



**Minutes of the Council meeting of the British Society of Hearing Aid Audiologists Limited
The Wesley Hotel, 81-103 Euston Street, London, NW1 2EZ**

Thursday 26th May 2016

Present: P Sydserff (PSy) (Chair)
Prof. D Welbourn (DW) (CEO),
I Croft (IC)
D Foley (DF)
B Perkin (BP)
A Coulter (AC)
P Harrison (PH)
R Kewney (RK)
T Andrews (TA)
S Godkin (SG)
R Garcia-Medina (RG)
A Pugh (AP)
C Campbell (CC)

In Attendance: Dr. J Jindal (JJ),
K Girling (KG),
D Peel (DP)

16-05-1a **Apologies:** S Vokes (SV)
P Nand (PN)
N Raithatha (NR)
T Rainer (TR)

16-05-1b **Members Contact Details and Conflict of Interest**

(PSy) reminded Council members of the need to declare any conflict of interest or change of circumstance that may have arisen since the last Council meeting. (RG) informed Council he is Clinical Director of Hearology. No additional conflict of interest or change of circumstances were declared. (PSy) also asked Council to inform of any change of contact details, none were declared. (PSy) made Council aware that Congress and secretarial support arrangements are to be discussed during the meeting and (KG) (TA) may need to leave the meeting due to conflict of interest.

16-05-1c (KG) to update BSHAA Council meeting attendance record with details of all present.

16-05-2 **Review Agenda**

(PSy) asked Council if there were any items for consideration under AOB. (SG) wished to add the subject of a networking evening before a study day event. (PSy) agreed it could be added to agenda item 8d. (JJ) wished to add information concerning ear care courses

and the EU referendum, (PSy) agreed it could be added to agenda item 8d. (TA) wished to add a BHAMA update, (PSy) agreed it could be added to agenda item 9.

16-05-3 **Minutes of previous meeting**

Minutes from Council meeting on 17th March 2016 were noted and approved. (KG) drew attention to section 16-03-6 regarding the election of Council members which will be dealt with in agenda item 8b

16-05-4 **Perspectives**

A. President's Report

(PSy) made reference to his report (Appendix B) circulated prior to the meeting, drawing attention to his meeting on 26th April with Jagjit Sethi (BAA President) and informed Council that the relationship between BAA and BSHAA had never been better, confirming there was a joint desire to raise the standards of the audiology profession.

16-05-AP1 **(PSy) to draft a letter to Jagjit Sethi regarding BAA and BSHAA's Presidents writing jointly to members of both societies to encouraging greater professionalism. This will be circulated to BSHAA Council for approval prior to being sent.**

16-05-AP2 **(PSy) and (DW) to engage with the HCPC on the subject of changing the protected title from Hearing Aid Dispenser to Hearing Aid Audiologist at their annual meeting.**

B. Chief Executive Report

(DW) referred to the Chief Executive Report (Appendix C) drawing attention to the Professional Standards Committee and Professional Development Delivery Committee meetings on the 20th April 2016, held by conference call, which was poorly supported. Council discussed ways of getting webinar meeting supported to a greater extent in the future.

(DW) also referred to the meeting on the 22nd March with The Royal British Legion regarding hearing loss in war veterans. The RBL has requested a price list for hearing aids which could be supplied to veterans whose hearing loss has been caused by active service. (PSy) informed the RBL that this is a more complex matter than just supplying hearing aids and a 'price list' would not show a true reflection of the service which would be delivered. A further meeting has been arranged in June and (PSy) will report to Council on the progress of this matter.

16-05-5 **Strategy and Policy**

A. Congress review.

(PSy) informed Council that the overall view on Congress is that it was high on quality but low on numbers, drawing attention to the fact that this has been a busy year for manufactures events which could have influenced the number of members attending Congress. Council discussed various ways which the attendance of Congress could be increased.

(KG) and (TA) left the room while Congress details were discussed due to a conflict of interest.

Council reflected that the ongoing situation with Congress has no reflection on the efforts of the Congress Committee and support, especially Linda and David Peel.

