

## Council Meeting and RCVS Knowledge Annual General Meeting

Thursday, 3 September 2020 at 10:00 am to be held remotely by Microsoft Teams

RCVS Knowledge Annual General Meeting	Papers provided to Trustees by RCVSK	
RCVS Council agenda	Classification <sup>1</sup>	Rationale <sup>2</sup>
1. <b>President's introduction &amp; welcome to new members</b>	Oral report Unclassified	n/a
2. <b>Apologies for absence</b>	Oral report Unclassified	n/a
3. <b>Declaration of interests</b>	Oral report Unclassified	n/a
4. <b>Minutes</b>		
a. Meeting held on 4 June 2020:		
i. Unclassified minutes	Unclassified	n/a
ii. Classified appendix	<b>Confidential</b>	<b>1, 3, 4</b>
b. Classified appendix of 15-16 June 2020	<b>Confidential</b>	<b>1, 2, 3</b>
c. Meeting held on 10 July 2020 (immediately after AGM) – unclassified minutes	Unclassified	n/a
5. <b>Matters arising</b>		
a. Obituaries	Oral report Unclassified	n/a
b. Council correspondence	Oral report Unclassified	n/a
c. CEO update	Unclassified	n/a
6. <b>Matter for decision by Council and for report (unclassified items)</b>		
a. Proposal for new Registration Committee	Unclassified	n/a
7. <b>Notices of motion</b>	Oral report Unclassified	

8. <b>Questions</b>	Oral report Unclassified	
9. <b>Any other College business</b>	Oral report Unclassified	
10. <b>Risk Register, equality and diversity</b>	Oral report Unclassified	
11. <b>Date of next meeting</b> Thursday, 8 October 2020 at 10:00 am (reconvening in the afternoon)	Oral report Unclassified	
12. <b>Matter for decision by Council and for report (confidential items)</b>		
a. Estates Strategy - update	Oral report <b>Confidential</b>	<b>1, 2, 3</b>
13. <b>Any other College business (confidential)</b>	Oral report <b>Confidential</b>	<b>1, 2, 3, 4, 5</b>
14. <b>Risk Register, equality and diversity (confidential)</b>	Oral report <b>Confidential</b>	<b>1, 2, 3, 4</b>
15. <b>Council Workshop re: Unconscious bias</b>	<b>Confidential</b>	<b>1, 2, 3, 4</b>
Dawn Wiggins Secretary, RCVS Council 020 7202 0737 / <a href="mailto:d.wiggins@rcvs.org.uk">d.wiggins@rcvs.org.uk</a>		

**<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>

<b>Summary</b>	
Meeting	Council
Date	3 September 2020
Title	June 2020 Council minutes
Summary	Minutes of the meeting held on Thursday, 4 June 2020
Decisions required	To approve the minutes and classified appendix
Attachments	Annex A – Retiring members main contributions to Council (not exhaustive)  Classified appendix
Author	Dawn Wiggins Secretary, Council <a href="mailto:d.wiggins@rcvs.org.uk">d.wiggins@rcvs.org.uk</a> / 020 7202 0737

<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
Paper	Unclassified	n/a
Annex A	Unclassified	n/a
Classified appendix	<b>Confidential</b>	<b>1, 3, 4</b>

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## Council Meeting

Minutes of the meeting held remotely via Microsoft Teams on Thursday, 4 June 2020

### Members:

Dr N T Connell (President in the Chair)	
Dr C J Allen	Professor R A Hammond
Professor D J Argyle	Mr D J Leicester
Mr C T Barker	Miss R M Marshall
Miss L Belton	Professor S A May
Ms A K Boag	Mrs C-L McLaughlan
Professor D Bray	Dr S Paterson
Professor E Cameron	Mr M L Peaty
Mr J M Castle	Professor C J Proudman
Dr D S Chambers	Dr C L Scudamore
Ms E K Cox	Professor K Smith
Professor S Dawson	Dr N C Smith
Dr M A Donald	Dr C P Sturgess
Dr J M Dyer	Dr C W Tufnell
Professor G C W England	Mr T J Walker
Ms L Ford	Professor J L N Wood*
Ms L V Goodwin	Ms J S M Worthington
Dr M O Greene	

\*Absent

### In attendance:

Ms E C Ferguson	Registrar
Ms L Lockett	CEO
Ms C McCann	Assistant Registrar / Director of Operations (DoO)

### Guests:

Ms M Anne-Lee	Visionline (mrcvs.co.uk)
Ms C Ashcroft	Visionline (mrcvs.co.uk)
Ms E Blanchard	Veterinary student undertaking EMS with the Veterinary Record
Ms E Butler	Chair, Audit and Risk Committee
Ms E Culjat-Vukman	Veterinary student undertaking EMS with the Veterinary Record
Dr D Dos Santos	President, British Veterinary Association (BVA)
Mr A Guthrie	Vetsurgeon.org
Mr J Loeb	Veterinary Record
Dr K Kruger	Veterinary Surgeon and Equalities Officer, British Veterinary Union
Ms G Nunn	Veterinary student undertaking EMS with the Veterinary Record

## President's introduction

1. The President extended a warm welcome to guests and outlined the order of the meeting. He commented on the recent death of George Floyd in the United States of America and reiterated that the Council and staff of the College were committed to diversity and inclusivity in the following statement:

*"I'd like to say a few words about the events that have taken place in the world recently. Everyone will be aware of the images of George Floyd, pinned by his neck to the ground by a police officer in America and heard of his consequent death.*

*Everyone is affected by this terrible event and we stand in solidarity with our black colleagues who too frequently encounter incidents of racism in their lives. We grieve with our friends and colleagues.*

*I would like to reiterate that RCVS Council and staff are committed to diversity and inclusion in its fullest sense. Black lives matter.*

*We are striving, through the work of the diversity and inclusion group and other initiatives to build a diverse and inclusive profession, that has zero-tolerance of any discrimination of any sort at any level.*

*We understand that change takes time. By working together we aspire to move forward to embrace a better future."*

## Apologies for absence

2. Apologies for absence were received from:
  - Miss C H Middlemiss (Chief Veterinary Officer, Observer)
  - Professor J L N Wood
  
  - Dr C W Tufnell Delayed at the start of the meeting

## Declarations of interest

3. New declarations of interest were received from:
  - Dr N T Connell: now retired from the voluntary training position with the VetsNow Cutting Edge, and AdvantEdge, programmes.

## Minutes

### Minutes and classified appendix of the meeting held on 16 April 2020

4. Council had the opportunity to comment on the minutes and classified appendix electronically.

5. A vote was taken:

For:	32
Against:	0
Abstentions:	0
Did not vote:	1

6. The minutes and classified appendix were accepted as a true record of the meeting.

## Matters arising

### Obituaries

7. There had been notification that Mr John Sheridan MRCVS had passed away. Mr Sheridan graduated from the Royal Veterinary College (RVC) in 1960 and was a veterinary practice owner and served as President of both the British Small Animal Veterinary Association (BSAVA) and Veterinary Practice Management Association (VPMA) (now the Veterinary Management Group (VMG)). He was a renowned worldwide speaker and educator on veterinary business.
8. Council was encouraged to have a moment of quiet reflection for all members who had passed since the last meeting, and for all members of the veterinary, medical, and other professions, who were facing untold difficulties during the current pandemic.

### Council correspondence

9. The President reported :

### RCVS Council election 2020

10. Council had been informed of the outcome of the recent RCVS Council elections. As Council was in a period of transition under the Governance Legislation Reform Order to reduce numbers and change its composition, it meant that only the first three candidates (in order of number of votes) would take up their four-year terms at the Annual General Meeting (AGM) to be held on Friday, 10 July 2020. These were: Dr Kate Richards and Dr Richard Stephenson, both previous members of RCVS Council; and Dr Melissa Donald, who was re-elected. Warm congratulations were passed to the successful candidates.
11. This meant that the following members would be retiring at the AGM in July: Mr Barker, Ms Boag, and Miss Goodwin who did not re-stand, and Professor May and Dr Sturgess, who were unsuccessful in the election. Miss Marshall, current Chair of the Veterinary Nurses Council, was also unsuccessful in the veterinary nurses' election, and would be retiring from RCVS and VN Councils in July.



12. Furthermore, there would be governance changes in the number of veterinary school appointed representatives on RCVS Council from the AGM: Professors Cameron, England, Hammond, Proudman and Smith would be standing down in July. Professors Argyle, Dawson, and Wood had been elected as Veterinary Schools Council (VSC) appointed representatives for a further period of three years.
13. All retiring members had made immense contributions to the work of Council. Full details of all retiring members would be part of the AGM in July, and a brief outline of their committee work is at **Annex A**.

### RCVS Day 2020

14: Due to the ongoing Covid-19 pandemic, RCVS Day had been split into two parts:

- On Friday, 10 July 2020 the College would hold the AGM remotely. **Draft** timings were:

10:00 am	Start
10:10 am	Questions
10:30 am	Council elections, new members and retirements
11:00 am	<i>Break</i>
11:10 am	Council meeting to elect President, Vice-Presidents and Treasurer
11:15 – 11:45 am	Various addresses (CEO, out-going VNC Chair, President)
11:45 am	Investiture of new President and Vice-Presidents
12:00 noon	Close

Staff were still working on full details and technical requirements that would be sent out as soon as they were confirmed.

