

The Institute of Maxillofacial Prosthetists & Technologists



IMPT Council minutes from meeting dated Wednesday 7th December 2022
Venue: Union Jack Club, London & Zoom.
Minutes taken by C. Louise Watson – Council member

Attendees:

Hitesh Koria	Chair	JW
Charles Fraser-Macnamara	Legal Advisor	CFM
Pauline Paul	Honorary Secretary	PP
Richard Eggleton	Honorary Treasurer	RE
James Dimond	Honorary Registrar	HK
Karen Boyd	Education Officer	KB
Paramjit Kaur	Continued Professional Development Lead	PK
Steve Hollisey-McLean	AIB Chair	SHM
Siân Campbell	Journal Editor	SC
Oliver Burley	Newsletter Editor	OB
James Dimond	Website Editor	JD
Catherine Turner	Communication Officer	CT
Siân Campbell	Equality, Diversity, Inclusion Lead	SC
C. Louise Watson	Minutes Officer	CLW
Naimesha Patel	Council Member	NP
Adrian Kearns	Council Member	AK
Barry Edwards	Council Member	BE
Jason Watson	Council Member	JW
Trevor Coward	Council Member (Afternoon Only)	TC
Edward Malton	Council Member	EM
Kirsty Barbour nee. Galt	Council Member	KG
Fraser Walker	Retired Co-opted Council Member	FW
Charlotte Heath	Co-opted Council Member	CEH
Katie Spooner	Co-opted Council Member	KS
Taran Malhotra	Co-opted Council Member	TM
Shivani Lakhanpal	Members in Training Representative	SL

Apologies:

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Action List	Actions not sent out as of 06.02.2023
Last Minutes	Minutes dated 22 nd October 2022 – Proposed by BE, Seconded by SHM

Subject	Note	Action
Welcome and Introductions	Hitesh Koria welcomed everyone to the meeting at 10.20am.	To Note
1. Apologies for absence	None noted	
2. Discussions resulting from previous minutes	CFM- Stated importance of having a chairperson. If one is not appointed before April as HK wants to step down in April 2023, either a chairperson will need to be appointed at each meeting or CFM will act as chairperson. There is no fixed term for the role of chairperson but can put into place as a fixed term appointment.	
3. Matters arising	IMPT council undertook the	
4. Correspondence and Reports		
Chair Report	<p>No report submitted.</p> <ul style="list-style-type: none"> HK thanked previous IMPT Chair Jason Watson for all his hard work and dedication and welcomed Charles Fraser-Macnamara to the meeting. Both these suggestions would cause issues 	
Secretary Report	<p>As detailed in Report submitted to Council 5th December 2022.</p> <ul style="list-style-type: none"> The dates for 2023 IMPT Council meetings will be the first Wednesday in March, June, October, and December. It was also discussed if the meetings should be face-to-face, virtual, or hybrid. The consensus was that future meetings should be a mixture of face-to-face and virtual due to demographical locations and other commitments of council members. It was decided that March and October meetings would be virtual, June and December meetings would be a hybrid meeting. (F2F & Virtual) this would result in the possibility of the AIB needing to be moved to a later date. Wednesday 1st March 2023 – Virtual meeting Wednesday 7th June 2023 – Hybrid meeting. Wednesday 4th October 2023 - Virtual meeting. Wednesday 6th December 2023 – Hybrid meeting There is currently a lot of interest from IMPT membership to sit on the council. There was a discussion around if the Council should increase its membership or operate a waiting list. CFM stated currently in the AofA council membership should be no less than 12 and no more than 20 and recommends that this should be increased to 30. This number is divisional by 3, which is the length of year a council member can be on council before been re-elected. BE – 30 would be too many making decisions more difficult. It was decided to increase the council members to 21 as well as having a waiting list. 	
Treasurer Report	As detailed in Report submitted to Council 5 th December 2022.	

