



Minutes of the Council meeting of the British Society of Hearing Aid Audiologists Limited
Ramada Encore, Birmingham NEC

Tuesday 14th July 2015

Present: Mr P Sydserff (Chairman) (PSy)
Mr D Foley (DF)
Mr C Campbell
Mr T Rainer (TR)
Mrs S Vokes (SV)
Mr T Andrews (TA)
Mr I Croft (IC)
Mr B Perkin (BP)
Mr A Coulter (AC)
Mr P Harrison (PH)

In Attendance: Mr D Welbourn (DW) (CEO), Mr D Peel (DP), Mrs K Girling (KG), Mr J Jindal (JJ), Mr Philip Baker (PB).

Apologies: Mrs S Godkin (SG)

15-7-1B 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.

(DW) declared that he had a declaration of interest in the agenda item 6B concerning the CEO being given full Council Members status.

(JJ) Declared that his carrying out Paediatric Audiology Training in a private capacity in Ireland.

15-7-2 Review Agenda

(PSy) Ask Council if there were any items for consideration under AOB. (JJ) added one item to be discussed:-

1. Council Members to assist with content for the new website

15-7-3 Minutes of previous meeting

Minutes from Council meeting on 21st May 2105 we noted and approved.

15-7-4

Perspectives

A. President's Report

(PSy) made reference to his report (Appendix B) circulated prior to the meeting. (PSy) at the request of (CC) gave a verbal report on his recent visit to ISHAA and CORU in Ireland.

B. Chief Executive Report

(DW) referred to the Chief Executive Report (Appendix C) and drew attention to the item on 23rd – 24th June where he attended the HCPC conference on professionalism held in Amsterdam.

(PSy) informed Council of the large workload applicable to (DW) and (JJ), Council decided that a list of priorities should be drafted.

15-7-Ap1

Action (DW) and (JJ) to produce a work plan, to be presented to Council at the next meeting, where the items would be prioritised.

15-7-5

Strategy and Policy

A. Progress with Strategy Review – oral update CEO

(DW) gave an overview of the Strategy Review to Council, and his role in representing BSHAA as a professional body as well as having demographic responsibility to members and suggested that the review had reached a sufficiently mature stage that it was now more important to focus on implementing the recommended changes, rather than continuing to add greater detail to the strategy.

(PSy) asked Council if they were in agreement with the content of the review. Council agreed.

B. Website update

(PSy) informed Council that the Website project will not achieve the projected launch date of July 2015. The revised target is for the website to be ready to be viewed by members in 3 months time, tests to be carried out initially with Council members, moving on to a limited test group of members.

(DP) informed Council that a meeting is scheduled with Senior to receive updates.

Members will be informed of the new website by email, BSHAA People and direct mail.

(JJ) asked all Council members to provide content for the new website.

15-7-Ap2

Action – (All) A list of topics will be produced by (JJ) and distributed to Council members who will select a topic and provided content to be used on the new BSHAA website.

At the last Council meeting (PH) asked if the new BSHAA website had a dedicate server, is was confirmed by (DP) that the server will only be share by other Senior clients.

(DW) ask that BSHAA ascertain who the other client of Senior's are, providing a risk assessment plan to avoid being blacklisted as a consequence of other organisations actions.

15-7-Ap3

Action- (DP) to ascertain who are client of Senior that BSHAA will be sharing a server with BSHAA, providing a risk assessment plan to avoid being blacklisted.

C. Commissioning Framework

A verbal account was give to Council by (DW) highlighting first drafting of a letter, from the Hearing Alliance, to Sue Hill at NHS England. (CC) commented on the excellent

quality of letter. Council agree that they are happy with the direction the society is proceeding on this matter.

15-7-Ap4 **Action – the following Council Members are to write 100 words, for inclusion in BSHAA People, on the allocated subjects:-**

(IC) growing the market within the group of independents dispenser.

(CC) view from the prospective of a larger provider.

(TA) the market from the manufacturing sector.

(DW) an over view of the market in general.

15-7-6 **Governance**

A. Membership/Secretarial

EBS Administrative Support Report (Appendix D) was noted.

Council discussed the process of the AGM and election of Council members **(PB)** drew attention to Council members who are due to retire by rotation from Council **(TA)** **(CC)** and **(DF)**, also that co-opted members will need to stand down from their co-opted status and stand for election. Intentions to stand must be received by 2nd October 2015 with a short biography and a photograph.

(DF) queried as to why the number of Council members is restricted to 12. **(PB)** informed Council that the articles state the number of Council members can be between 5 to 20. It was agreed that the number of Council Members be increased to 16.

(PB) gave an overview of the financial report (Appendix F) and informed Council of the need for Sub Committee Chair's to inform Council of any investments they may wish to make in the next BSHAA financial year.

B. Review of Articles.

(DW) referred to Appendix E giving an overview to Council

C. Considerations for the Greater Democratic Accountability

15-7-DP1 Council discussed each section and the following was agreed in principal:-

Reference (Appendix E) - Considerations for the Greater Democratic Accountability

Principal 1 agreed

Principal 2 agreed

Principal 3 agreed

Principal 4 to be withdrawn

Principal 5 agreed

Principal 6 a. the word 'candidate' to be altered to 'candidates'

Principal 6 b. agreed

Principal 7 agreed

Principal 8 agreed

Principal 9 agreed

15-7-Ap5 **Action (DW) (PB) to draft the articles making the adjustments as agreed by Council and circulate.**

15-7-7

Finance.

