



**Minutes of the Council meeting of the British Society of Hearing Aid Audiologists Limited
30 Euston Square – London NW1 2FB**

Thursday 21st January 2016

Present: Mr P Sydserrff (Chair) (PSy)
Mrs S Vokes (SV)
Mr I Croft (IC)
Mr D Foley (DF)
Mrs S Godkin (SG)
Mr T Rainer (TR)
Mr C Campbell (CC)
Mr B Perkin (BP)
Mr A Coulter (AC)
Mr P Harrison (PH)
Mr Rory Kewney (RK)
Mr Raul Garcia (RG)
Mr Paul Nand (PN)
Mrs A Pugh (AP)
Mr N Raithatha (NR)

In Attendance: Mr D Welbourn (DW) (CEO), Mrs K Girling (KG), Mr J Jindal (JJ)

16-01-1a **Apologies:** Mr T Andrews (TA)
Mr D Peel (DP)

16-01-1b **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. No additional Conflict of Interest or change of circumstances were declared. (PSy) also asked Council to inform of any change of contact details.

(PSy) proposed that Council formally agree with the appointment of David Welbourn (CEO) as a director of BSHAA and asked for any objections. No objections were received and (DW) was formally elected as a director.

16-1-DP1 **(DW) (RK) (RG) (PN) (AP) (NR) were formally approved as directors by Council**

16-01-1c **Attendance Record**

(DW) informed Council of the intention to publish the attendance record of directors for BSHAA Council meetings and these records be made available to the public. Attendance

records will also be kept of BSHAA Committees, these records will be restricted to BSHAA members.

16-01-AP1 (DW) to liaise with (KG) to develop a format for the attendance records of BSHAA Council meetings to be made available to the public and BSHAA members, also BSHAA Committee meetings to be made available to BSHAA members only.

16-01-2 Review Agenda

(PSy) asked Council if there were any items for consideration under AOB. No items were received for consideration.

16-01-3 Minutes of previous meeting

Minutes from Council meeting on 13th November 2015 and the AGM 14th November 2015 we noted and approved.

16-01-4 Perspectives

A. President's Report

(PSy) made reference to his report (Appendix B) circulated prior to the meeting, which were noted by Council.

B. Chief Executive Report

(DW) referred to the Chief Executive Report (Appendix C) informing Council that there was a busy period involving the commission frame work, BAA and AIHHP conference. (PSy) informed Council this has resulted in BSHAA now being more influential in the audiology profession.

16-01-5 Strategy and Policy

A. Project Discovery

(PSy) thanked Council members who attended the Project Discovery meeting for their contribution and informed Council that they discussed the working for the Mission Statement of "What BSHAA Stands For". Council debated the content of Appendix D.

16-01-AP2 (All) Council members to consider the wording of the statement from Project Discovery (Appendix D) and submit comments to (PSy) for consideration. Statement to be voted on at the next Council meeting.

B. Sponsorship

(DW) referred to Appendix E and informed Council of discussions which had taken place within the Congress Committee involving the opportunities of sponsorship for BSHAA events to supplement income of the society and asked Council to consider if this should be a way of BSHAA progressing, possibly from 2017 onwards.

16-01-DP2 Council agreed that BSHAA is open to exploring the sponsorship of future educational events.

16-01-AP3 (JJ) to provide a guidance document on how BSHAA would engage with businesses for the sponsorship of future BSHAA events and present to Council for further discussion.

C. Whitepapers

(DW) informed Council of the re-classifying of hearing loss and what BSHAA stand for with regards to future development, highlighting an agenda item at the BAA Conference of an alternative approach to mild and moderate hearing loss, declaring that a joint industry statement is close to being agreed.

Council debated the classification for hearing loss and the language used to describe hearing loss including the terminology used to described hearing loss and the effects this has on the provision of services via the NHS.

Council agreed to continue lobbying to make the views of the society heard.