	<ul style="list-style-type: none"> Balance sheet dated 07/12/22 seen by council members are wrong. The Paypal A/C showing the wrong amount. This will be updated. £1870 is currently outstanding from the Congress. This figure is from attendees of the Congress, all Trades have paid. 	
Registrar Report	<p>No report submitted.</p> <ul style="list-style-type: none"> HK handing over the role to JD. It is proposed that the Registrar collects membership data via the Website when membership is due for renewal. This digital form would capture details such as statutory body (GDC/HPC/HCPC) personal data plus GDPR opt-out etc. JD looking at a more business orientated email account set-up, but these come with a cost, this would mean that personal email accounts/devices are not used for Council business. Received 2 applications for corporate membership. There are 59 Associate members of IMPT who will be affected by the changes associated with the membership categories, Communications need to have these individuals' details to relay changes. 162 members, which is quite low, evaluate in April when membership changes come into effect. JD proposes that customers services software is utilised to manage subscriptions, which would also cover event management, the software is covered by GPDR. HK has given the membership certificates to SC to complete. RE to contact the banks to add JD onto the mandate. HK has agreed to manage the Paypal account. KG to work on Fitness to Practice and disciplinary guidance, these should not be amalgamated. 	
Education Officer	<p>As detailed in Report submitted to Council 5th December 2022.</p> <ul style="list-style-type: none"> Concerns and logistics have been raised surrounding allowing non GDC registered applicants onto the STP course which were discussed briefly at the Education committee meeting prior to the full IMPT council meeting. The NSHCS (National School of Healthcare Scientists) have asked if the IMPT can provide them with the exchange of letters for them to understand the GDC's position. The Education committee have asked for permission to share these details to speed up the process. At the Congress Anna Veli conducted a presentation on Mentoring, Anna would like to develop a network. To become a mentor, it would be expected that individuals would undertake a Level 5 programme for mentors. SC & KB to develop a working document. 	
Professional Development Lead	<p>No report submitted.</p> <ul style="list-style-type: none"> KB has handed the reins to PK who will need additional input / Deputy from council. PK thanked KB and JW with the webinar series so far. No webinars were scheduled in December but have six booked for 2023 at present. 	

	<ul style="list-style-type: none"> • More guest speakers are needed. To reduce last minute cancellations, pre-recording of sessions would be an option. This would also help with widening the possibility of running CPD sessions at differing days and times, as well as the added benefit of encouraging attendance. It was suggested that OB and CT can communicate with the membership via email/social media and the Newsletter to further aid attendance and presentation participation. • The Congress feedback has been 90% positive with the only negative surrounding presentation timings. The STP's presentation timings however where not an issue. 	
A.I.B Chair	<p>As detailed in Report submitted to Council 5th December 2022.</p> <ul style="list-style-type: none"> • The overall costings of holding the AIB process have been discussed with RE. Overall costs are between £1250 - £1500 for 1 day and £2000 - £2250 for two days, which includes payment for a layperson, lunch, and accommodation. On average the cost per applicant is £750 based on face-to-face process. • SHM is happy to move the AIB to December, JW commented this would be ideal as AIB process would be a couple of months post qualification. PP – room booking would be difficult due to the festive season. To do over one day would also be difficult if there are 4-5 applicants. BE suggested running two AIB's in 2023 one in March with the second one in December as a one off. Applicants then would not need to wait too long if March AIB needs to be moved due to councils moving to a mixture of F2F and hybrid meetings as scheduled in Secretary section. SHM would like to process to be face-to-face but could give the option of virtual. HK is in support of the process been face-to-face, JW give option of one F2F and the other as virtual. SC if virtual would the panel also need to be virtual as both SC & BE state that panel workings are less complicated if they are in the same room. • The consensus of the council is that AIB's should be face-to-face and moved to December going forward with the planned March 2023 to still go ahead. • JW to reduce costs could rotate F2F AIB's to different unit locations in a similar manner adopted for exams with the Royal College. • RE stated there is money available to cover the costs of AIB. Discussion then preceded on if the council should scrap the AIB fee. All council members agreed with the proposal that applicants should continue to pay the AIB fee of £180 (current 2023 fee, could change in the future) if the applicant was successful in gaining IMPT membership at the interview, the candidate would then receive one year's free IMPT membership. Therefore, the AIB fee of £180 would include 1 years IMPT subscription fee upon success. • The IMPT does not recognise the post-graduate certificate or post-graduate diploma in Reconstructive Science for those associate members who have not completed the three years of the MSc Reconstructive Science 	