- The awards ceremony had been postponed to later in the year, with details to follow in due course.

### Committee membership 2020-21

14. Following the RCVS Council Election 2020 results, the (internal) election for Vice-President (Junior) had to be re-run, and would take place later in this meeting. The same had occurred for the Chair, VNC, and would be an election at a VNC meeting 17 June 2020. Both elections had a 'knock-on' effect in finalising the committee membership for the forthcoming College year and meant that the proposed committee population would be sent round to Council by email for approval later in June.

### Corona Virus (Covid-19)

15. The Covid-19 Taskforce continued to monitor the ongoing situation and reports sent regularly to Council for information.

### CEO update

16. The CEO reported that since the last meeting a lot of the business of the College came through the Covid-19 Taskforce; a temporary measure to deal with policy changes. There were currently

75 issues on a spreadsheet that was reviewed weekly by Officers; Frequently-Asked Questions (FAQs) had been updated 16 times during the progression of the pandemic and updates from the Communications Team had a 50% opening rate. Further updates were:

- Advanced Practitioner status: the period of uploading key skills had been extended by three months;
- Statutory Examination for Membership: changes had been put in place for candidates no longer able to travel to the UK at this time; English language tests would be valid for a longer period of time, and some could be taken on-line;
- registrations: remote registrations could take place for overseas applicants;
- remote consultations: a survey would be carried out around practitioners' experiences given the temporary change allowing remote prescribing during the pandemic, this would help inform any advice that may need to be given the profession in the event that the temporary change continues, and feed into the wider work ongoing for Under Care / Out of Hours;
- the flowchart of how veterinary practices could work whilst using their professional judgment and within current government guidelines was kept under review and had been viewed 50,000 times on the website;
- Covid-19 information had been responsible for 35% of all the College's web 'traffic' since March 2020;
- annual Continuing Professional Development (CPD) requirements had already been reduced by 25% and would not be reduced any further;
- two short virtual restoration disciplinary hearings had been scheduled and would be used to test how longer hearings could take place, as there had been no hearings since lockdown had commenced;
- UK-practising veterinary surgeons had been allowed to pay their annual retention fee in instalments, and the late payment fee waived;
- 200 more vets than normal were due to be removed from the Register – approximately 0.6% increase on the number last year – some of which were voluntary removals;
- overseas registrants had dropped to c. four per week, which would impact income;
- new UK veterinary graduates had the option of deferring registration until they had found employment;
- the Advice Team had received over 2,000 calls, 80% of which were Covid-19 related;

- numbers of concerns received by the College had dropped at the start of the lockdown but were now gradually increasing;
- numbers of virtual meetings had increased dramatically and included regular meetings with stakeholders.

17. When considering what next, it was confirmed that:

- there was no rush to re-open the College offices in Belgravia House; particularly as government guidelines still encouraged working from home wherever possible. Future building plans, and Estates Strategy plans, would be considered. There was an argument that less space would be required going forward as it had been proven staff could work remotely but, it was also argued that if staff were to work in a building of some sort, and if social distancing was set to continue, more space might be required – particularly if ‘hot-desking’ was not allowed, as there was an increasingly part-time workforce in order to be family friendly. There were also issues to consider around income, the property market, investments, etc., and the Estates Strategy Project Board (ESPB) would be considering all of the issues raised at its forthcoming meeting. In the meantime, the building was checked regularly;
- as mentioned by the President, committee population was currently under consideration and Council were requested to check their details on the skills matrix and update it as necessary;
- the Federation of Veterinarians of Europe (FVE) General Assembly had been due to take place in London and hosted by the College, with a week of events; but was now scheduled to be a conference call instead, with the meeting in London ideally taking place in 2021.

18. There were no questions and the update was noted.

## Matters for decision by Council and for report (unclassified items)

### Under care / out of hours review – update

19. The Chair, Standards Committee, reported that face-to-face focus group meetings, and stakeholder meetings for this review, had been put on hold during the pandemic. Also, because of the pandemic and the need for remote prescribing, it would have been a wasted opportunity not to include feedback from this time in the work going forwards, hence the aforementioned survey.

20. There were no comments and the update was noted.

### RCVS Delegation Scheme – June 2020

21. The CEO reported that the Delegation Scheme was updated on an annual basis, and the document before Council showed proposed tracked changes.

22. It was commented that there was detail on how the Audit and Risk Committee was constituted but nothing recorded relating to Finance and Resources Committee. It was confirmed that this had

been agreed by Council in 2019 and the wording would be included. It was further commented that the wording regarding remuneration of the CEO was confusing, and it was unclear what the policy referred to was. It was confirmed that, as had been confirmed in a recent email to the enquirer, the remuneration policy referred to all staff, including but not specific to the CEO.

23. It was suggested there could be more information regarding how senior staff were appointed and managed. This was noted.

24. A vote was taken to accept the recommended changes to the Scheme:

For:	32
Against:	0
Abstain:	0
Did not vote:	1

25. This was agreed by a majority vote.

### **Dr Tufnell joined the meeting**

#### **Legislation Working Party report**

26. The report and presentation that outlined its contents was introduced by the Chair, Legislation Working Party (LWP), Professor May:

#### **Background**

27. The LWP was formed early in 2017 to review the Veterinary Surgeons Act (VSA) 1966. Membership was drawn from RCVS and VN Councils (including practitioners and lay members) and RCVS staff, with representatives from the BVA and British Veterinary Nursing Association (BVNA). It was the most substantial and wide-ranging review of the VSA since 1966.

#### **Principles**

28. Key principles included:

- legislation should not be unduly burdensome or complicated; it should provide clarity to the public and enhance public confidence in the professions;
- the RCVS disciplinary process should be 'forward looking', with public protection at its heart;
- the vet-led team should fall under a single regulatory umbrella.

#### **Approach**

29. The approach was:

- evidence-based;
- examined best regulatory and public assurance public at home and abroad;
- recognised the unique position of the UK veterinary profession, but any variation from best practice carefully justified.

## Key themes

30. The key themes were:

- retention of a Royal College that regulates:
  - o this was a unique arrangement that allowed the RCVS to take an holistic approach to public assurance;
  - o it also ensured that Royal College functions were properly funded;
  - o some RCVS activities might not be carried out at all if the RCVS did not take responsibility for them;
  
- regulation of entire vet-led team:
  - o built on Council-approved Exemption Order and Associates Working Party (EOAWP) recommendations (January 2019);
  - o work of para-professions within the vet-led team should have a proper legislative and regulatory underpinning, with protection of titles;
  - o RCVS should be an umbrella for all (para)professions undertaking acts of veterinary surgery;
  - o RCVS should have more flexibility on which procedures could be delegated to para-professionals;
  - o empowerment of veterinary nurses (VNs) by: separating delegation rights and employment, allowing the creation of district / community VN role; expanding the role of VNs in anaesthesia (as approved by Council in 2015); restoring the right to undertake cat castrations; continued examination of a 'VN Prescriber' role for future consideration by Council;
  
- assuring practice standards:
  - o the voluntary Practice Standards Scheme (PSS) was very successful, but could only go so far. There was no equivalent to the Care Quality Commission;
  - o regulation of individual professionals was inadequate – a practice may not be vet-owned, and there was unfair pressure on junior vets;
  - o mandatory regulation of practices was required, underpinned by powers of entry;
  
- introducing a 'Fitness to Practise' regime:
  - o current disciplinary processes did not reflect modern best practice;
  - o compassionate, forward-looking 'Fitness to Practise' regime – less about past misconduct, and more on 'current impairment'; a wider range of sanctions to tackle impairment, including conditions of practice orders, and interim suspension;
  - o support of "learning culture" and professional safety;
  - o system would assure a professional's fitness to practise and better protect the public;
  
- modernising registration:

- separation of registration and licence to practise;
  - underpinning of mandatory CPD;
  - enable the RCVS to introduce a revalidation regime;
- improve access to the profession for those with disabilities:
- new powers to introduce limited licensure;
  - this would allow Council to create measures allowing individuals to join the Register where disability would limit the ability to work in all areas of practice;
  - in future, further measures could apply to overseas (or even domestic) graduates working in a specific sector.

### Towards a new Act?

31. Whilst the VSA had served the profession well for 50+ years, it was not fit for the 21<sup>st</sup> century; it was cumbersome, whereas modern legislation was flexible and principle-based. Many LWP recommendations required primary legislation; piecemeal change could be impossible with the confines of the VSA.

### Next steps

32. Council was asked to approve the LWP's general principles, themes and recommendations for an LWP consultation with the public and the veterinary professions. Thereafter, Council would be able to consider the results and any proposed amendments before considering the adoption of the report. The final report could then be used as the basis of discussions with government to seek new legislation.

33. Comments and questions included but were not limited to:

- it was an impressive piece of work;
- what was meant by 'throwing down the gauntlet' to those opposed to fitness to practice?
  - there were people who opposed change; the College's tribunal processes were outdated and must move forward to a modern system and consider the *current* capabilities of the veterinary professional. Mediation and support could be provided (there were already protocols in place within the system); and, outcomes and intermediate sanctions would support the well-being of members. A package built around fitness to practise to include change to a standard of proof was part of modernising the whole system and was the way forward for both the public and for the well-being of the profession;
- currently, members were expected to act within their areas of competence and it was already realised that members with certain disabilities could not work with, for example, large animals such as cattle, but they could work with small animals. There should be the opportunity to train in the same way and care should be taken not to have duality in that able-bodied persons had to train for the whole role, but disabled persons would not. Validation was important e.g. a mixed practice veterinary surgeon would be expected to validate in all area

but if you were limited to equine then it was limited licensure; how would that work with broad skills?