B. Fellowship and Accreditation

(DW) informed Council of the need to get clarity on Fellowship and Accreditation within BSHAA. Council discussed the subject, reflecting on the feedback from members for the desire to be awarded points for personal development.

- 16-05-DP1 The society will re-establish a points system accredited to educational events for Professional Development.**
- 16-05-DP2 Retrospective accreditation of points will be awarded to delegates who attended the May 2016 Congress.**
- 16-05-AP3 Professional Standard Committee to decide how many points will be accredited to the education event in September 2016 and Congress 2016.**
- 16-05-DP3 Until at least the AGM in 2018 the points method will continue to operate for existing fellows whilst the portfolio method is reviewed for its effectiveness.**
- 16-05-AP4 (DW) to draft an e-bulletin which will be approved by Council prior to circulation to members on 6th June 2016 detailing the proposal for obtaining and evaluating Fellowship.**

C. Membership Strategy

Council discussed recent ideas put forward by the Membership Committee of ways to give value to membership, drawing attention to the discount arranged with Barry Fenton Insurance for member to receive a 10% discount on insurance products. Concerns were raised that the discount was offered by Barry Fenton Insurance in return for editorial articles in the BSHAA People, which could result in a loss on income to the Society.

(PSy) encouraged the Membership Committee to concentrate on membership packages and develop ways to engage student with BSHAA events, reminding Council of the need to consult with the Finance Committee as to any financial impact there may be to the Society.

16-05-6 Governance

Luke Ashby for Electoral Reform Services gave a presentation to Council on the services which his company could provide to BSHAA, primarily for the Council elections in November 2016

- 16-05-AP5 (DW) and (DF) to liaise with Electrical Reform Services to establish the needs of the society, obtaining a quotation for the services, and compare this with the cost of conducting the election in 2015**

16-05-7 Finance

A. Agenda and timeline for Finance Committee

(TA) confirmed he has agreed to take the post of Treasure and Chair of the Finance Committee. (DW) highlighted the need to put in place an expenses policy for the society,

also looking at the costs in the areas of production costs for BSHAA People and the general cost of postage incurred by the society.

(DW) informed Council that the Finance Committee will work toward implementing a purchase order system, setting budgets for the 16/17 financial year to create structured accountability for each department. This is to be finalised by the 1st July 2016 and implemented on 1st August 2016 (the beginning of the new financial year)

- 16-05-AP6 (DW) to set up a meeting with (TA) to evaluate figures for each department in advance of the Finance Committee meeting in June.**
- 16-05-AP7 Finance Committee to produce draft expenses process to be reviewed at the Council meeting on the 11th August 2016**
- 16-05-AP8 Finance Committee to set budgets for each department and develop a purchase order system to implemented by 1st August 2016**
- 16-05-AP9 (KG) to arrange a Finance Committee meeting at EBS on 8th June 2016, (TA), (DW), (PYS) and (DF) to attend.**

(DW) informed Council that the support contract is due for review in December 2016. Due to a conflict of interest (KG) left the room while Council discussed this matter.

(KG) brought to the attention of the Council a matter of an outstanding unpaid invoice of £673.20 by P C Worth. Council agreed not to pursue the debit as P C Worth are now in liquidation.

- 16-05-DP4 The outstanding invoice of £673.20 by P C Worth in not to be pursued.**

B. Cash budget report

This item was covered under 16-05-7 A. Appendix D was not distributed to Council.

16-05-8 Sub Committees and Working Groups

A. Website update

(DP) gave an overview of the current situation of the BSHAA website highlighting that Senior Internet have made improvements to the 'Find and Audiologist' element of the Website, with a new version now ready for testing. The CPD feature has improved but still needs further development along with the booking system for events.

(KG) informed Council that there had been several issues with the membership records and the ability for people to join BSHAA on line. After several meetings with Senior Internet a process has been developed, although this is still to be tested on 'live' applications.

