

Ad-hoc Registration Committee Meeting

Thursday, 19 December 2024 at 2:00 pm to be held online via Microsoft Teams

Agenda Item	Classification	Rationale
1. Apologies for absence	Oral report Unclassified	n/a
2. Declarations of interest	Oral report Unclassified	n/a
3. Minutes of the last meeting held on 22 October 2024		
3a. Unclassified minutes	Unclassified	n/a
3b. Confidential minutes	Confidential	1,2,3,4
4. Matters arising	Oral report	
Matters for decision/discussion		
5. Temporary Registration applications	Confidential/Private	1,2,4,5
6. Any other business (AOB)	Oral report	
6a. Election of new Vice-Chair	Oral report Unclassified	
7. Date of the next formal meeting: Tuesday, 29 April 2025 (remote)	Oral report Unclassified	n/a

Registration Committee – Terms of Reference

1. The Committee shall comprise the President, Vice-Presidents and Treasurer of the College, together with two veterinary members of Council, a veterinary nurse member to be appointed by Veterinary Nurse Council (VNC), and a lay member of Council or VNC. The Committee shall be chaired by one of the Officers of the College, who will chair for a three-year term. The Chief Executive Officer (CEO), Registrar, and Director of Operations shall attend and participate in the meeting but shall be non-voting members.
2. The Committee shall be responsible for activities relating to the registration of veterinary and veterinary nurse members of the College (and, in due course, other Associate members of the College), and will provide and make recommendations to Council and/or VNC on matters relating to registration as appropriate.
3. Responsibilities will include but are not limited to:
 - a) Reviewing and monitoring the implementation of the provisions of the Veterinary Surgeons Act (VSA) 1966 related to the registration of veterinary surgeons; (in conjunction with the Education Committee as appropriate);
 - b) Reviewing and monitoring the implementation of the provisions of the Veterinary Nurse Registration Rules related to the registration of veterinary nurses; (in conjunction with VNC);
 - c) Reviewing and monitoring the policies and procedures relating to registration and publication of the Register;
 - d) Advising in relation to the creation of new categories of Associate members of the RCVS;
 - e) Keeping under review data relating to Find-A-Vet;
 - f) Monitoring registration activities (including trends in Registration for both veterinary surgeons and veterinary nurses);
 - g) Monitoring reports from relevant Appeal panels, ie
 - i. The Examination Appeals Committee;
 - h) Considering applications for Temporary Registration in accordance with the VSA 1966; and,
 - i) Reporting to Council on a regular basis summarising the work that comes under its purview (usually via the minutes of its meetings).

Summary	
Meeting	Registration Committee (RC)
Date	19 December 2024
Title	RC meeting minutes – 22 October 2024
Summary	Minutes of the RC meeting held remotely via Microsoft Teams on Tuesday, 22 October 2024.
Decisions required	The Committee is asked to approve the unclassified minutes and the confidential appendix.
Attachments	Confidential Appendix
Author	Huda Haid Governance Officer h.haid@rcvs.org.uk

Classifications		
Document	Classification ¹	Rationales ²
Paper	Unclassified	n/a
Appendix	Confidential	1,2,3,4

¹Classifications explained	
Unclassified	Papers will be published on the internet and recipients may share them and discuss them freely with anyone. This may include papers marked 'Draft'.
Confidential	Temporarily available only to Council Members, non-Council members of the relevant committee, sub-committee, working party or Board and not for dissemination outside that group unless and until the relevant committee or Council has given approval for public discussion, consultation or publication.
Private	The paper includes personal data which should not be disclosed at any time or for any reason, unless the data subject has agreed otherwise. The Chair may, however, indicate after discussion that there are general issues which can be disclosed, for example in reports to committees and Council.