- the report aimed to get people thinking and there would be different thoughts and ideas put forward during the consultation period. At the moment disabled veterinary students were unable to meet Day One Competencies (D1C), so they are unable to qualify as a veterinary surgeon – the suggested framework proposed a way to include those people who otherwise might not enter into the profession;
- re: the greater range of sanctions and probable suspension of a veterinary surgeon pending a disciplinary hearing – it would be tough to justify suspension before a hearing, and needed to be clarified even before this went to consultation as it was very important;
- the option to suspend was part of the modernising the process; It was noted that employers already had the ability to suspend staff on the spot if they did something awful;
- be mindful of comparisons to human healthcare and the application of human-level standards of regulation because the law did not recognise animal lives in the same way as it did human lives;
- the text had a lot of information about veterinary nurses, however, a vet-led team was wider than just veterinary nurses, for example, care assistants and other practice staff, and this needed to be acknowledged within the regulation going forwards;
- make sure veterinary services remained financially viable for the client, to deliver services at a cost they could afford, otherwise a significant number of people would be excluded from being able to obtain veterinary care for their animals;
- beware of unintended consequences in terms of the mental health and wellbeing of veterinary professionals – if pushed to the limits of individual capabilities all of the time because the more routine tasks, e.g. second vaccinations, were being performed by other people within the team, there was no time to regroup; and even more pressure would be applied as the number of people they were supervising increased;
- the unforeseen consequences was precisely why this matter needed to go forward for consultation;
- there would be unintended consequences with a reduction in a veterinary team size in particular for rural practices and the provision of 24 / 7 services; also, whilst there could be value in delegating some of the work, a lot of such work built confidence and client relationships for new veterinary surgeons;
- the exclusive concept of the vet-led team may not be compatible with legislation going forward, and the example of services performed by veterinary nurses suggested a secondary, rather than primary, role for vets;

- whilst there was support for premises inspections, it might be deemed controversial for the government and unwelcomed in any new legislation; furthermore, there was risk that the process of new legislation opened up the question of whether it remained appropriate for the professional body to remain as a single entity and would involve Treasury, the Cabinet Office, and numerous other areas of government. Was it at all possible to amend the Act with a 'limited scope act' that provided powers by using secondary legislation introduced in a Private Members Bill and therefore expose the College to a lower degree of risk?
  - o the College had gone as far as it could whilst the current Act remained in place, with Legislative Reform Orders, and Health and Performance Protocols in the concerns process; it was not just one part of the Act that needed amendment but change was needed across the board and included registration and fitness to practise, and it would be hard not to overstep the fundamental way the 1966 Act had been set up;
- no regulator in human healthcare, except the General Medical Council, had chosen to separate registration and licensing;
- there was still a substantial amount of work to be done around D1C before limited licensure could be introduced for undergraduate recruitment;
  - o substantial work was required in *all* areas in how it would apply and be recognised;
- it was concerning how limited licensure was written in the report; it focused on limited licensure for disabled people only – instead, *everyone* should be able to access limited licensure;
  - o it had not been the intention to focus on disabilities and there could be a further amendment in order to recognise inclusivity but also to recognise workforce needs;
- the clear statement about public interest was welcomed;
- the quorum for disciplinary hearings and the option of interim suspensions was questioned and clarified;
- veterinary schools struggled with disability discrimination versus fitness to practise, and the primary degree currently covered a broad basis. Limited licensure would change the whole veterinary profession and could divide it in a way that meant that vet schools could go in different directions;
  - o there had to be a balance of what could be achieved within the five years of skills development for a full range of careers; thereafter students could develop their individual skills as they went forward; veterinary programmes needed to retain international 'currency' at the same time as students 'hit the ground running' for their first job;



- it should be noted that the proposals in general would form a massive amount of work and impact on the College; the timings and significant costs involved would require careful resourcing;
- if the College did not take the lead, then others may do it for the College. There had to be a lot of debate, and a lot of work with the profession to be able to move it forward and gain the confidence of the profession, politicians, and the public.

34. The discussion was brought to a close. A vote was taken to approve the broad principles and recommendations reached by the LWP, and agree for the report to go to consultation with the professions and the public. The consultation results would be brought back to Council alongside any amendments for consideration before Council is asked to approve the final report.

For:	31
Against:	0
Abstain:	2
Did not vote:	0

35. This was agreed by a majority vote.

36. The Chair, LWP, thanked staff and members of the working party for the tremendous amount of work it had taken to reach this point.

### Standard of Proof / Charter Committee – structure of RCVS concerns process

37. The Registrar introduced the paper, noting that the confidential concept paper had been discussed in closed session at the Council meeting in January 2020. It was highlighted that the work of the LWP was the bigger, overall, picture – the paper now before Council outlined work that could commence immediately. Council was reminded that compassion was one of the main aims of the new RCVS Strategic Plan 2020 – 2024, and that there should be a balance between enhancing public confidence in the profession and the impact of disciplinary matters on both the profession and individual members.

### Standard of proof

38. In particular, when considering the standard of proof, it was emphasised that if the College changed to a civil standard of proof (following consultation), this did *not* mean there would be no standard at all, only taking the word of the complainant, with a resultant increased number of disciplinary hearings. To allay fears, it was confirmed that an exercise had been undertaken to re-evaluate cases considered by the Preliminary Investigation Committee (PIC) in 2019 using the civil standard of proof; the outcome of which was that there were two cases that would likely have been sent to a disciplinary hearing. It was not turning on the disputed facts but whether it was deemed serious professional misconduct (SPMC) in the first instance.

### Charter Case Protocol

39. There was a further package of measures for discussion alongside the standard of proof. The Charter Case Protocol (CCP) outlined proposals that could stretch Charter functions to deal with cases, for example, that would cross the threshold for Disciplinary Committee (DC) and have a

strong public interest in pursuing, but could be dealt with by alternative means as outlined in the paper e.g. deficiencies in CPD (often resolved by the time DC sat and was a waste of resources); or those identified by PIC as not in the public interest to progress but held open. There were associated costs of setting up another small committee but these were low in terms of the whole DC process.

#### Mini – PICs

40. As regards the changes to process and the introduction of ‘mini-PICs’ – doing away with the current system of case examination, the ‘building blocks’ were already in place – the Legislation Reform (Constitution of Veterinary Surgeons Preliminary Investigation and Disciplinary Committees) Order 2013 – (LRO), allowed for the proposed changes to PIC. At the moment, there were two threshold tests within the concerns process. The first was whether there was an arguable case and then if the case went to PIC it had to determine if there was a realistic prospect of success. Going through the initial stage involved stress for the veterinary professional and set up expectations of the complainant, especially when a case may not progress further. What was proposed would allow for one threshold test of realistic prospect at PIC, which in turn should help to speed up the process, in particular, for ‘simple’ cases that did not require external statements and input from experts.

41. Comments and questions included but were not limited to:

- concern was expressed re: wording around the ‘disposal of cases’ and that it should be articulated better;
  - o noted; this would be amended going forward;
- clarification was sought how the CCP would work – would sanctions be akin to a police caution instead of going to a full DC hearing; was there a legal defence against it? – if a member’s name was on a (published) list, that was a big sanction;
  - o in the first instance, PIC would make the decision whether the case would be suitable for the CCP and the registrant also contacted; to be considered suitable for the CCP there would need to be insight shown and remedial action taken. This would allow for an alternative to a full DC hearing;
- concern was expressed about cases where it was ‘he said / she said’ and the balance of probabilities (under the civil standard of proof) taking away a member’s livelihood; and, the disposal of cases under the CCP. A vet in possession of a letter from the College that indicates a concern raised against them “...will go no further, but...” (advice or guidance, etc. issued) was currently private, however, when a reprimand became public – as proposed in the paper – it was damaging to a person’s reputation; when a case went before DC the member could be exonerated;
  - o in terms of numbers of cases progressing, it was not anticipated that there would be a large increase in ‘he said / she said’ cases because of the proposed change to the standard of proof; there would still be careful consideration of every case. With regards to

advice given to a member; this was still something that could be given by PIC. It was pointed out that in order to be referred to the CCP, the matter had to have crossed the threshold for a DC case. This was different from advice given by PIC;

- anything that sped up the DC process was welcome, but the messaging around proposed changes was hugely important, especially when there were complex cases. Was it possible to produce a flowchart so there was a visible reference in order for members to understand the process quickly?
  - o noted; a flowchart would be produced;
- re: public warnings held on file: what were the impacts and the benefits, particularly with vexatious cases and the potential mental health implications? A warning should not be used to 'beat' a member with;
  - o it was known that the impact of a DC hearing could be huge; the matter of warnings versus DC hearings was for Council discussion and future consultation before a final decision was made;
- a change to the standard of proof was an inflammatory and scary topic for the profession; if the College went to consultation on this matter the messaging had to be very clear particularly as the veterinary profession was evidence-based;
- feedback from colleagues, discussion forums, and the results of the recent RCVS Council elections showed that there was a massive fear that a person's profession could be taken away by the balance of probabilities, rather than by proof. Whilst the matter had to be considered, the College should remember that the best interests of the patient may be in direct conflict of the interests of the client and was another massive worry;
- a lot of comments have been about the proposed changes to the standard of proof, but it was also about being a responsible regulator – if Council voted to go to consultation it was important to ask if it should / should not be done, and have evidence to support the decision.