A. Review of Congress 2015 budget, lessons to be learnt, and consideration of Congress 2106 budget.

(PB) gave Council an overview of the Congress budget, including the short fall, this was due to not all of the stands being issued with their final invoice, caused by a misunderstanding in communications. To prevent this happening again it was decided to create a Dropbox folder where documents can be shared by the event organising team and accounts.

B. Cash /Budget Report.

The finance report (Appendix F) was discussed.

(PSy) Brought to the attention of Council that the overall budget is showing a planned loss due to expenditure on the new website and the appointment of support officers.

(DW) requested a forecast/end of year column is added next to the budget column on future reports.

15-7-Ap7

Action – (EBS Accounts) to add a forecast/end of year column next to the budget column on future reports.

Considering the absence of a Congress Committee it was agreed the Congress should still be treated as a separate budget.

15-7-Ap8

Action – (DW) to review the way finances are reported to Council

15-7-Dp2

Council also agreed that the Website project should be removed from the Communications Committee budget and treated as a separate budget.

15-7-Ap9

Action – (EBS Accounts) to report the Website project as a separate budget in future financial reports.

C. Fees for 2015/16

15-7-Dp3

Council agreed to increase membership fees by £5 to £200 with the pro-rata detailed in (Appendix D).

15-7-8

Sub Committees

A. Professional Development Committee

(DW) gave a verbal update to Council on the last Professional Development Committee meeting, including the development of the enhanced practice project and preparation being made for the AGM in November and Congress 2016.

B. Customer Services Committee

Submitted report (Appendix H) from the meeting on the 20th May 2015 was noted as read. (DF) gave a verbal report to Council of the meeting held on 13th July 2015 where it was agreed, subject to Council approval, that all BSHAA members would be co-opted into the Customer Care Scheme unless they opt out, and the CCS leaflet to be made available on the BSHAA website.

The BSHAA Guidance on Excellence in Customer Care:-

It was agreed the paper 'The BSHAA Guidance on Excellence in Customer Care' which was circulated at the meeting, should be read by Council members and discussed at the next meeting.

C. Communications Committee

A report was circulated by (DP) covering Website, BSHAA People, Social Media, electronic Voting, AGM and the Customer Care Scheme Annual Report.

D. Congress Committee

Congress Committee, which is to be replaced by a Congress Project Team, comprising of (DP) project manager (LP) project manager support (PSy) as sponsor (JJ) education and (DW) support. (PSy) advised Council members they could volunteer their services to the project team. The theme for Congress 2016 will be 'Celebrating Excellence'. (SV) agreed to join the Congress Project Team for Congress 2016 and asked that the dates of the meetings are emailed to her.

15-7-Ap10 **Action - (DP) to inform (SV) of the dates of the Congress Project Team meetings.**

15-7-9

External Relationships

A. Upcoming consultations - working with NCHA

(DW) informed Council of the consultations via NICE on quality of care and the need for BSHAA to contribute to the consultations to ensure deaf people are represented. (DW) will circulate response as they are received.

15-7-10

Actions arising not already covered - Appendix I

Action 1 (15-5-Ap1) completed

Action 2 (15-5-Ap2) covered within item 15-7-8c

Action 3 - (15-5-Ap3) covered within item 15-7-5b

Action 4 - (15-5-Ap4) covered with in item 15-7-8d. C/F with an update of feedback to be submitted to (DP)

Action 5 - (15-5-Ap5) C/F to next meeting. Comments to be submitted to (DP)

Action 6 – (15-5-Ap6) completed

Action 7 – (15-5-Ap7) (DW) informed Council this action is ongoing

Action 8 – (15-5-Ap8) (DW) informed Council this action is ongoing

Action 9 – (15-5-Ap9) (DW) to produce a bulletin to inform members that the HCPC have published an update on fees.

Action 10 – (15-5-Ap10) covered within item 15-7-8a

The Action section will be covered on the Action Sheet going forward.

15-7-11 Agreed items brought forward (AOB)

No agreed items brought forwards.

15-7-12 Review of meeting

(PSy) gave a review of the meeting and thanked Council members for their contribution.

A record of the decision points are detailed below:-

15-7-DP1 *Council discussed each section and the following was agreed in principal:-*

Reference (Appendix E) - Considerations for the Greater Democratic Accountability

Principal 1 agreed

Principal 2 agreed

Principal 3 agreed

Principal 4 to be withdrawn

Principal 5 agreed

Principal 6 a. the word 'candidate' to be altered to 'candidates'

Principal 6 b. agreed

Principal 7 agreed

Principal 8 agreed

Principal 9 agreed

15-7-Dp2 *Council also agreed that the Website project should be removed from the Communications Committee budget and treated as a separate budget.*

15-7-Dp3 ***Fees for 2015/16***

Council agreed to increase membership fees by £5 to £200 with the pro-rata detailed in (Appendix D).

15-7-13 Date of next Council Meeting

Next Council meeting to be held on the 10am 24th September 2015 at 30 Euston Square, Euston. London.

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