

Minutes of the 64th meeting of The British Dietetic Association, Scotland Board, held on Tuesday 15 February 2022 from 10.00-12.00 via Zoom Meeting.

Present:	Janie Gordon	Board Chair
	Jo Teece	Board Member
	Laura King	Board Member
	Marian Cunningham	Board Member
	Maureen Murray	Board Member
	Iain Scott	Board Member
	Lorna Breeze	Board Member
	Gillian Farren	BDA Non - Exec
	Tracy MacInnes (TM)	BDA, Policy Officer Scotland (minutes)

Item **ACTION**

64/1 Welcome and Apologies

Janie opened the meeting and welcomed colleagues. Apologies had been received from Vicki Bennett.

64/2 Minutes of previous meeting, 16 November 2021

The minutes were accepted and approved as a correct record of the meeting.

64/3 Matters arising from previous minutes

Janie was delighted to inform the Board that Maureen had been nominated for the position of vice-chair. Board members were delighted to support Maureen's nomination and welcomed her to this role.

Janie informed the Board that the SB Chair role has gone out to advert along with various other BDA posts. The role description for the Board Chair can be found [here](#). The position is remunerated.

Closing date is **Friday 29 April 2022**.

64/4 Update from BDA BoD's

Summary of key matters arising at January 2022 BDA Board of Direct meeting

- **Recruitment Drive for the BDA Board of Directors** – the Board was reminded that a number of BDA Directors will have their appointments coming to an end in 2022, and they were advised that all are welcome to re-apply, but they will need to follow the same process as other applicants. Directors were Advised that current vacancies also include the Chair of the Scotland Board, Honours Committee and Selection Committee. Directors were asked to encourage other potential applicants (both dietitians and non-dietitians) within their professional networks to apply.

64/4
continued

- **BDA National AGM 2022** – discussions were held around proposed dates, with consideration for important dates for members of all country boards being made. After an update by the CEO, and discussion among the board, Tuesday 6th September was agreed.
- **BDA Awards Ceremony 2022** – originally proposed 5 July, but under similar review to the date for AGM and as yet unconfirmed - planning has commenced and will be reported on at a later date.
- **BDA Budget Update** – Annual budget shows a favourable position, with the year-end forecast surplus is £37k vs original budget deficit position of £229k. Income favourable performance includes advertising, professional services, course and partnership income. Discussion around the performance of CRM took place and concerns acknowledged and appropriate action agreed. Groups and Branches performance was noted as improving. Expenditure shows a favourable year end forecast variance of +£69k. Key drivers include travel and subsistence savings over the year. Courses, events and other activities moving on-line have also provided savings.

Next year's budget includes the following: -

- Funding of two business cases - Governance & Equalities Post (new role) and the Dietetics Outcomes Tool
- A modest staff pay award
- Member fee freeze
- Reduction of travel and subsistence budget in line with leaner/remote work practices

Other matters discussed

- Draft Code of Conduct for Volunteers – discussed and amendments agreed
- Pay – 2022/23 pay round - BDA are getting ready to collate information to inform a joint submission to the pay review body. Main emphasis of evidence is going to be around the crisis in recruitment and retention and motivation, and wellbeing of staff; specific to Scotland, Board was informed that BDA are moving into a collective bargaining arrangement.
- Memo regarding Working with Commercial Organisations – discussed and amendments agreed
- Communication highlights for 2021:
 - i. In March - April 2022 COVID response discussed in terms of public recognition, and how to ensure similar success going forward
 - ii. General discussion around ensuring all communications become more inclusive in terms of accessibility and presentation;
 - iii. Discussions were held around the Freelance Group and the "Find a Dietitian" facility, including the addition of SENr registrants within this function
 - iv. Advert for the next editor of the Manual of Dietetic Practice – applications have been received in advance of the deadline, and more expressions of interest have been made, with more applications expected.