42. The discussion was brought to a close. The process of voting on the paper was clarified – Council was asked to decide if it wished:

- a. to proceed with a consultation covering ALL of:
  - a change to the standard of proof in disciplinary cases to the civil standard; and
  - introduction of the Charter case Protocol; and
  - introduction of mini-PICs.

If part a (above) was not agreed, Council would be asked to decide on the following individual items:

- b. to proceed with the introduction of:
  - i. the Charter Case Protocol (with consultation);

- ii. mini-PICs;
- iii. a change to the standard of proof in disciplinary cases to the Civil Standard (with consultation).

43. A vote was taken on part a:

For:	26
Against:	5
Abstain:	2
Did not vote:	0

44. Part a, the whole package of proposals going to consultation, was agreed by a majority vote. Therefore, Council was not required to vote on part b.

### Reports of committees – to note

45. The President reminded Council that as the meeting had a long agenda, the Covid-19 Taskforce had agreed at its meeting on 23 April 2020 that there would be no oral presentation from Chairs of committees, instead the summary section on the header sheets of the minutes expanded to highlight particular items of note contained within the minutes. However, clarification sought or questions on the minutes would be dealt with in the normal way.

### Advancement of the Professions Committee

46. It was questioned if there had been any information or progress on diversity from the Fellowship applications this year. It was confirmed that progress had been slow and the matter had been discussed at length with guidance provided by the Fellowship Board that new members will take forward.

47. It was further questioned why the role of Editor, Veterinary Evidence, was a voluntary role instead of salaried and it was confirmed that this had been discussed with the Executive Director, RCVS Knowledge. The role was a relatively small role similar to a charitable board position or that of Trustee where a person wished to 'put something back' into their profession instead of it being a salaried role.

48. The report was noted.

### Audit and Risk Committee

49. There were no questions and the reports and classified appendices were noted.

### Joint Audit and Risk Committee / Finance and Resources Committee

50. There were no questions and the classified appendix was noted.

### Education Committee

51. Thanks were expressed for retiring Council member, Professor May, for the enormous amount of work undertaken on the Graduate Outcomes project.

52. It was commented that the booklet for Day One Competences was a fantastic piece of work that had been presented beautifully. It was suggested that the College was creative on how it was communicated to the profession.

53. The report and classified appendix were noted.

#### **Finance and Resources Committee**

54. The Treasurer highlighted the RCVS Bursary Scheme and Council member expenses had been discussed and minuted in the classified appendix for this committee.

55. There were no questions and the report and classified appendix were noted.

#### **Standards Committee**

56. There were no questions and the report and classified appendix were noted.

#### **Veterinary Nurses Council**

57. There were no questions and the report and classified appendix were noted.

#### **Preliminary Investigation Committee and Disciplinary Committee Liaison Committee**

58. It was questioned what the College was doing to try to meet the Key Performance Indicators (KPIs). It was noted that staffing and Covid-19 had been the main issues in recent months. A Case Manager had left in March, and two new Case Managers had joined. This meant that it had been necessary to do remote inductions and training, which had caused a slight dip for Stage 1 KPIs; this was now coming back up. For Stage 2 there had been some factors at play that were beyond the influence of the College. Most recent figures stated KPIs were at 83%; PIC was at 93% for simple cases; and, of the five complex cases, two had met the KPI and the others had been interrogated and explained in the paper.

59. The report and classified appendix were noted.

### **Reports of statutory committees – to note**

#### **Preliminary Investigation Committee (and annual update)**

60. There were no questions and the report was noted.

#### **Registered Veterinary Nurses Preliminary Investigation Committee**

61. There were no questions and the report was noted.

#### **Disciplinary Committee and Veterinary Nurses Disciplinary Committee (and annual update)**

62. There were no questions and the report was noted.

## Notices of Motion

63. There were no notices of motion received.

## Questions

64. There were no questions received.

## Dates of future Council meetings

65. Dates for forthcoming Council meetings had been agreed at a recent Officers meeting. These were:

Friday, 10 July 2020 (AGM)  
 Thursday, 3 September 2020  
 Thursday, 8 October 2020  
 Thursday, 5 November 2020  
 Thursday, 21 January 2021  
 Thursday, 18 March 2021  
 Thursday, 10 June 2021  
 Friday, 9 July 2021 (AGM)  
 Thursday, 9 September 2021  
 Thursday, 11 November 2021

66. The full schedule of meeting dates to the end of 2021 would be circulated to Council shortly.

## Election of Vice-President (Junior) (re-run) – recommendation for confirmation at the AGM on 10 July 2020

67. The Registrar confirmed that there had been three nominations received:

Candidates:	<b>Professor D J Argyle</b>	<b>Dr D S Chambers</b>	<b>Dr M A Donald</b>
Supporters:	Professor E Cameron Professor S Dawson Professor K C Smith Dr C W Tufnell	Dr J M Dyer Professor S A May Professor C J Proudman Dr N C Smith	Mr D J Leicester Mrs C-L McLaughlan Dr S Paterson Dr C L Scudamore
Date of first joining Council:	November 2011 (Appointed)	July 2017 (Elected)	July 2016 (Elected)
Current term due to end:	July 2023	July 2021	July 2024

68. Candidate letters had been circulated to Council and voting was to be undertaken by a secure electronic link from eBallot.com that had been sent in advance of the meeting. Council had until 2:00 pm to cast their vote and the result would be reported by the Registrar in the closed session. It was noted that in order to succeed a single nomination must receive more than 50% of the vote; where this did not happen the position would be reported; the last placed candidate eliminated; and a further ballot carried out until an outright winner identified.

69. Further information is available in the classified appendix at paragraph 1.

**[Afternote: it was confirmed that Professor Argyle was the successful candidate in this election and would take up the position of Vice-President (Junior) from the AGM.]**

### Any other College business (unclassified)

70. There was no other College business.

### Risk Register, equality and diversity (unclassified)

71. There were no items identified in the open session of the meeting.

### Dates of next meetings

72. Dates of next meetings were:

Friday, 10 July 2020 (brief meeting following the AGM)

Thursday, 3 September 2020 (reconvening in the afternoon)

### Matters for decision by Council and for report (confidential items)

#### Discretionary Fund report

73. The Director of Operations (DoO) reported that there had been no applications to the Fund since the last meeting of Council.

#### Estates Strategy – update

74. This information is available in the classified appendix at paragraphs 2 – 6.

#### Annual accounts 2019

75. This information is available in the classified appendix at paragraphs 7 – 14.

**Brexit Taskforce**

76. This information is available in the classified appendix at paragraphs 15 – 20.

**Any other College business (confidential items)**

77. This information is available in the classified appendix at paragraphs 21 – 22.

**Risk Register, equality and diversity (confidential items)**

78. This information is available in the classified appendix at paragraph 23.

79. The meeting was brought to a close.

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## Annex A

**Retiring members at RCVS Day – main contributions** (membership is not exhaustive as there were a number of years that Boards/Working Groups were not added to the main committee lists, also electronic records incomplete prior to 2006.)

**Mr Christopher Barker: elected 2012 – 2020 (eight years)**

- Finance and Resources Committee
- Preliminary Investigation Committee and Disciplinary Committee Liaison Committee
- Standards Committee (also formerly Advisory Committee)
- Certification Sub-committee
- Register and Registration Sub-committee
- Legislation Working Party

**Ms Amanda Boag: elected 2012 – 2020 (eight years)**

- President 2018 – 2019
- Treasurer 2014 – 2017
- (Chair) Preliminary Investigation Committee and Disciplinary Committee Liaison Committee
- Advancement of the Professions Committee
- Education Policy and Specialisation Committee
- Nominations Committee
- (Observer) Audit and Risk Committee
- (Observer) Education Committee
- (Observer) Standards Committee
- Registration Appeals Committee
- Specialist Recognition and Advanced Practitioner Appeals Committee
- Register and Registration Sub-committee
- Specialist Recognition Sub-committee
- Diversity and Inclusion Group
- Officer Team
- Operational Board
- Estates Strategy Project Board
- IT Project Board
- RCVS Knowledge Board
- Vet Futures Project Board
- (Chair) Brexit Taskforce
- Covid-19 Taskforce
- Legislation Working Party

**Ms Lucie Goodwin: 2016 – 2020 (four years)**

- Veterinary Nurses Council
- RCVS Knowledge Board
- Mind Matters Initiative Taskforce

**Professor Stephen May: elected 2012 – 2020 (eight years) / university (London) appointed 2001 – 2009 (eight years)**

- President 2017 – 2018
- (Chair) Education Policy and Specialisation Committee
- (Chair) Specialist Recognition and Advanced Practitioner Appeals Committee
- Disciplinary Committee (pre-LRO)
- Nominations Committee
- Planning and Resources Committee
- Standards Committee (also latterly as Observer)
- (Observer) Education Committee
- Register and Registration Sub-committee
- (Chair) Operational Board
- Estates Strategy Project Board
- Vet Futures Project Board
- Brexit Taskforce
- (Chair) Graduate Outcomes Working Party
- (Chair) Legislation Working Party
- (Chair) Veterinary Diagnostic Imaging Board