	<p>course as they are deemed as not fully competent and therefore according to the membership document are ineligible to apply for full IMPT membership. This statement does need to be made more formal and to be included in the general payment document.</p>	
Members-in-Training Representative (MiT)	<p>As detailed in Report submitted to Council 5th December 2022. Presented by CH</p> <ul style="list-style-type: none"> • JW confirmed there are no dates yet for the submission for the IACC, reflective narrative and interviews. • The reading list for first year students are not provided until September when applicant details are confirmed. • The integrated studies exams dates are not published until January as these dates are governed by external agencies and not MMU or Kings. 	
Journal Editor	<p>As detailed in Report submitted to Council 5th December 2022.</p> <ul style="list-style-type: none"> • The journal team are working on the first draft of the Congress edition of the Journal and hope this will be published for circulation in Spring 2023. • KG is going to support the journal team going forward. • It is the members responsibility to inform the Registrar of any changes, eg. Change of role, location, email address etc. The change in membership renewal will help mitigate this, which will be communicated with the membership via email, social media, website, and newsletter. 	
Website Editor	<p>No report submitted.</p> <ul style="list-style-type: none"> • JD wishes to resign from this position, due to being the new Registrar. Charlotte Heath is now the Lead with Edward Malton deputising. • The Fellow's document has been removed from the website. • Digital copies of the newsletter and journals are being included onto the website. • Update of photographs of council members are needed. 	
Newsletter Editor	<p>No report submitted.</p> <ul style="list-style-type: none"> • Laptop arranged to complete Newsletter business; the laptop used for Congress will now be transferred to OB. • Latest newsletter is currently being proofread; OB has changed the format so will look different from previous editions. Planning to be circulated next week to the membership. • OB needs possible trade details to contact for Newsletter sponsorship. EM to provide companies details who have provided previous sponsorship. • OB contacted Paul Nash to write an article based on his career. • OB would welcome any ideas for forthcoming newsletters. 	
Communication Officer	<p>As detailed in Report submitted to Council 5th December 2022.</p> <ul style="list-style-type: none"> • Communications are having a large number of returned emails; it is hoped that the new process of registration renewal will mitigate this problem. 	
5. Results from re-election of IMPT council officers' posts.	<ul style="list-style-type: none"> • Voting of each council officer role will be voted on today. The process will be repeated every three years. Due to an objection surrounding process of the previous 	

