



**Minutes of the Council meeting of BSHAA
Friends House, 173 – 177 Euston Road, London, NW1 2BJ**

Tuesday 2nd April 2019

Present: A Coulter (AC) Chair
D Foley (DF)
Prof. D Welbourn (DW) CEO
S Edmunds (SE)
S Godkin (SG)
P Sydserff (PSy)
S Dixon (SD)
A Hopkirk (AH)

In Attendance: K Girling (KG)
Dr J Jindal (JJ)
J Summerfield (JS)

19-01-1a Apologies: S Vokes (SV)
A Pugh (AP)
R Kewney (RK)
I Croft (IC)
R Garcia Medina (RGM)
P Harrison (PH)
H Kennington (HK)

Did not attend:

19-04-1b Members Contact Details and Conflict of Interest

(AC) reminded Council members of the need to declare any conflict of interest (including potential conflict of interest) or change of circumstance that may have arisen since the last Council meeting. No conflict of interests were declared.

19-04-1c (KG) to update BSHAA Council meeting attendance record with details of all present.

19-04-1d Review Agenda

(AC) asked Council if there were any items for consideration under AOB. None were added.

19-04-2 **Minutes of previous meeting**

Minutes from Council meeting on 24th January 2019 were noted and approved.

19-04-3 **Actions arising**

A. Matters arising not on the minutes.

(AC) asked Council if there were any actions for consideration not of the minutes. None were identified.

B. Update/progress on agreed actions.

Council reviewed Appendix B (this will be an Airtable electronic spreadsheet in future) with the progress of actions noted.

19-04-4 **Perspectives**

A. Presidents Report

(AC) gave a verbal update on his presidential activities, including a recent private trip to the USA where he engaged with local audiologist and gained an insight into the US audiology experience. He also confirmed he attended the recent joint education day, commenting that there appeared to be a different audience to the previous meeting. He confirmed the event was a commercial success for all three organisations with approximately 100 delegates attending.

B. Chief Executive Report

(DW) referred to Appendix C, highlighting the preparations for Congress 2019 and the improved relationship with the exhibitors. He also drew attention to the meeting on 14th March with the Clinical Advisory Group for the IQIPS standard, giving Council an overview of the migration to the ISO standard. (AC) suggested this could be a topic for an article in BSHAA People, which Council agreed.

19-04-AP1 **(DW) to write an article for BSHAA People regarding IQIPS standards on clinical advisory groups and BSHAA's influence.**

Council discussed the recent joint event with BSHAA, BAA and BSA commenting on the quality of the sessions.

19-04-AP2 **(SD) (JJ) (DW) and (AC) with (AC) co-ordinating, to produce an article for publication in BSHAA People, or online, regarding the BSHAA, BAA, BSA event and the PHE session, which should include a comment from Clare Perkins (PHE). (AC) to approach Clare Perkins for her comment. (AC) and (JJ) to investigate ways of distributing the article beyond the BSHAA network.**

C. Marketing Report

(JS) referred to Appendix D, confirming registration is now open for Congress 2019 with 56 delegates registered to date. He referred to a link within Appendix D to access a breakdown on where the delegates are located geographically. He also drew attention to the branding opportunities for Congress displayed in Appendix D, which Council agreed should be used to promote BSHAA.

Council discussed the recent social media activity and all agreed it would be useful for Council members to have a weekly update on social media activity and to be tagged into any posts relevant for sharing.

19-04-AP3 (JS) to circulate a weekly document containing the social media activity with information/links on topics for sharing on social media platforms, including Congress, individual speakers and script regarding the College of Audiology etc.

(JS) informed Council that the BSHAA Membership Handbook is to be re-launched at Congress with work currently underway to update the content and called for all Council members to advise if they had anything to add.

(AH) suggested that a representative from the Scottish Government could be invited to attend Conference this year. All agreed this would be appropriate.

19-04-AP4 (AH) to research a suitable representative from the Scottish Governments public health sector to invite to attend Conference 2019 (no travel expenses will be paid) and advise (AC) by 16th April 2019.

19-04-5 Governance

B. Actions/decisions taken since last meeting

Appendix E was considered by Council and taken as read.

C. AGM preparation [Oral] (DW)

(DW) informed Council that preparations are in hand for the AGM which is to be held on Friday 21st June 2019 within the first day of the BSHAA Congress. He advised that the Society's annual accounts are ready to be inserted into the AGM report with other information being collated in readiness for printing in late May/early June.

D. Council Elections [Oral] (DW)

(DW) informed all Council members are now appointed on a fixed term duration, confirming that the following Council members are up for election in November 2019 (SE), (SV), (PH), (IC), (SG).

19-04-6 Finance and Commercial

A. 2018/9 period 7 finance report [Appendix F] (DW)

(DW) referred to Appendix F (accounts commentary) and F1 (Period 7 financial report) confirming that the budgeted 7.5K profit is still on target, with Congress being the major risk to this being achieved. He commented that this year's accounting format is able to reflect a more accurate picture than in previous years. (DW) identified that the Santander bank account balance is over the protected amount and plans to reduce the balance is in hand.