**Dr Christopher (Kit) Sturgess: elected 2013 – 2020 (seven years)**

- Treasurer 2017 – 2020
- (Chair) Finance and Resources Committee
- Education Committee (also former Education Policy and Specialisation Committee)
- Preliminary Investigation Committee and Disciplinary Committee Liaison Committee
- Standards Committee
- (Observer) Audit and Risk Committee
- Certification Sub-committee
- Register and Registration Sub-committee
- Officer Team
- Operational Board
- (Chair) Advanced Practitioner Panel
- Estates Strategy Project Board
- IT Project Board
- (Observer) RCVS Knowledge Board
- Brexit Taskforce
- Covid-19 Taskforce

**Professor Ewan Cameron: university (Glasgow) appointed (nine years)**

- Education Committee (also former Education Policy and Specialisation Committee)
- Standards Committee
- Certification Sub-committee
- Register and Registration Sub-committee
- Science Advisory Panel

**Professor Gary England: university (Nottingham) appointed 2011 – 2020 (nine years)**

- (Chair) Advancement of the Professions Committee
- Education Committee (also former Education Policy and Specialisation Committee)
- Registration Appeals Committee
- Standards Committee
- (Chair) Specialist Recognition Sub-committee
- Operational Board

**Professor Richard Hammond: university (Bristol) appointed 2016 – 2018 (two years), 2019 – 2020 (one year)**

- Education Committee
- Standards Committee
- Graduate Outcomes Working Party

**Professor Christopher Proudman: university (Surrey) appointed 2020 (five months)**

- Certificate in Advanced Veterinary Practice Sub-committee

**Professor Kenneth Smith: university (London) appointed 2019 – 2020 (one year)**

- (Chair) Examination Appeals Committee
- (Chair) Fellowship Appeals Committee
- (Vice-Chair) Education Committee

**Miss Racheal Marshall: veterinary nurse appointed 2018 – 2020 (two years)**

- (Chair) Veterinary Nurses Council (four years VNC member (two as Chair), two years RCVS Council member)
- Advancement of the Professions Committee
- Finance and Resources Committee
- Standards Committee
- Operational Board
- IT Project Board
- Veterinary Nurse Futures Project Board
- Brexit Taskforce
- Covid-19 Taskforce

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<b>Summary</b>	
Meeting	Council
Date	3 September 2020
Title	July 2020 Council minutes
Summary	Minutes of the meeting held on Friday, 10 July 2020.
Decisions required	To approve the unclassified minutes.
Attachments	None
Author	Hannah Alderton Secretary, Council <a href="mailto:h.alderton@rcvs.org.uk">h.alderton@rcvs.org.uk</a> / 020 7856 1033

<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
Paper	Unclassified	n/a

**<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>

## Council Meeting

Minutes of the meeting held remotely via Attend2IT platform on Friday, 10 July 2020 at 10:00 am.

### Members:

Dr M O Greene (President in the Chair)	
Dr C J Allen*	Mrs C-L McLaughlan
Mrs B S Andrews-Jones	Dr S Paterson
Professor D J Argyle	Mr M L Peaty
Miss L Belton	Mr M E Rendle
Professor D Bray*	Dr K A Richards
Mr J M Castle	Dr C L Scudamore
Dr D S Chambers	Dr N C Smith
Dr N T Connell	Dr R S Stephenson
Professor S Dawson	Dr C W Tufnell
Dr M A Donald	Mr T J Walker
Dr J M Dyer	Professor J L N Wood
Ms L Ford	Ms J S M Worthington
Mr D J Leicester	

\*Absent

### In attendance:

Ms E C Ferguson	Registrar
Ms L Lockett	CEO
Ms C L McCann	Director of Operations (DoO)

## Apologies for absence

1. Apologies of absence were received from:

- Dr C J Allen
- Professor D Bray
- Miss C H Middlemiss (Observer)

## Declarations of interest

2. Declaration of interest were received in advance of the meeting as follows:

- Dr C L Scudamore: 'Director of Anatomic Pathology – Nationwide Labs' has been amended to past employment;
- Dr K A Richards: now a Non-Executive Director of Scottish Agricultural College Commercial Ltd.

## Council correspondence and matters for report

3. There was no correspondence or matter for report.

## Matter for decision by Council

### To approve the appointment of the Presidential Team and Treasurer 2020/2021

4. Council was asked to approve the appointment of the new Presidential Team and Treasurer for 2020/2021 as follows:

President:	Dr Mandisa Greene
(Senior) Vice-President:	Dr Niall Connell
(Junior) Vice-President:	Professor David Argyle
Treasurer:	Professor Susan Dawson

5. A vote was taken (electronically):

Yes	21
No	0
Abstain	0
Did not vote	3

6. This was agreed by a majority vote.

## Date of next meeting

7. The date of the next Council meeting was confirmed as Thursday, 3 September 2020 at 10:00 am.

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<b>Summary</b>	
Meeting	Council
Date	3 September 2020
Title	CEO update, including progress against Strategic Plan
Summary	This paper offers a summary of activity against the 2020-2024 Strategic Plan
Decisions required	To note
Attachments	None
Author	Lizzie Lockett CEO <a href="mailto:l.lockett@rcvs.org.uk">l.lockett@rcvs.org.uk</a>

<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
Paper	Unclassified	n/a



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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>

## Background

1. The RCVS Strategic Plan 2020-2024 was approved at the RCVS Council meeting in January 2020 and came into immediate effect. The full report, including all of the narrative, together with case studies from the previous plan's successes, can be found here: <https://www.rcvs.org.uk/news-and-views/publications/rcvs-strategic-plan-2020-2024/>
2. Progress has been somewhat slow thus far due to the pandemic, although the work carried out to establish our values and behaviours has been very important in informing decision-making during Covid-19, guiding Council and staff through uncharted areas.
3. For each action, progress to date, responsibilities and next steps have been identified in the following table. It is to be noted that this is a five-year plan, so in some areas activity remains to be started.
4. At its meeting in July, the Officer Team felt it appropriate that an update be given to Council three times a year – in September, January and June – but information about a specific action can be made available to any Council member on request in between times.
5. Outside of the Strategic Plan, the following items are for note since the June Council meeting:
  - a. A series of updates has been made to the 1CPD app, in response to feedback from users
  - b. A record number of new Fellows was admitted – 58 – and this will be marked at an online Fellowship Day on 1 October
  - c. The RCVS was listed as one of the top five places for women to work in the UK (medium—sized) by Great Place to Work
  - d. We published our new veterinary Day One Competences
  - e. We worked with the Veterinary Schools Council and British Veterinary Association to lobby for vet courses to gain the ability to apply for extra student places
  - f. We put in place a new internal Diversity and Inclusion activity programme in response to the Black Lives Matter movement
  - g. The RCVS AGM took place online on 10 July and was a successful and engaging event - RCVS Awards will follow on 10 September
  - h. The Mind Matters Initiative has given out two £20,000 awards – to consider the mental health impacts of racial discrimination and of moral injury
6. Meanwhile, the Covid-19 Taskforce continues to meet on a regular basis and decisions are summarised to Council. During this period, the following has been acted upon:
  - a. Continuing to extend the remote prescribing temporary guidance (twice) – next review date 30 September
  - b. A survey into the experience of vets and nurses around remote prescribing was commissioned and will be published shortly
  - c. Two joint letters with other veterinary and veterinary nursing organisations were sent to practices to encourage them to support students on extra-mural studies and placements respectively
  - d. The third survey of the economic impact of Covid on clinical practice was published and the fourth will be sent out shortly

- e. The Patient-based Assessment was developed by VN Council and approved as an alternative to the VN OSCE during the pandemic
- f. A reduction was made in the requirement for pre-clinical extra-mural studies (EMS) from 12 to six weeks, with online resources supplementing learning gaps
- g. A temporary amendment was made to the accreditation standard that requires core clinical teaching to only be carried out in practices that are approved under the RCVS Practice Standards Scheme, because assessments are currently on hold
- h. Practice Standards Scheme assessments were placed on hold until further notice but not beyond one year, and PSS Awards have been postponed for one year
- i. A temporary amendment was made to the requirement for students to have live experience in an abattoir, with use being made of virtual environments instead
- j. A temporary amendment was made to EMS requirements for third-year students, to use online resources to contribute to up to eight weeks of their 26-week clinical EMS requirement
- k. An agreement was made that the retention-fee window for veterinary nurses be extend by a month, so fees will fall due on 31 January 2021 instead of 31 December 2020
- l. A temporary suspension of requirements for student veterinary nurses was agreed, allowing them to register if they have met their Day-One Skills even if the full requirement for 1,800 of practice hours had not been met.
- m. A decision that Council and Committees will continue to meet remotely until at least November

## A: Clarity

**Ambition:** to ensure that we have clarity of purpose and that our internal and external stakeholders and service-users understand our role in the world. We will endeavour to become a proactive regulator that remains a step ahead, even in the face of constant change and uncertainty. We will listen widely, consult meaningfully, make confident decisions, then communicate with clarity, appreciating that the final outcome may not suit everyone.

