



**Minutes of the Council meeting of the British Society of Hearing Aid Audiologists Limited**  
The Holiday Inn, 132 Cortorphine Road, Edinburgh, EH12 6UA

**Thursday 21<sup>st</sup> May 2015**

**Present:** Mr P Sydserrff (Chairman) (PSy)  
Mr D Foley (DF)  
Mrs S Godkin (SG)  
Mr T Rainer (TR)  
Mrs S Vokes (SV)  
Mr T Andrews (TA)  
Mr I Croft (IC)

**In Attendance:** Mr D Welbourn (DW) (CEO) Mr D Peel (DP), Mrs K Girling (KG), Mr B Perkin (BP), Mr A Coulter (AC), Mr P Harrison (PH), Mr J Jindal (JJ)

**Apologies:** Mr C Campbell, Mrs K Finch

**5714.**

**Conflict of Interest**

(PSy) reminded Council members of the need to complete a Conflict of Interest form each year, and they would be asked to declare at the start of each Council meeting of any change of circumstance. This will then be put on a register, and once the information has been approved by the Council members concerned, will be made available to members via the BSHAA website.

**Action - (KG) to collate information from the Conflict of Interest forms submitted and produce a register.**

**5715.**

**Review Agenda**

(PSy) Opened the meeting informing Council of the new agenda format for future meetings, with items for consideration under AOB to be introduced at the start of each meeting. He also reaffirmed the need for change within the society, including a review of the articles.

(PSy) asked Council if there were any items to be considered under AOB, none were put forward by Council. (PSy) added two items to be discussed:-

1. Council Member and Paid Officer expenses claims
2. Membership application process.

**5716.**

**Minutes of previous meeting**

Minutes from Council meeting on 19<sup>th</sup> March 2015 we noted and approved.

5717.

## Perspectives

### **A. Presidents Report**

(PSy) made reference to his report (Appendix D) circulated prior to the meeting

(PSy) thanked everyone involved in producing a successful Congress with special thanks to Karen Finch, as 2015 will be her last Congress.

(PSy) also informed Council that Karen Finch is to formally step down from her role as a Council member. (KF) addressed a letter to all Council members which (PSy) read out. All agreed that (KF) had made an outstanding contribution to BSHAA and will be sadly missed.

5718.

### **B. Chief Executive Report**

(DW) apologised to Council for the late arrival of papers for Council meeting. He gave an overview of his report to Council, highlighting gaining familiarisation with the Customer Service Scheme and current training programmes. (DW) also updated Council on the Monitor report, Action on Hearing plan and Hearing Alliance. (Appendix C)

A discussion took place regarding the relationship between the NHS and private sector of hearing care and the way forward for the future and how that would impact the society.

### **C. Capitalising on the recent reports from Monitor**

(PSy) Referred Council to the excellent review of the Monitor report in BSHAA People and the need to inform members on this subject. Council also discussed the need for an article on the GP survey. (DW) indicated there is a need to develop how the society works with GP's to understand the world of hearing. (TA) brought to Councils attention the budget cuts within the NHS and how this affects adult hearing. (JJ) gave an insight as to the financial impact on GP's referring patients to audiology/ENT departments. Council raised concern over this issue.

A discussion took place on if BSHAA should liaise more with BAA, (PSy) informed that the relationship with BAA is better than it has ever been.

(PSy) summarised the session by highlighting the need to circulate and promote the information in the Monitor, and Action on Hearing reports.

**Action - (PSy) to write an article for BSHAA People on the pressures of restricted supply of hearing aids with (BP) to contribute to the article ref. his North Staffs experience.**

5719.

## Strategy and Policy

### **A. Update on Strategy Review**

(DW) gave an overview of the review, highlighting the enhanced practice element. Council discussed the various elements including Customer Care and Professional Developments. (SV) suggested that members should be consulted during the development stage of this strategy regarding what the primary elements should be. (PH) suggested various elements could be presented and members asked to indicate their top three. (IC) asked when it is intended to come into practice, (AC) asked what provisions there would be if a professional judgement or malpractice claim was brought

against an enhanced practitioner, (DW) informed that it would be a subject that would be developed within the Professional Development Committee. (DF) asked if BSHAA would recognise courses offered by other learning facilities i.e. Aston University, (DW) informed Council that the new scheme would be open to recognising other learning programmes.

**Council approved** the recommendations in the paper:

- to agree the direction of travel
- to approve a timeline commensurate with a consultation process culminating in changes to be agreed at the AGM in November.

Council referred the paper to PDC for development and oversight of an implementation plan.

**Action (DW) to refer the paper at appendix D to Professional Development Committee for implementation planning**

(PSy) gave his opinion on the review being of excellent quality and informative.

