

NRPSI Board of Directors Meeting

Notes of Board of Directors meeting no. 5, at NRPSI Head Office, 48 Southwark Street on Tuesday 13 September 2011 at 14.00

Attendees:

Ted Sangster	(Chair of the Board)
Ann Mealor	(Lay Member)
Angela Ringguth	(Lay Member)
Steven Thacker	(Lay Member)
Janina Nowacka	(Practitioner Member)
Lalia Pessoa-White	(Practitioner Member)
Hassan Sobati	(Practitioner Member)
Siân Pritchard	(Executive Manager)
Daniel Hoad	(The Accounts Department)
Bogna Wojnowska	Taking notes

1) Apologies

None

2) Minutes of the previous board meeting – 26th July

The minutes of the previous meeting were approved.

3) Matters Arising

After investigating the provided information about Professional Associations Research Network (PARN), it was agreed that NRPSI would not go ahead with applying for a membership.

4) Financial Reports

(Mr Daniel Hoad joined the meeting at 14.15)

Ted thanked Mr Hoad for preparing the Finance Report and asked Mr Hoad to summarise the most important points of the report. Mr Hoad confirmed that the outlook was similar to the previous month's report.

(Mr Daniel Hoad left the meeting at 14.30)

5) Executive Manager's Report

Siân briefed the Board on the NRPSI staff situation. The copies of job descriptions of the employees (except the Executive Manager) have been circulated and individually presented to the Board.

Siân reported that she had visited numerous potential new offices but that most were more expensive than our current offices. Siân asked the Board to consider whether moving offices should be a priority at the moment or whether we should concentrate on improving the website. It was agreed that whilst it would be preferable to move, at the present time the priority should be improving the web site. We will look again at moving next year.

Action: Siân

It was suggested by Ms Ringguth to schedule a strategic Board meeting that would be solely dedicated to setting up a long term strategic plan for NRPSI as an independent regulator. This was agreed.

Action: Board of Directors

Sian briefed the Board on the website development (e.g. post code proximity search, Interpreters' Room, new internal database). The Board suggested that the final search page should be displayed as a pop-up window in a landscape layout with only search results on it. It was also pointed out by the Board that the NRPSI website ranking should be improved and it should be possible to find the website by typing nrpsi.co.uk in the address bar (omitting www).

It was also confirmed that NRPSI should continue to look for an independent PR company. Siân informed that she had had a meeting with a PR company who should provide an itemised breakdown of their service by the next Board meeting. Siân will present the paper at the next meeting.

Action: Siân

6) MoJ/ALS Framework agreement and ALS Q&A

It was confirmed that the ALS Questions and Answers approved (we understood) by the MoJ will not be published on the NRPSI website. Ted reminded the Board about the forthcoming meetings with Ministry of Justice (MoJ) and the Metropolitan Police and asked the Board to contribute towards the list of questions for these organisations.

Action: Board of Directors

Ted briefed the Board on the feedback received from Registrants in response to the ALS being awarded a framework agreement by the MoJ. Ted and Siân will report on the meeting with the Ministry of Justice and the Metropolitan Police at next Board meeting.

Action: Ted and Siân

7) DCC and PCC issues

It was agreed that the PCC cases should be anonymously published on the NRPSI website.

Action: Siân

(Ms Janina Nowacka left the meeting at 16.30)

8) CRB Disclosures

Siân briefed the Board on the current NRPSI security clearance requirements and explained the recommendation received from Access Personal Checking Services (APCS). The Board agreed to Sian's proposal that NRPSI should move toward a minimum requirement of CRB Standard Disclosure but will continue to accept CRB Enhanced Disclosure.

9) Training for Board members

Having already determined that a strategy workshop would be arranged, the Board looked into the examples of training courses supplied by Ted and Janina and decided not to proceed immediately but that for the time being some relevant training materials would be purchased from the Institute of Directors. The Board decided that a bespoke training would be beneficial to its members and that the subject of the training will be decided at the next meetings.

Action: Board of Directors

10) Any Other Business

11) Date of the next meeting

It was decided that the next Board meeting will take place on 08 October 2011 at 13.30.

Meeting ended at 16.55