Action (numbering as per full plan)	Who?	Status	Next step/due date
1. Continue, via the work of the Veterinary Legislation Working Party and other groups, to review the regulatory landscape to ensure we develop world-leading, robust standards and approaches that are grounded in evidence and risk-based, in order to safeguard animal health and welfare, and public health, and maintain trust in the veterinary professions.	LWP/ Council	<ul style="list-style-type: none"> <li>LWP reported to Council in June</li> <li>Council agreed to consult on proposals</li> </ul>	<ul style="list-style-type: none"> <li>Plans under development for consultation in autumn, draft consultation document to come to Council in October</li> </ul>
2. Ensure that we are addressing what matters to our stakeholders and that we horizon-scan for issues that are beyond the scope of our immediate view. For example, regulation of new technologies, regulation of practices, review of our concerns and disciplinary process, and regulation of the wider veterinary team and the environment in which they work.	APC/ LWP/ PICDCL	<ul style="list-style-type: none"> <li>Ongoing work with ViVet</li> <li>Regulation of practices falls part of A1 above</li> <li>Review of concerns/disciplinary – Council agreed to consult on proposals in June</li> <li>A lot of focus on ‘what matters to our stakeholders’ has been carried out during pandemic work</li> </ul>	<ul style="list-style-type: none"> <li>Review of ViVet project with new Director once in post</li> <li>Consultation on proposals for updated concerns/disciplinary process likely early autumn (see above)</li> <li>Regulation of wider vet team ongoing with discussion regarding governance structure ref registration at September Council meeting</li> <li>Horizon-scanning process to take place for Vet Futures #2 – inc impact of Covid-19</li> </ul>
3. Review whether we can take a more proactive role around breaches of the Veterinary Surgeons Act involving unqualified individuals, or courses that purport to lead to registration but do not, both through education to end-users of veterinary services, and working more actively to support those wishing to raise concerns with the relevant authorities.		<ul style="list-style-type: none"> <li>Some work on this had started pre-Covid and will be revisited once resources allow</li> </ul>	

Action (numbering as per full plan)	Who?	Status	Next step/due date
4. Work with our partners overseas to ensure that the UK remains relevant in the veterinary world post-EU exit, including sharing knowledge, marketing our standards and services, and building an engaged diaspora of members of the Royal College of Veterinary Surgeons (MsRCVS) and registered veterinary nurses (RVNs). Ensure there is a global element to all that we do, and that our international members feel engaged and included.	APC/ FVE/ Brexit T/F	<ul style="list-style-type: none"> <li>Continuing to attend meetings of the Future Veterinary Capability and Capacity Project</li> <li>Ongoing work via Advancement of the Professions Committee to consider global offering</li> <li>Building relationships via MMI International</li> </ul>	<ul style="list-style-type: none"> <li>Update Global action plan</li> <li>Develop actions from o/s member research</li> <li>Fix meeting of Brexit T/F</li> <li>Continue to play part in International Veterinary Regulators Network</li> <li>Run third EU graduates survey</li> <li>Continue to play strong role at the Federation of Veterinarians of Europe (FVE) – reschedule London GA for summer 2021</li> </ul>
5. Build a closer relationship between the College, the professions and the public by continuing our outreach programme. Review how we gain input from stakeholders at all levels, including the development of an improved process for seeking input from members of the public.	APC/ Comms	<ul style="list-style-type: none"> <li>Stakeholder research published</li> <li>Feedback from practices sought as part of regular Covid-19 surveys</li> <li>Much of our face-to-face public outreach on hold due to Covid</li> </ul>	<ul style="list-style-type: none"> <li>Review stakeholder research for actions (stakeholder survey and comments in Surveys of the Professions)</li> <li>Revisit stakeholder research at end of year ref Covid activities</li> <li>Reflect on comments in economic surveys</li> <li>Set up client engagement group</li> <li>Host stakeholder day before end of the year</li> </ul>
6. Establish clarity around a data-sharing commitment, and ensure that our views, our data & our insights are shared regularly in an easy-to-search way, for example, easy-to-find FAQ on key issues, insights gained from concerns & complaints data, and self-service facts and figures about the professions. Make available accessible & anonymised versions of the data we hold to all stakeholders to enable them to generate value and insights for the sector.	FRC/ Digital/ Policy	<ul style="list-style-type: none"> <li>Prototype of sharing mechanism for core data ready for review</li> <li>FAQ on Covid have been well received</li> </ul>	<ul style="list-style-type: none"> <li>Review data-sharing prototype and launch</li> <li>Develop dashboard on key metrics</li> <li>Hire research executive</li> <li>Develop approach for mining concerns and complaints data for content for Academy</li> </ul>
7. Plan and implement a cycle of review and improvement for our educational standards and processes, to ensure we continue to take a leadership role with our international partners.	Ed Cttee	<ul style="list-style-type: none"> <li>Launched Day One Competences 2/7</li> <li>VN Standards reviewed and published</li> <li>WG looking at Accreditation Standards</li> <li>AP and CertAVP surveys launched</li> <li>Hosted International Accreditors Working Group (IAWG) in June 2020</li> </ul>	<ul style="list-style-type: none"> <li>Review results from AP and CertAVP surveys, with recommendations</li> <li>Publish findings of Accreditation WG</li> <li>Take forward work of IAWG</li> <li>Visitation team – training and structure to be reviewed</li> </ul>
8. Ensure clarity of appeal across all the areas where we make decisions, modernising where appropriate; where appeal is not available, clearly justify why not.	Legal services		<ul style="list-style-type: none"> <li>Audit current processes; review best practice</li> </ul>

## B: Compassion

**Ambition:** to be a compassionate upstream regulator and a supportive Royal College by ensuring that high standards continue to be met while working in an empathetic way that respects all of our stakeholders and service-users as individuals. We will recognise that a compassionate approach involves helping members of the veterinary team build the skills and knowledge they need to meet our standards, which is ultimately in the interests of animal health and welfare.

Action (numbering as per full plan)	Who?	Status	Next step/due date
1. Endeavour to ensure that the College is seen as approachable, helpful, fair and accessible to all.	All	<ul style="list-style-type: none"> <li>Have gathered lots of data as part of Survey of the Professions, Stakeholder mapping etc – need to consolidate</li> </ul>	<ul style="list-style-type: none"> <li>Review data and identify priorities for training</li> <li>Review public- and profession-facing documentation for 'Plain English'</li> <li>Publish more regular data on how we are meeting our KPIs</li> <li>Develop online version of Regional Question Times to take questions from members</li> <li>Tie-in with stakeholder mapping (A5, above)</li> </ul>
2. Enable our teams to deliver compassionate regulation by providing structures, training and support to ensure they can help vets and nurses meet the standards required in a compassionate way, and take ownership and communicate clearly when things don't go to plan. Recognising that, in order to achieve this, our team members must also feel well supported and that they are compassionately treated.		<ul style="list-style-type: none"> <li>Data has been gathered as part of Survey of the Professions</li> <li>Have put in place Peakon staff engagement tool to get 'real time' views on how staff are feeling</li> <li>Launched e-cards to celebrate staff members who meet our values</li> <li>Created 'Opportunities Group' of mid-career staff to help understand where support may be needed, particularly for new managers</li> <li>Have rolled out Diversity &amp; Inclusion training for all staff</li> <li>MH for Managers training taken place</li> </ul>	<ul style="list-style-type: none"> <li>Open Minds report to be published once buddying scheme ready to launch</li> <li>Review data and identify priorities for staff training and review of materials</li> <li>Review discussions at Sept 2019 staff away day on values and see where gaps remain</li> <li>Encourage and support managers in acting on findings/comments from Peakon tool</li> <li>Consider supervision / support for those who may be taking a lot of stressful calls</li> <li>Virtual staff away day to focus on values and diversity (Sept/Oct)</li> </ul>
3. Review our concerns process through the eyes of each of our stakeholder and service-user groups to ensure that it is fair, forward-thinking and compassionate, and set out a programme of quality improvement.	ProfCon MMI	<ul style="list-style-type: none"> <li>Nearly ready to launch buddying scheme for those going through ProfCon process with external provider</li> </ul>	<ul style="list-style-type: none"> <li>Set up client group – see A5 above</li> <li>Package of modernising proposals is due for consultation – see A2 above</li> <li>Review how we gather data, moving to a 'live' feedback model – consult with consumer organisations</li> </ul>

