three-year Vice-Chair term. Given the recurring challenges experienced across several committees, the CEO suggested that this proposal could be brought back to Council as part of the annual review of the delegation scheme.

9. The Committee agreed that extending the term, even to two years, could provide improved stability and alleviate the current difficulties. The Committee also recognised the need to make clear that the Vice-Chair role was not a progression route to Chair, addressing a concern that may have influenced Council's earlier decision.

**Action: CEO to bring forward a proposal to RCVS Council, as part of the annual delegation scheme review, to consider extending the Vice-Chair term to two or three years to support continuity.**

### Changes to the temporary registration advertising requirements

10. The Committee considered proposals from the Registration Department to update the advertising requirements for temporary registration applications in line with previous discussions and decisions. Further confidential information is contained in paragraphs 1-6 of the classified appendix.

### Temporary registration application

11. The Committee considered an application for temporary registration. Further confidential information is contained in paragraphs 7-11 of the classified appendix.

## Matters for discussion

### Draft Exit Survey Report 2022-24

12. The Research Manager and Research Officer joined the meeting to present the draft Exit Survey Report 2022-24. Further confidential information is contained in paragraphs 12-21 of the classified appendix.

### Registration Statistics Report

13. The Head of Customer Service presented the Registration Statistics Report. The report provided an overview of current trends across registration data for vets, vet nurses, and practice premises to support the Committee's understanding of emerging patterns. The reporting periods under review were Q2 2025 and Q3 2025, compared with the corresponding quarters in the previous year.
14. The Committee noted the data and no comments or questions were raised.

## Matters for noting

### Draft Registration Appeal Rules

15. Confidential information is contained in paragraphs 22-29 of the classified appendix.

### Any other business (AOB)

16. The Chair reminded the members to communicate their interest in the Vice-Chair role.

### Date of the next meeting

17. Subject to any ad-hoc meetings being held for the purposes of considering temporary registration applications, the next formal RC meeting would be held on Tuesday, 28 April 2026 at 10:00 am, remotely.

**Action Log**

| Action   | Date            |
|--|-----------------|
| Secretary to send follow-up email regarding Vice-Chair role.   | 21 October 2025 |
| CEO to bring forward a proposal to Council, as part of the annual delegation scheme review, to consider extending the Vice-Chair term to two or three years to support continuity. | June 2026       |