B. Actions/Decisions taken since last meeting

(DW) informed Council that there were no actions/decisions taken since last meeting other than the ones reviewed in Appendix E. namely the order which Council membership should retire. As no alternative has been suggested, the decision has been made to implement the proposal, summarised below, put forward by (DW) at the March Council meeting.

- 5 Council members would retire in November 2016 and there would be 4 spaces available for election, with the 5th place being taken by the CEO.
- Council to specify the skillset required for the 4 available spaces.
- Retirees would be chosen by the following methods:-
 1. Volunteers.
 2. Date appointed to Council.
 3. Non registrants status (if Council member is registered on the HCPC)
 4. Attendance of Council meetings.
 5. Council members who have been re-elected would stand down before newly elected members.
 6. Drawing lots.

C. Professional Standards Committee

Appendix F was noted.

(JJ) raised the subject of the EU Referendum and the impact this would have on BSHAA members. Council discussed the issue and decided no further action need be taken.

D. Professional Development Delivery Committee Report

Appendix G was noted.

(SG) proposed a network evening should be arranged the night before the Study Day in September. Council agreed.

16-05-AP10 (SG) to research holding a networking event the evening prior to the Professional Development Day in September and report back to the Professional Standards Committee.

(JJ) informed Council of the Ear Care Course in July, stating it is a pilot project which has highlight a need to train and evaluate trainers presenting the course. Council were informed that (DW) and (JJ) are in the process of developing courses and a system of accreditation for the trainers. (JJ) confirmed there has been interest form a national company and an independent dispenser to train trainers for the courses. (JJ) requested that any Council members who were interested in becoming a trainer to contact him.

16-05-AP11 (ALL) Any Council members who were interested in becoming a trainer in Ear Care courses to contact (JJ).

E. Customer Services Committee report

Appendix Ha and Hb were noted as read.

F. Membership Committee

Matters covered in 16-05-5C

16-05-9 External relationships

A. Hearing Alliance and the Commissioning Framework

(DW) gave a verbal account to Council on the subject of the Hearing Alliance and the Commissioning Framework taking hearing care seriously and where they progress to in the future. Council discussed the provision of specialist care.

(RG) proposed that BSHAA should encourage integration between BAA, BSA and BSHAA. He put himself forward as a mediator. (PSy) confirmed to Council that the relationship between the groups had never been better and would encourage a more formal strategy.

16-05-AP12 (RG) to develop a more formal strategy to encourage relationships between BAA BSA and BSHAA.

(TA) gave Council an update on BHAMA. He advised that they now had a new Chair, Paul Surrage and have a change of name to the British Hearing Instrument Manufactures Association (BHIMA). (JJ) expressed a desire to involve BHIMA in Professional Development Days in the future.

16-05-AP13 (JJ) to contact (TA) with a view to involving BHIMA in Professional Development Days.

B. Consultations

There were no consultations to report to Council

16-05-10 Actions arising not already covered – Appendix P

(PSy) referred to appendix J (Actions list) which is to be reviewed at a later date by (KG) and (DW)

16-05-AP14 (DW) & (KG) to review the Action list (appendix J) by 3rd June 2016

16-05-11 Agreed items brought forward (AOB)

(PSy) informed Council that there were no agreed items brought forward.

16-05-12 Review of meeting

(PSy) gave a review of the meeting and thanked Council members for their contribution, commenting on it being an intense meeting with intricate subject matters. He drew attention to the need and desire to move forward with proposed projects discussed throughout the day.

A record of the decision points are detailed below:-

16-05-DP1 The society will re-establish a points system accredited to educational events for Professional Development.

16-05-DP2 Retrospective accreditation of points will be awarded to delegates who attended the May 2016 Congress.

16-05-DP3 Until at least the AGM in 2018 the points method will continue to operate for existing fellows whilst the portfolio method is reviewed for its effectiveness.

16-05-DP4 The outstanding invoice of £673.20 by P C Worth in not to be pursued.

16-3-13 **Date of next Council Meeting**

Next Council meeting is proposed to be held on the 10am 11th August 2016 at Starkey Laboratories Ltd, Stockport, Cheshire.

There being no further business the Chairman declared the meeting closed.