Action (numbering as per full plan)	Who?	Status	Next step/due date
4. Help our regulated professionals to meet the standards expected of them by their peers, the public and society at large by launching the RCVS Academy, which will house a range of online educational tools to help veterinary surgeons, veterinary nurses and other potential associates of the College understand what is expected of them in terms of meeting standards, and to support them acquiring relevant knowledge and staying up to date in a creative, accessible and inspiring way.	TBC	<ul style="list-style-type: none"> <li>Idea well supported, with many groups asking for content - key will be getting the right structure in place and prioritising</li> <li>Some ideas for content came from British Small Animal Veterinary Association (BSAVA) Summit, Dec 2019</li> </ul>	<ul style="list-style-type: none"> <li>This is a huge piece of work and needs planning in terms of delivery structure</li> <li>Team to support needs to be developed, will include: <ul style="list-style-type: none"> <li>IT/digital framework</li> <li>Overall project management</li> <li>Content leads</li> <li>Learning specialists</li> <li>Communications input</li> <li>User groups for trial and feedback</li> <li>Users for ongoing moderation and review</li> </ul> </li> <li>Develop initial list of modules</li> <li>How to link to 1 CPD?</li> <li>Developing a parallel (linked?) approach for staff training and development</li> </ul>
5. Continue to support the mental health and wellbeing of members of the veterinary team, and our College staff, through the Mind Matters Initiative under its workstreams of 'prevent, protect and support' (see <a href="http://www.vetmindmatters.org">www.vetmindmatters.org</a> ), and also help veterinary professionals to take account of the mental health of those with whom they come into contact.	MMI/ APC	<ul style="list-style-type: none"> <li>MMI has been adapting to the Covid world with online tools and Covid-specific advice and guidance</li> </ul>	<ul style="list-style-type: none"> <li>Continue to provide support during pandemic</li> <li>Organisation of MMI training into a more structured approach</li> <li>Completing loop between those supported and their upstream needs</li> <li>Development of app to support those who have not tipped into mental ill-health to stay well</li> <li>Publish fifth anniversary report</li> <li>Link up with Diversity and Inclusion agenda</li> </ul>
6. Continue to foster a reflective learning culture amongst members of the veterinary team, so that they can continue to grow and develop in a supportive, no-blame environment.	APC Ed Cttee	<ul style="list-style-type: none"> <li>Launch of 1CPD app in January (with further updates) to enable reflective learning</li> <li>Support of RCVSK QI work ongoing, including podcasts etc</li> <li>Addressed via Edward Jenner Leadership MOOC modules</li> </ul>	<ul style="list-style-type: none"> <li>Develop speaker opps on learning culture – eg World Small Animal Veterinary Association (delayed from Sept to April)</li> <li>Lots is happening but need to communicate better and join the dots – develop a narrative</li> <li>Metrics and evaluation? TBC</li> <li>Ensure this is foregrounded in LWP consultation</li> </ul>

## C: Courage

**Ambition:** we will have the courage to take a leadership role within the professions, to ensure that the pervading culture is healthy, sustainable, inclusive, innovative and respectful; through this, will develop confident veterinary professionals.

Action (numbering as per full plan)	Who?	Status	Next step/due date
1. Continue to seek culture change within the wider professions around help-seeking behaviour to support both mental and physical health, learning culture, leadership, innovation, sustainability and diversity.	DIG MMI APC	<ul style="list-style-type: none"> <li>DIG has met three times and due to publish action plan</li> <li>See B5 for MMI progress</li> <li>See B6 for learning culture</li> <li>Leadership – strategic plan in place</li> <li>Innovation – strategic plan in place</li> </ul>	<ul style="list-style-type: none"> <li>Restructure of Innovation and Learning dept to become Advancement of Professions to gain greater synergy from all of this work</li> <li>Sustainability – Council lead to be identified</li> <li>Continue with evaluation of Edward Jenner</li> <li>Develop Innovation Challenge Prize to aid post-Covid / post-Brexit recovery?</li> </ul>
2. Celebrate the art as well as the science of veterinary medicine and ensure that wider professional skills are properly and credibly supported.	APC/ RCVSK	<ul style="list-style-type: none"> <li>Non-clinical skills have been highlighted as part of the Graduate Outcomes review</li> <li>The benefits of an ‘all-round’ approach to work/life have been focused on via MMI</li> </ul>	<ul style="list-style-type: none"> <li>Focus on non-clinical skills of general practice (ie human factors) – initial APC-led project needs review in light of Covid</li> <li>Develop materials for Academy</li> <li>Wider cultural project to celebrate history and development of modern veterinary practice – tie in with new building?</li> </ul>
3. Work with other stakeholders to retain skills and talent within the professions, by developing return-to-work options that build confidence in those who have had a career break, for whatever reason.		<ul style="list-style-type: none"> <li>Initial conversations started with Defra, British Veterinary Association, Veterinary Management Group and others to better understand recruitment and retention needs but this has been impacted by Covid</li> <li>Initial conversations with MMI ref a return-to-work network founded on issue of insurance, needs picking up</li> </ul>	<ul style="list-style-type: none"> <li>Need research ref workforce gap</li> <li>Need research with leavers / returners</li> <li>Wider use of new graduate development programme (replacement for Professional Development Phase)</li> <li>Mentorship</li> <li>Re-recruitment fair</li> <li>Materials for the Academy</li> <li>Review our policies to ensure return to work is as accessible as possible</li> </ul>



Action (numbering as per full plan)	Who?	Status	Next step/due date
4. Ensure a pathway for career progression for vets and nurses via postgraduate/post-qualification accreditations and qualifications – to meet the needs of vets and nurses at all stages of their careers.		<ul style="list-style-type: none"> <li>Review has started ref AP and CertAVP for vets</li> <li>Advanced VN qualifications framework for VNs published</li> </ul>	<ul style="list-style-type: none"> <li>Publish recommendations on vet quals/status</li> <li>VN career progression linked to LWP</li> <li>Review development routes for general practitioners</li> </ul>
5. Develop extra-mural studies (EMS) and work experience opportunities at the College, together with more opportunities for veterinary professionals and members of the public to become engaged with the work of the regulator at first hand and gain an understanding of its complexities.		<ul style="list-style-type: none"> <li>This was in train but on hold due to Covid</li> <li>Meet the RCVS Days, stakeholder days etc on hold due to Covid</li> </ul>	<ul style="list-style-type: none"> <li>Can we develop virtual experiences?</li> <li>Develop modules for Academy eg virtual hearing? Some kind of gamification of this?</li> <li>Lunch and learns with practices – remotely?</li> </ul>
6. Create an innovation funding pot to enable the professions to help solve regulation and professional standards issues that matter to them.		<ul style="list-style-type: none"> <li>We have approval of the small bursaries pot – for individuals' personal development that aligns to strategic plan – not yet launched due to Covid</li> </ul>	<ul style="list-style-type: none"> <li>How do we better understand the questions that are on professionals' minds?</li> <li>Need to do a risk analysis around this</li> <li>See C1 ref Challenge Prize</li> </ul>
7. Continue to develop the Fellowship into a learned society that reflects the varied achievements of the veterinary profession; encourages the advancement of standards; and, develops public awareness of veterinary medicine and science, for example, via the development of a Fellow on the Public Understanding of Veterinary Science.		<ul style="list-style-type: none"> <li>Started process of review of structure of support for Fellowship – engage more with RCVS Knowledge on this</li> </ul>	<ul style="list-style-type: none"> <li>To be considered as part of review of APC structure</li> </ul>
8. Review new ways of reaching consensus and driving change within our leadership and governance structure.		<ul style="list-style-type: none"> <li>Unconscious bias training planned for September Council meeting</li> </ul>	<ul style="list-style-type: none"> <li>Need to look at how we make virtual meetings more effective – learn from others</li> <li>Review CPD needs for Council members</li> <li>Review impact of 2018 LRO on Governance (see also D1)</li> </ul>
9. Work with the BVA and the BVNA to evaluate the success of the first action plans for Vet Futures and VN Futures respectively, assess whether the ambitions remain relevant, and develop new action plans accordingly. Work with the FVE and our European colleagues to support the delivery of Vet Futures Europe.		<ul style="list-style-type: none"> <li>Conversations have started to take place, agreed that we need to review research and ambitions, then develop second action plans</li> <li>Evaluation of first action plans started but to be completed – interrupted by Covid</li> </ul>	<ul style="list-style-type: none"> <li>How do we capture what the professions have learned from Covid, and keep the good stuff?</li> </ul>

## D: Confidence

**Ambition:** in order to deliver our Strategic Plan we must not only have the mandate that is secured by the Veterinary Surgeons Act and our Royal Charter, but also the confidence to succeed that will be brought by the right underpinning – the governance, people, finance, communications and IT structures that are crucial to our success.

Action (numbering as per full plan)	Who?	Status	Next step/due date
1. Review the bedding-in of the 2018 Legislative Reform Order to ensure that our Council and committee structure is efficient, effective, and transparent, and provides the right level of strategic oversight coupled with skills-based input to allow the College to function to the best of its abilities.	Officers	<ul style="list-style-type: none"> <li>We are not mandated by govt to do a review (unlike for the 2013 LRO) but it is good practice</li> </ul>	<ul style="list-style-type: none"> <li>Suggest informal review in 2021 and more formal five-year review in 2023</li> </ul>
2. Review the structure of all of our groups operating below committee level, to ensure the right mix of skills are available to tackle the tasks at hand and that each group has clear membership, purpose, principles, time-frame and sense of what success will look like.	FRC/Ops	<ul style="list-style-type: none"> <li>Process has started, with more transparency over ToFR, membership and composition – all now online</li> <li>Delegation scheme (to committee level) updated annually</li> </ul>	<ul style="list-style-type: none"> <li>Bring together all groups into one document, with ToR, membership, quorum, etc</li> <li>Improve transparency around terms of office</li> <li>Parent committees to review all groups and sunset where appropriate</li> </ul>
3. Develop and embed a meaningful dashboard to help ensure that appetite for risk is clear, risk is managed and any early warning signs are addressed.	ARC/FRC/Ops	<ul style="list-style-type: none"> <li>Magique risk management tool now in place for all areas, clear ownership, regularly updated</li> </ul>	<ul style="list-style-type: none"> <li>Hold risk workshop with Council, including review of appetite for risk – October?</li> <li>Make 'any items for the risk register' agenda items more meaningful</li> <li>Priority: to learn from Covid experience</li> </ul>
4. Collate and review our member and service-user feedback on an ongoing basis, against key performance indicators, and work with RCVS Knowledge to employ a quality improvement and innovation methodology to ensure we are providing services that meet the needs of our audiences and society at large.	ALL	<ul style="list-style-type: none"> <li>We have gathered a list of sources of current feedback</li> </ul>	<ul style="list-style-type: none"> <li>Do gap analysis on data held</li> <li>Gather additional data</li> <li>Prioritise areas for improvement</li> <li>Develop QI process</li> </ul>
5. Ensure our financial systems are customer-focused, fraud-resistant and efficient, and improve communication and clarity over where money is spent and its impact.	FRC/Ops	<ul style="list-style-type: none"> <li>We have gathered data ref fraud prevention activities across the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Review data available and prioritise areas for improvement</li> <li>Focus groups of users of My Account?</li> </ul>