Council identified the Customer Care Scheme is above budget, (DF) informed this is due to a change in the process of investigating claims, whereby more information is being received and this in turn increases the administration time, which could result in a possible need to increase the Customer Care Scheme budget in future.

19-04-AP5 Customer Care Committee (DF) to look at the future budget demands of the Customer Care Scheme and identify if the budget need to be increased.

(AC) commented on the control of the Society's costs, (DW) informed Council this is due to the excellent work carried out by Simon Rushton at EBS and the aged debtors list is under control.

(DW) confirm that the overall view of BSHAA's financial position is good, being mindful to not be complacent and continue to monitor each element of the financial position of the Society.

B. Congress 2019 Update

(DW) gave Council an update on the current position of the plans for Congress 2019, informing that the finances are in a comfortable position with 50K of the 70K budget for exhibition already secured, confirming delegate registration is on target.

(DW) reported that the education agenda is still to be finalised but is in hand, advising of planned conference calls every 2 weeks on exhibition activities.

He drew attention to Congress being an opportunity for the Society to showcase BSHAA to its members, and the intention to hold a conference call at the end of April 2019 to plan the theme and content of the BSHAA exhibition stand.

19-04-AP6 Each Committee to produce a one-page document on what their Committee does, in form of a marketing statement, including objectives and achievements and forward to (DW) by 22nd April 2019.

19-04-AP7 (KG) to circulate a Doodle Poll to the committee chairs to ascertain the most convenient date for a Webex meeting to discuss the BSHAA exhibition stand at Congress 2019.

C. Risk Management [Oral] (DW)

(DW) confirmed that the Society is currently in a better position than it has been historically, being able to identify future financial risks. Council discussed the implications of holding Congress earlier in the year in future and what influence a College of Audiology may have, along with the implications of a potential BIHIMA Conference in 2020. (AC) raised the question if BIHIMA do not have a conference in 2020 should BSHAA hold an additional Development Day and include the BSHAA AGM within the proceedings. Council recognised the need to make plans for the future (DW) asked Council members to consider future venues and locations for Congress and Development Days.

19-04-AP8 (DW) to contact Paul Surridge to discuss BIHIMA's plans for a conference in 2020 and contact Medivent to source a potential venue for BSHAA Congress 2020 (possibly Belfast) and 2021 (possibly Glasgow).

B. Finance Committee (oral report on financial matters not already covered)

(PSy) confirmed there was no further comment.

19-04-7 Strategy and Policy

A. Update on College discussions.

(AC) gave an update on the plans for a College of Audiology, informing Council that the four major organisations involved have released a joint statement of intent which

had generated comment from members of the organisation. Council discussed the risks and benefits of the development of a College of Audiology and the impact this would have on BSHAA, being mindful to monitor and evaluate the potential financial risks to the Society.

(DW) confirmed this is not about the Society losing its identity but is about gaining strength by joining together and asked Council for confirmation that BSHAA is happy to continue with the plans to develop a College of Audiology in conjunction with BAA and BSA. All agreed.

B. Support for Apprenticeship scheme [oral]

(DW) advised Council that the Apprentice Scheme is due to be launched in September 2019 and advised that there has been support from the national companies for the scheme. (AC) commented that the universities had indicated that they would like to explore the possibility of an outside organisation doing the end point assessment of the apprentices. (DW) informed Council he is due to meet with David Rist to discuss the subject and would report back to Council, commenting that consideration must be given to the financial risk to the Society.

C. Standards of Proficiency [oral]

(DW) informed Council that HCPC had approached BSHAA regarding a review of the Standards of Proficiency which they are conducting across all eleven of the professions they represent. He advised Council that he had confirmed with HCPC of BSHAA's intention to engage with the review, commenting that the Society needs to be prepared in advance.

19-04-8

Sub Committees & Working groups

A. Membership Committee

(SE) updated Council on Wider Wallet, confirming that the information held on current members entitled to use the service has been updated. He also advised he has attended events at Manchester University and Aston University, promoting BSHAA to the students

B. Customer Services Committee

(DF) informed Council that the Customer Care Committee which was scheduled for 1st April 2019 was cancelled. He confirmed there were no current outstanding issues. (DF) also advised that the Customer Care Scheme are often asked to investigate complaints involving non members, which generally they do and then ask for a one off payment of £250 to act as an arbitrator in bringing the matter to a close. He informed Council that recently they had experienced one company which repeatedly did not pay and they are now asking for the payment up front before the investigation takes place.

C. Professional Standards Committee.

Postponed until next meeting.

D. Delivery Committee Report

(JJ) gave an update to Council on the recent Webinar informing that the number of members who registered was good. He also informed that there will be a Webinar on 23rd May with guest speaker from Canada, Mr Gujit Singh. He updated Council on the plans in progress for the BSHAA Congress and an event planned for 7th September under the working title of 'More than Hearing'.

19-04-09 **External relationships**

Nothing to report

19-04-10 **Agreed items brought forward**

There were no AOB items to add to this meeting.

19-04-11 **Review of the meeting**

(AC) gave a review of the meeting and reminded all present to complete their actions in a timely manner, ensuring deadlines are met.

19-04-12 **Date of next Council Meeting**

Next Council meeting will be on Thursday 4th July 2019, Friends House, London.

There being no further business, the Chair declared the meeting closed.