D. World Hearing Day (3rd March)

(PSy) gave Council an overview of BSHAA's involvement in World Hearing Day and AEA's involvement in the European element, informing Council that BSHAA is the professional body who speaks in the European arena. He also reminded Council that BSHAA's membership of AEA will be up for renewal this year, with the necessity to increase up to full membership, from observer member, should BSHAA which to remain within AEA.

(DW) informed Council that the launch on the new BSHAA website and Professional Development Days are timed to be in line with World Hearing Day, and members have been encouraged to arrange local events to raise awareness of World Hearing Day.

(PN) suggested that a list of ideas are collated and shared via BSHAA Website and social media, which can then go on to be shared by members through their networks.

16-01-AP4 (DP) to contact members and gather information on how they are using World Hearing Day for promotions and how this can be used within BSHAA.

16-01-6 Governance

A. Rethinking oversight and the working of Council

Professional Development Committee

(DW) referred to Appendix F which was produced following a healthy debate at the PDC committee, regarding the effective workings of the PDC. He informed Council that the workload of the PDC necessitating the need for change. Attention was drawn to the 3 options proposed in Appendix F. Council debated the 3 options. The 3 options were put to the vote. Option 3 received the most votes and was decided as being the most effective way to proceed, with **(JJ)** to be involved in both the PDC and Practice Standards groups.

16-01-DP3 Option 3 in Appendix F will be adopted for the future regarding the Professional Development Committee and the introduction of the Practice Standards Committee, with the workload being divided between the two committees.

16-01-AP5 (DW) to produce Terms of Reference for the new committees in conjunction with (JJ)

16-01-AP6 (DW) to discuss with Barbara Booth with a view of supporting both meetings.

A2. Review of Committees

(PSy) asked the current chairs of BSHAA committees to outline the work each committee carries out and asked for volunteers from Council members to sit on each committee.

(PSy) gave an overview of the new committees, highlighting the need for people with a finance background to be involved in the Finance Committee. He then asked for volunteers for each committee, informing Council that the volunteers would be considered along with people from outside of Council. The results of the consideration will then be circulated to Council.

16-1-AP7 (PSy) to collate a list of volunteers for each BSHAA committee and circulate to Council.

B. Membership/Secretarial

(KG) gave an overview of the current membership renewal programme, highlighting the project to contact the membership that had not yet renewed.

(JJ) ask Council if member services should be developed to broaden the benefits available to members. Council agreed this is an area to be developed in the future.

16-1-AP8 (PSy) to research subject to develop member services/benefits, drawing on the discussions which took place within Project Discovery and consultation with the Com Coms committee.

C. Introduction/guidance for new Council members.

(DW) informed Council that the first draft of the introduction/guidance paper had been circulated around Council, with an initiation to comment on any content or omissions. The comments would then be taken into account and further revision to the final document is still to be completed.

16-1-7 Finance.

A. Progress with revised financial reporting.

DW made Council members aware of their responsibilities, requiring Council to be better informed about the financial status and the implications of their decisions. Council agreed to establish a Finance Committee to ensure that Council members can be better informed and therefore more fully assured.

16-1-AP9 (DW) to establish a Finance Committee which will be formed before the next Council meeting. The Finance Committee will establish the needs and appropriate time scales for BSHAA's financial accounting reporting back to Council in March at the next Council meeting.

(PSy) confirmed that the members of the Finance Committee should be selected on their professional background, to ensure the correct skills were enlisted. Some committee members expressed an interest in being observers rather than active members, in order to contribute to their professional development. The following Council members and paid support were proposed.

Trevor Andrews.
David Foley
David Welbourn
Peter Sydserff

A representative from (EBS)
Jay Jindal (observer member)
Raul Garcia (observer member)
Rory Kewney (observer member)

It was proposed and approved by Council that (DF) remain as Honorary Treasurer

16-1-DP4 (DF) to remain as Honorary Treasurer of the society.

(PSy) noted the balance of BSHAA's banks accounts and enquired if this should be limited to £75K to be covered under the financial services compensation scheme. (DW) comments that there had been funds transferred recently to comply with the limited.