Action (numbering as per full plan)	Who?	Status	Next step/due date
6. Put in a place a people strategy that develops our talent, diversity, leadership and culture, across the staff team, Council and committee members, examiners, assessors and all others who work on behalf of the College.	Exec O/ HR	<ul style="list-style-type: none"> <li>HR Director has started process of mapping what this needs to include</li> <li>Black Lives Matters issues have taken recent priority</li> </ul>	<ul style="list-style-type: none"> <li>Strategy in draft</li> </ul>
7. Develop and implement a technology strategy that puts digital first, is collaborative, and focuses on simplification and convergence.	Exec O Digital/ FRC	<ul style="list-style-type: none"> <li>Current strategy is coming to an end, new one needs to be developed</li> <li>Covid-19 has meant work has been rather short-term of late, but the existing strategy put us in good shape to work remotely</li> </ul>	<ul style="list-style-type: none"> <li>New strategy needs to be developed</li> </ul>
8. Purchase a new property that aims to serve the needs of the College for the next twenty years, while not putting an undue future financial commitment on our members.	Estates/ Ops	<ul style="list-style-type: none"> <li>Estates Strategy Project Board continuing to work as per strategy</li> </ul>	<ul style="list-style-type: none"> <li>Future building needs under review to ensure appropriate for the 'new normal'</li> </ul>
9. Put in place a communications strategy that will focus on clarifying what we are, and what we are not, and be stronger about calling out those who seek to undermine the College; own our shortcomings and be clear about where and how we will change; and be bolder about celebrating our successes and our unique contribution to animal health and welfare, and public health. Empower our wider team to become communications ambassadors for the College.	Comms	<ul style="list-style-type: none"> <li>Pandemic has meant a lot of time spent on reactive rather than proactive activities</li> </ul>	<ul style="list-style-type: none"> <li>Strategy needs to be developed</li> </ul>
10. Develop and implement a corporate social responsibility strategy that befits an organisation that works in the public interest.	FRC/ Ops	<ul style="list-style-type: none"> <li>We do more than we talk about – need to bring together in a narrative</li> </ul>	<ul style="list-style-type: none"> <li>Investment policy requires review</li> <li>Environmental impact of any new building will be key</li> <li>Covid has been positive in terms of reducing impact of travel, both overseas and domestic</li> </ul>

<b>Summary</b>	
Meeting	Council
Date	3 September 2020
Title	Proposal for new Registration Committee
Summary	Given likely changes to our registration requirements post-EU-Exit, and in order to provide appropriate governance around decisions relating to future associates of the College, a need has arisen to review the committee structure for registration. The paper makes recommendations and proposes draft Terms of Reference for a new Committee.
Decisions required	<p>Council is asked:</p> <ol style="list-style-type: none"> <li>To approve the formation of a Registration Committee as per the draft Terms of Reference at Annex A</li> </ol> <p>Or alternatively:</p> <ol style="list-style-type: none"> <li>To approve an extension of the role of the current Register and Registration Subcommittee as currently constituted, to include the immediate work required around the creation of new categories of Associate members of the RCVS.</li> </ol>
Attachments	Annex A – proposed Terms of Reference for Registration Committee
Author	Eleanor Ferguson Registrar <a href="mailto:e.ferguson@rcvs.org.uk">e.ferguson@rcvs.org.uk</a> 0207 202 0718

<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
Paper	Unclassified	n/a

<b><sup>1</sup>Classifications explained</b>	
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.

<b><sup>2</sup>Classification rationales</b>	
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>

## Proposal for new Registration Committee

### Background

1. Historically, matters relating to registration have been dealt with administratively, with procedures established over time on the basis of the requirements set out in the Veterinary Surgeons Act 1966 (VSA) and Veterinary Nurses Registration Rules. A huge amount of work goes on in this, a core function of the RCVS, and statistics, information, reports etc. are produced to a variety of groups / Committees and to Council as and when required. There is, however, no Committee with overall responsibility for ongoing review and monitoring of registration and registration processes, or for making recommendations for potential changes.
2. While in the past the 'rules' have been reasonably settled, with the changing landscape of Brexit and consideration of who can and cannot come onto our Register, (and potential changes to processes arising from experiences during Covid) this may be a more active area. Furthermore in 2019, RCVS Council approved the Report to the Department for Environment, Food & Rural Affairs (Defra) on the Review of the Minor Procedures Regime (RMPR). The report recommended a number of reforms to the VSA to create a legislative underpinning for paraprofessionals. Council will recall the two proposed models for the regulation of paraprofessionals by the RCVS: Associate – currently used to regulate veterinary nurses, under which the RCVS would be directly responsible for all aspects of regulation; and Accredited – where the RCVS would accredit a separate regulatory body which regulated the relevant paraprofession.
3. Alongside the report, the RCVS announced that it would explore both models, and would continue discussions with a number of paraprofessions that did not require additional legislative underpinning. Subsequently, the Legislation Working Party report (June 2020) recommended that the entire vet-led team should be brought under the RCVS's regulatory umbrella.

### Current position

4. Discussions have been ongoing with a number of groups including veterinary technicians (vet techs) who are exploring avenues towards becoming Associates of the RCVS. Vet techs are currently employed by a number of veterinary practices, working as part of the vet-led team. The vet tech aids the veterinary surgeon to monitor and improve health and welfare of livestock through preventative measures. They may deliver treatment following a diagnosis carried out by a veterinary surgeon when an agreed treatment protocol with the vet practice has been put in place. They will typically collect data on incidences of certain health conditions, which will help in setting health and disease control plans. Some of the tasks, such as the administration of vaccinations, tuberculin testing and disbudding, are underpinned by Exemption Orders, while others require no legislative underpinning.
5. We are at a point in time when we need to start to consider the formal mechanisms and processes necessary to bring such a new Associate member 'on board'. The first step is likely to be the creation of a Working Group. It would seem preferable that any such Group reports into a Committee which would in turn make formal recommendations to Council to take decisions on how matters go forward.

6. There would seem to be no immediate 'fit' for this within the RCVS Committee structure. One possibility would be to feed into the Advancement of the Professions. However, the aims and purpose of that Committee would seem to fall more towards the RCVS' non-regulatory Charter functions than in what is a strongly regulatory sphere. Alternatively there is the Finance and Resources Committee (FRC). Doubtless, matters relating to finance will need to be considered by FRC but the broad range of regulatory issues involved in relation to a new Associate would seem to be out with its natural scope and remit. Other Committees, such as Education and Standards, would also need to provide input but again have clearly defined functions.
7. Another possibility – potentially the closest fit – might be the Register and Registration Subcommittee (RRSC), which currently deals only with applications relating to temporary registration of veterinary surgeons under Section 7 of the VSA.

### Proposal

8. The proposal therefore is that a new Committee is formed, expanding out of the RRSC to deal with matters relating to new Associates and at the same time the opportunity is taken to fill the current gap relating to registration as mentioned above.
9. It is recognised that adding another full Committee into an already crowded Committee schedule would add to the workload of members and secretariat. It is suggested therefore that in the short term – until the end of 2020 – the Committee meets on an ad hoc basis, to be slotted into the regular Committee cycle for 2021.

### Decision required

10. Council is asked to approve the formation of a Registration Committee as set out in the draft Terms of Reference (see **Annex A**).
11. Alternatively, should it be felt that a further full Committee is not necessary at this time, Council is asked to approve an extension of the role of the RRSC as currently constituted to include the immediate work required around the creation of new categories of Associate members of the RCVS.

## Annex A – proposed Terms of Reference for Registration Committee

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. 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 Associates 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:
  - i. 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).
  - ii. 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).
  - iii. Reviewing and monitoring the policies and procedures relating to registration and publication of the Register.
  - iv. Advising in relation to the creation of new categories of Associate members of the RCVS.
  - v. Keeping under review data relating to Find-A-Vet.
  - vi. Monitoring registration activities (including trends in Registration for both veterinary surgeons and veterinary nurses).
  - vii. Monitoring reports from Appeal panels, i.e.
    - a. The Examination Appeals Committee
    - b. Registration Appeals Committee (EU)
  - viii. Considering applications for Temporary Registration in accordance with the VSA 1966.
  - ix. Reporting to Council on a regular basis summarising the work that comes under its purview (usually via the minutes of its meetings).