²Classification rationales	
Confidential	<ol style="list-style-type: none"> 1. To allow the Committee or Council to come to a view itself, before presenting to and/or consulting with others 2. To maintain the confidence of another organisation 3. To protect commercially sensitive information 4. To maintain public confidence in and/or uphold the reputation of the veterinary professions and/or the RCVS
Private	<ol style="list-style-type: none"> 5. To protect information which may contain personal data, special category data, and/or criminal offence data, as listed under the General Data Protection Regulation



Minutes of the Registration Committee (RC) meeting held online via Microsoft Teams on 22 October 2024

Members (2024/25 College year):

Dr A L Calow	RCVS Council Member
Dr D S Chambers*	RCVS Council Member
Dr M Jones	RCVS Council Member
Dr M M S Gardiner	Treasurer
Professor T D H Parkin	Junior Vice-President & Chair
Dr S Paterson	Senior Vice-President
Miss J L Beckett*	VN Council Representative
Miss L S Belton	President
Mr J M Castle	RCVS Council Member

In attendance:

Ms G Crossley	Head of Professional Conduct/Assistant Registrar
Ms T Goodwin-Roberts	Veterinary Nursing and UK Graduation Lead
Ms H Haid	Governance Officer
Ms J Harris	Statutory and Eligibility Specialist Manager
Mr R Hewes	Head of Customer Service
Ms L Lockett	CEO
Ms C McCann*	Director of Operations
Ms N South	Head of Registration
Mr S Wiklund	Head of Legal Services/Assistant Registrar

*Denotes absence

Apologies for absence

1. Apologies were received from the Director of Operations, Miss J L Beckett and Dr D S Chambers.

Declarations of interest

2. Dr A L Calow declared her new employment position at Willows Veterinary Centre.

Minutes of the last meeting

3. The minutes of the last ad-hoc meeting, held on 22 August 2024, were approved as an accurate record.

Matters arising

4. All the arising actions from the last meeting had been completed.

Application for Official Veterinarian (OV) Temporary Registration

5. Confidential information is contained in paragraphs 1-3 of the classified appendix.

Temporary Registration Guidance notes (internships)

6. Confidential information is contained in paragraphs 4-9 of the classified appendix.

Registration Appeals Committee

7. Confidential information is contained in paragraphs 10-12 of the classified appendix.

Registration statistics report

8. The Head of Customer Services shared a report on registration statistics for Q2 and Q3 2024 with the Committee for note. The purpose of the report was to provide an insight into current trends across registration data for vets, vet nurses and practise premises.
9. A verbal report on the vet nurse renewal period, which started in September, was also shared with Committee, and it was confirmed that there were 24,813 vet nurses eligible and of those, 62% of the renewal payments and 50% of the declarations had been received. Around 40% of the renewal payments had been covered by corporates.
10. Comments and questions from the Committee on the contents of the report included the following:

- a) Regarding vet age and gender data, it would be useful to know the median age by gender and the distribution of years spent on and off the Register. This information could give the Committee more insight into the workforce shortage.
 - b) In addition to the practice premises renewal data, it also would be useful to know what the figure was for the number of new practice premises registrations, as this could help with identifying whether there were any barriers to entry into the market.
 - c) The age ranges in the visual graph depicting the age profile of vets by gender, should be reviewed, as the twenty-five and under range did not reflect the common age at which people tended to graduate, and this seemed to skew the shape of the graph at the start.
 - d) The reduction in the number of registrations from overseas vets was a concerning trend in terms of the workforce shortage. There had already been a slow decline since EU Exit and the visa-linked salary threshold may have exacerbated it. The Committee asked whether this should be fed into workforce planning? Or could some communications about the knock-on effects go out to the profession? The CEO explained that this was possible, and it would be discussed with the Communications Team. However, it would not be appropriate for the RCVS to draw conclusions from the data as the reasons were anecdotal at this stage. A general update on movements in the Register could instead go out, which would allow people to draw their own conclusions.
11. The Committee was also asked to indicate whether the information in the statistics report should continue to be unclassified and published on the RCVS website. The report did not contain any personal or sensitive information or anything that would not ordinarily be shared publicly on a Freedom of Information request basis. The consensus was that the data should remain unclassified.

Any other business (AOB)

European Association of Establishments for Veterinary Education (EAEVE) registration queries

12. Confidential information is contained in paragraphs 13-14 of the classified appendix.

Election of new Vice-Chair

13. The Committee was advised that as per the Delegation Scheme, a new Vice-Chair needed to be elected for the 2024/25 College year. The members were asked to communicate their interest in the role by emailing the secretary. The new Vice-Chair would then be confirmed at the next Committee meeting.

Date of the next meeting

14. Subject to any ad-hoc meetings being held for the purposes of considering Temporary Registration applications, the next formal RC meeting would be held on Tuesday, 29 April 2025 at 10:00 am, remotely.