16-1-AP10 (EBS) to check the balance of BSHAA accounts to ensure they are under £75K to be covered under the financial services compensation scheme.

Post meeting note:- As from December 2015 the account balances are reviewed each month and adjusted accordingly. Two accounts currently are over the limit due to one being a secure trust account governed by a fixed term agreement, the second is the working account which is adjusted monthly as in agreement with (DF).

16-1-8 Sub committees and Working Groups

A. Website launch

(PSy) informed Council that the new website would be made live for Council members to explore before the 3rd March 2016 launch date, he also appealed for content for the web site and BSHAA People from Council members. Revenue from advertising was discussed and agreed that fees for advertising should be increased.

16-1-DP5 Fees for advertising in BSHAA People to be increased to:

Full Page	£595
Half Page	£360
Quarter Page	£225

B. Actions/Decisions taken since last meeting

(DW) informed Council there were not actions/decisions taken since the last Council meeting.

C. Professional Development Committee Report

Covered in 16-1-6 A

D. Customer Services Committee

(DF) referred to Appendix K1 and K2, highlighting item 4 in appendix K1 regarding all members are now in the Customer Care Scheme, he raised the need to identify those members who opt out of the scheme. (DF) also informed Council of a positive meeting with AOHL regarding the CCS.

(PSy) proposed (DF) as Chair of the Customer Service Committee which was approved by Council. (DW) thanked (DF) for his input into the CSC commenting on the excellent work he does for the committee.

16-1-DP6 (DF) was appointed as Chair of the Customer Service Committee

E. Communications Committee

Appendix i was noted as read.

F. Congress.

In (DP's) absence (DW) gave Council an update on Congress stating the plans were on track, highlighting the need to put the 2017 Congress out to contract which will start in the near future.

16-1-9

External relationships

A. Hearing Alliance and the Commissioning Framework

(DW) gave a verbal account to Council on the Hearing Alliance, highlighting Mid Essex not restricting access to treatment for people with mild to moderate hearing loss along with 5 of the Staffordshire CCGS, other than North Staffs. South Norfolk CCGS committed to finding efficiencies before making cuts to services. (IC) referred to recent press coverage and encouraged BSHAA to continue to work with the Hearing Alliance and Commissioning Framework.

B. Population health approach to hearing care

(DW) gave a verbal account to Council on the Right Care Programme within the NHS.

C. Consultations

(DW) referred to two consultations that are currently running, one which the NCHA responded on BSHAA's behalf regarding the structure of the HCPC and professional competence. The second regarding the HCPC standards of competence expected of students. (DW) is to represent the society within these matters and report back to Council. (DW) also informed members of the NICE meeting regarding guidance on hearing care to take place on 4th March 2016 which (PSy) will attend.

16-1-10

Actions arising not already covered – Appendix N

These actions are to be reviewed in the next Council meeting.

16-1-11

Agreed items brought forward (AOB)

There were no agreed items to be brought forward.

16-1-12

Review of meeting

(PSy) gave a review of the meeting and thanked Council members for their contribution, commenting on it being a very useful and informative meeting drawing 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:-

16-1-DP1

(DW) (RK) (RG) (PN) (AP) (NR) were formally approved as directors by Council

16-01-DP2

Council agreed that BSHAA is open to exploring the sponsorship of future educational events.

16-01-DP3 *Option 3 in Appendix F will be adopted for the future regarding the Professional Development Committee and the introduction of the Practice Standards Committee, with the workload being divided between the two committees.*

16-1-DP4 *(DF) to remain as Honorary Treasurer of the society.*

16-1-DP5 *Fees for advertising in BSHAA People to be increased to:*

Full Page £595

Half Page £360

Quarter Page £225

16-1-DP6 *(DF) was appointed as Chair of the Customer Service Committee*

16-1-13 Date of next Council Meeting

Next Council meeting to be held on the 10am 17th March 2016 venue to be confirmed.

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