

## Summary

Meeting	Standards Committee
Date	22 October 2025
Title	Standards Committee Minutes
Summary	<p>Minutes of the Standards Committee meeting held remotely on Wednesday 22 October 2025, at 09.30am</p> <p>The Committee's attention is drawn to paragraphs 1-10 of the classified appendix.</p>
Attachments	Classified appendix
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## Classifications

Document	Classification <sup>1</sup>	Rationales <sup>2</sup>
Minutes	Unclassified	n/a
Classified appendix	<b>Confidential</b>	1

**1Classifications 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.

**2Classification rationales**

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

## Minutes of the Standards Committee meeting held in-person and remotely on 22 October 2025 at 9.30am

**Members:** Olivia Cook (Chair)  
Sinéad Bennett  
Derek Bray  
Linda Ford  
Christopher Loughrey  
Matthew Rendle  
Tim Walker  
David Black  
Sam Bescoby  
Abbie Calow  
Linda Belton

**In attendance:**

<b>RCVS</b>	Lizzie Lockett	CEO
	Gemma Kingswell	Head of Legal Services (Standards)
	Beth Jinks	Standards and Advisory Lead
	Annelise Samuels	Senior Standards and Advice Officer
	Bri McLachlan	Standards and Advice Administrator

### AI 1 Apologies for absence, declarations of interest, minutes of the meeting of 16 September 2025

1. Apologies were noted from Christopher Loughrey.
2. The minutes of the meeting of 16 September 2025 were agreed by the Committee. It was again noted that the September meeting was unfortunately not quorate.

### Matters for decision/discussion

#### AI 2 (a) Anaesthesia free dentals – Confidential

3. The minutes of this agenda item can be found in the classified appendix at paragraphs 1 – 2.

#### AI 2 (b) Chapter 13: Clinical and client records review

*Derek Bray joined the meeting*

4. The paper was summarised, and the Committee was informed that Chapter 13 of the Supporting Guidance to the *Code of Professional Conduct* ('the Guidance') had been reviewed to ensure it remains fit for purpose and reflects current practice. The paper proposed several revisions to the Chapter, particularly regarding its structure and content, taking into account the approaches of other regulators. The review also considered the sections relating to the General Data Protection Regulation (GDPR), with the aim of refining the content and removing information no longer necessary.
5. The Committee was also asked to consider a suggestion from the PIC/DC Liaison Committee that Chapter 13 be amended to include a requirement that clinical records be kept electronically via an auditable system, or a requirement that if clinical records are kept electronically, the

electronic system is auditable. The purpose of the amendment would be to address concerns regarding the quality of paper and handwritten records and to make it easier to establish whether records had been retrospectively amended.

6. The Committee discussed the request from PIC/DC Liaison committee; however it concluded that the guidance already includes sufficient information on the level of detail required when keeping records, and on how to amend records where necessary. Further, it would place an increased burden on the profession, in particular sectors that tend to work remotely, such as farm and equine, and for those who do not have a practice management system already in place. The latter request would create a disproportionate requirement on those using electronic systems when electronic systems are not mandatory. Instead, the Committee agreed that the emphasis should remain on ensuring that clinical and client records are accurate, appropriately detailed and auditable. The Committee directed the Head of Legal Services (Standards) communicate its decision to the PIC/DC Liaison Committee.
7. Regarding the broader Chapter 13 amendments, the Committee suggested that the language be further refined to make the Guidance more accessible to the wider profession and to align it with higher-level, principle-based standards. In particular it was suggested that:
  - a. Guidance reiterating the GDPR requirements could be cut down, the retained sections reiterating GDPR requirements be streamlined (e.g. para 13.5 re client personal information), and relevant references to the ICO be added.
  - b. Reference to RVNs having responsibility around keeping clinical records should be added.
  - c. Consideration be given to whether guidance on record retention periods and commentary on the use of Artificial Intelligence in this context should be included.
8. The Committee directed that further amendments be made in line with its comments.

**Action: Head of Legal Services (Standards) / Senior Standards and Advice Officer**

## Matters for discussion

### AI 3 (a) Under care review update and next steps – confidential

9. The minutes of this agenda item can be found in the classified appendix at paragraphs 3 – 5.

### AI 3 (b) Competition and Markets Authority provisional findings – Confidential

10. The minutes of this agenda item can be found in the classified appendix at paragraphs 6 – 10.

## AI 4 Matters for report

### AI 4(a) Disciplinary Committee Report

11. The report was noted. It was clarified for the benefit of new Committee members that the report is sent to the Committee for review only as a communication link between the Standards Committee and PIC / DC Liaison Committee.

## AI (5) Risk and equality

12. No new risks were reported.

## AI 6 Any other business and date of next meeting

13. Two members nominated themselves for consideration as Vice Chair, Sam Bescoby and Sinéad Bennett. The Committee voted Sinéad Bennett as Vice Chair.
14. The next meeting will be held on 3 December 2025, in person with remote attendance capabilities.

## Table of actions

Paragraph	Action	Responsibility
6	Communicate the Committee's decision on amendments to Chapter 13 to the PIC / DC Liaison Committee.	Head of Legal Services (Standards)
8	Further amend the proposed revised Chapter 13 in line with the Committee's comments.	Senior Standards and Advice Officer