#### **B. Website readiness**

(PSy) informed council that the project is progressing, working toward a launch date of July 2015. (JJ) is to lead on the educational element. (PH) asked if the new website would be on a dedicated server.

**Action - (DP) to contact Senior to ascertain if the new BSHAA website is on a dedicated server.**

#### **C. Tender for Congress**

Due to the Conflict of Interest issue (KG) left the room. A discussion took place regarding the tender for Congress 2016 from which 2 actions were derived.

**Action - Council members are invited to supply questions for the Congress 2016 tender.**

**Action - Council members to submit to next council meeting ideas on how to get more people attending Congress.**

*Post meeting note:- as two of the companies tendering for Congress withdrew it was decided to delay the tender process until 2016.*

5720.

### **Governance**

#### **A. Membership/Secretarial**

EBS Administrative Support Report (Appendix E) was noted. (PSy) referred to the 'Location of members member' map contain within the report which could be used as a guide as to where to hold future BSHAA events.

Council discussed the process by which members join the society, it was decided that this should now be streamlined. The follow changes are to be put into immediate action.

- MSHAA – No longer need any sponsors
- HCA – Need one sponsor (the registered person they are assisting)
- Students – Would need to prove they are studying on a recognised course
- Associates – No longer need any sponsors

The 14 day period to obtain approval from Council is to be abolished. Membership will be made active on application, subject to HCPC checks and payment. New members will be presented to Council at Council meetings for approval. If there is any applicant who is not approved at this point their membership will be revoked.

(PSy) informed Council that the changes conform with the Articles of Association.

As a result of the discussion on membership the following action were raised.

**Action – (DW) - Professional Development Committee to investigate the current HCA role and the practice within the industry at present, looking at the clinical supervision they receive, delegated tasks and accountability for actions.**

### **B. Finance**

The finance report was noted as read.

Council discussed that the current mileage allowance is higher than the government guidelines which has an income tax implication. (DF) proposed that 45p per mile should be claimed with no tax implication as this complies with the governments current guidelines and if 56p per mile is claimed Council members are liable to declare is on their personal tax returns.

(DW) reminded Council of the necessity to return VAT receipt with their expenses claims.

It was also noted that a review of expenses policy is necessary at some point in the future.

### **C. Working of Council and Committees**

Covered in Sub-Committees

5721.

#### **Sub Committees**

##### **A. Professional Development Committee**

Submitted report (Appendix H) was noted as read.

##### **B. Customer Services Committee**

Submitted report (Appendix I) was noted as read.

##### **C. Congress Committee**

Verbal report given by (DP) within the discussion on ‘Tender for Congress’ item 5719/C

##### **D. Communications Committee**

Submitted report (Appendix K) was noted as read.

**Action – (DW) to produce a guidance document on the induction process for new Council and committee members**

5722. **External Relationships**

**A. AEA**

(PSy) gave an overview of a recent visit to AEA Conference, he presented figures of member countries annual units issued against the heads of population.

**Action – (DW) to approach Professor Christopher Ham with regard to a hearing awareness day/seminar sponsored by the Kings Fund.**

**B. BHAMA update**

(TA) gave a verbal report, informing Council that BHAMA are in the process of electing a new Chair. Once this has been completed they will be in a position to engage more with various committees.

**C. Scottish update**

(PSy) welcomed Committee members to Scotland and informed Council on the event which is scheduled for 22<sup>nd</sup> May 2105 giving an opportunity for Scottish members to meet the President and CEO.

**D. Hearing Alliance**

Covered in previous session.

A discussion took place on NHS audiologists who also working within the private sector. It was agreed that the society should watch how this progresses in the future.

5723. **Actions arising not already covered**

(DW) informed council that it would be advisable to keep a log of previous actions that had not been brought to a conclusion. (KG) advised that the actions have been checked from the beginning of 2015 and included on the action log presented to Council

Action 5701/1 – Ongoing (DW) has received information from Council members, he is to collate information and present to Council.

Action 5701/2 – (DW) to include the subject in the terms of reference for Council members.

Action 5701/3 – Ongoing

Action 5704 – Covered at the Customer Services Committee. Closed

Action 5706 – Article appeared in the last issue of BSHAA People. Closed

Action 5687 – (DF) gave an update to Council that BSHAA are no longer included in the Scottish Advisory Group. Closed

(DW) informed Council that the HCPC publish an update on their fees recently and BSHAA should produce a bulletin to inform members.

**Action (DW) to produce a bulletin to inform members of that the HCPC have publish an update on fees.**

5724.

**Review of meeting**

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

Next Council meeting is on the 10am 14<sup>th</sup> July 2015 at The Ramada Encore NEC

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