	<p>round of voting the process will be repeated today. CFM will lead the process.</p> <ul style="list-style-type: none"> • If there are no volunteers for the post, eg Chair, the deputy will take on the role as acting Officer on an interim basis. If an individual from council doesn't step forward to take on the role then it would be possible to elect an individual who is not on council (under AoA), however they would need to be a member of the IMPT. • Hitesh Koria as Chair is allowed 2 votes. 1 in normal round, 1 if voting is tied (under AoA). • There is only 1 council role which is competitive within this cycle of voting, that of the Treasurer's role. Both Naimesha Patel and Richard Eggleton were given the opportunity to portray why they would be the ideal candidate to undertake the role of Treasurer. Each candidate received the same number of council votes, therefore the chairman HK was given the additional deciding vote as stipulated in the AofA. Naimesha Patel was therefore successful in been appointed Treasurer. • OB allowed to vote via email. • Results are: Chair – Hitesh Koria will be the acting chair until the 2023 AGM. Deputy not appointed. Secretary – Pauline Paul, Deputy – Hitesh Koria Registrar – Jim Dimond, Deputy – Steven Hollisey-McLean. Treasurer – Naimesha Patel, Deputy Richard Eggleton (Short term) Journal Editor – Sian Campbell, Deputy – Barry Edwards, Steven Hollisey-McLean & Kirsty Galt Newsletter – Oliver Burley, Deputy – Kirsty Galt Communication Officer – Catherine Turner, Deputy – Sian Campbell. Website Editor – Charlotte Heath Deputy – Oliver Burley & Edward Malton AIB – Steven Hollisey-McLean, Deputy – Barry Edwards & Louise Watson CPD Lead – Paramjit Kaur, Deputy – Adrian Kearns Education Lead – Karen Boyd, Deputy – Naimesha Patel Equality & Diversity Lead – Sian Campbell, Deputy Catherine Turner Minutes Officer – Louise Watson, Deputy – Catherine Turner. Co-opted retired member –Proposed as Fraser Walker. This new one-year post will be effective from October Council. The co-opted member will change annually and must be a member of the IMPT. The individual will provide experience and support to the IMPT council. They will be a none-voting member. RE asked if this opportunity should be circulated to all retired members, CFM confirmed that council can co-opt anyone depending on needs of council. JW – ideally the council should have a layperson on council, similar to other bodies. HK – council members are given opportunity to voice opinions on matters that arise, it is an open forum. 	
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6. Policies	<ul style="list-style-type: none"> • CFM needs access to the policies as a requirement of the charities commission. • Some documents need to have generic input (no names as roles change) • uploaded expense policy onto Google Drive. A question surrounding "What would be classed as commutable distance, and the need for overnight accommodation?" would it be anything over two hours of commute time accommodation would be provided? JW & KB, this would be a judgement call, most council members would not take advantage. CFM, as policy has been updated this fulfils the charity commissions criteria. JW & AK to continue to develop this policy. • RE states the Fellowship document does not need to be changed much, apart from one clause. There was confusion surrounding which version of the Fellowship document is current. It was clarified that October 2016 was a working document. November 2016, which is on the website, is the current document. • KG is updating the code of conduct, fitness to practice. These documents need to be reviewed and updated regularly. • Refunds document should be the responsibility of the Treasurer. HK to assist NP on this. • SC is working on the social media documentation and will forward to JW & CH to review. • Congress Organising Document/Handbook that was original started by BE needs to be taken forward and completed. SHM suggested that the next unit that organises the congress should document the stages. EM suggested applying PRINCE II ideologies. 	
7. A.O.B	<ul style="list-style-type: none"> • JD will be organising the next AGM in Coventry, however Birmingham is running a course around the same time (Noble Biocare) JD asked if the AGM should be moved to 2nd or 3rd week of May. • CFM – under the 1948 rules of the companies act 28 days' notice is required to change the AofA. (Articles of Association) clauses to be changed are virtual attendees have the same voting rights as in person attendees. There is a minimum amount of work that needs to be completed on the AofA before council approval in March before taking it to the AGM. AofA working group to consist of JW, NP & AK • Keith Winwood of MMU will organise a mini-Congress in Autumn 2023 to get IMPT congress schedule back on track following Covid-19. • RE has 33 years of financial documents, CFM only needs 6 years for HMRC purposes. RE will provide the last 8 years' worth of financial documents. • HK asked RE to process travel claims and tidy up accounts before handing over to NP. RE (reluctantly) agreed to act as Deputy Treasurer, NP stated would appreciate RE input and support. 	

	<ul style="list-style-type: none"> • PP, Union Jack Club providing conflicting information regarding NHS overnight stays and discounts. PP to write to UJC for clarification. • RE has objected and challenges the procedure used in relation to the two new appointed Fellows. RE states that current Fellows need to review documentation relating to any proposed Fellows as stated in clause 8.10 of the Fellowship documentation. This did not occur. RE stated that the minutes did not reflect any proposed fellows or who proposed these individuals. Fellowship document states that any Fellow would have 30 days to log any objection. A heated discussion between council members ensued. The names of the proposed fellows were not contained in the minutes but were contained in the registrars report, RE contested this. CLW stated that she prints off submitted reports prior to any council meeting, and files these along with any notes taken on the day. The registrars report did contain the name of the proposed fellows and who proposed them. SC also confirmed report contained in Google Drive. • CFM stated that the Fellowship process on this occasion should start again. <i>"In September 2021 two IMPT members were nominated for fellowships, the nominated fellows were Heidi Silk who was nominated by Hitesh Koria and Adrian Kearns who was nominated by Stephen Edmondson. The applications are to be reviewed and advanced to the Fellows. If there are any objections, please raise them with Pauline Paul within 30 days of today 07/12/2022. If any objections are raised these need to be discussed at the next meeting."</i> • HK thanked RE for his services as Treasurer. 	
	Meeting concluded at 16:30	

Minute sign off for meeting dated 7th December 2022

Signature of Chair.....

Date of signature.....