64/5

BDA Commissioned piece of work on AP Practice - barriers, enablers, advantages and future opportunities for AP

Janie welcome Gill Shinkwin, to the meeting. Gill explained that she was undertaking a piece of work for the BDA on Advanced Practice. After a short presentation Gill facilitated a discussion with board members on the barriers, enablers, advantages and future opportunities for AP. Once Gill has completed her focus groups, she will write a report identifying key priority resources **ACTION - ALL** identified by members. Gill asked that if any one had any thoughts following todays, meeting they could email her on: gill.shinkwin@gmail.com

Gill highlighted the following for board members to be aware of:

- Link to BDA Post Registration Professional Development Framework:

• <https://www.bda.uk.com/uploads/assets/f1727d3a-8e42-4e6e-9f06b3daa9f3a196/Post-Registration-Professional-Development-Framework.pdf>

- Email BDA at: info@bda.uk.com to gain access to Basecamp (discussion forum for AP)

64/6

Workforce

Placement Provision 2022/23

- Janie and Tracy have meet with Karen Allan, (RGU) and Christine Monaghan, (GCU), who are leading the dietetic cluster this academic year. Christine shared a spreadsheet detailing the asks and gaps in placement activity across Scotland for 22/23. There are a few gaps which they will discuss with local HB leads. Janie agreed to share the spreadsheet with colleagues. It was also agreed that there should be a review of the work book, which has now started.

Student Placement Insurance

- An update on the student insurance situation, was requested from colleagues, within BDA HQ; please see below: We are now pleased to confirm that all student members of the BDA will benefit from the BDA PII scheme when needed for their pre-registration dietetic activity, subject to the terms and conditions of the policy. This cover may be for Higher Education Institution (HEI) arranged practice-based learning (PBL) or individual work experience activity.
- Under all circumstances a student must be supervised by an appropriately trained, registered dietitian. The BDA insurance is not in force if proof cannot be provided that they have an appropriate supervisor in place. We are working closely with our insurance provider to establish if the supervisory role can be extended to encompass any appropriately trained, registered healthcare professional and we will provide an update on this as discussions progress.
- It is the responsibility of HEIs to establish what insurance provisions are in place at all PBL providers and to ensure these are appropriate, and that they meet the needs of their student.
- An email with details of this update is being sent to all HEI providers.

64/6
continued

Growing the Profession

- A discussion took place on the workforce challenges facing the dietitians and they included, existing student numbers being trained, recruitment and retention. It was felt that workforce needed to be the main focus of the next SB meeting.

Chair

AHP Education Policy Review – email

- Tracy referred to her email detailing out that at the end of the year, the Cabinet Secretary agreed that the Review should be extended to also consider workforce planning. Our intention is that the work of the review will give clear recommendations on the actions needed to deliver a national workforce and education plan for AHPs that gives full consideration of all aspects of workforce measurement, planning and education needs for the future.
- The first step in this process will be the establishment of a National Strategic Oversight Group with representatives from NHS Education for Scotland (NES), Healthcare Improvement Scotland (HIS), Allied Health Professions Federation Scotland (AHPFS), Higher Education Institutions (HEIs), Scottish Directors of Allied Health Professions (SDAHP) and others

64/7

Discussion on the Updated Scotland Board Workplan

Janie thanked the SLWG who have completed the draft workplan which has been circulated to board members. After discussion there were a couple of amendments. Laura agreed to update the workplan and circulate to board members, it would then be for board members to circulate and discuss with their networks. Lorna suggested sharing it on the BDA drop box.

ALL/Chair

64/8

Update and discussion on the social media, SLWG

Jo and Lorna lead a discussion on the Social Media Twitter Update paper. It is clear that the work of the SLWG has increased the profile of dietitians and of the SB. Membership of the SM group was discussed following, Joanne's need to step down due to conflicting responsibilities. Janie has written to Joanne to thank her for all her input. So, a volunteer is now being sought and Jo/Lorna can provide further information. It would be ideal for a dietetic student and Marian agreed to target the student population.

**ALL/
Marian**

64/9

Scotland Board Networks /groups - Update

Iain informed the board of a meeting that he and Tracy attended with Carlana and Gillian. The actions that came out of this meeting was a further meeting with Andy to understand the possible use of MOU's and who would have responsibility for leading those discussions with the groups in Scotland.

64/10

Standing updates/feedback forms

Janie thanked colleagues for the following standing reports:

- BDA Glasgow & West of Scotland Event – 2nd December 2021
- Cross Party Group on Health Inequalities
- AHPFS Professional Body Report

64/11

TU

Pensions Consultation running from 24th Jan until 27th Feb 2022 – please be aware and respond.

64/12

AOCB

- BDA SB Rep on AHPFS – Janie thanked Jo for representing the BDA SB on the AHPFS and for the work that this entailed. It was agreed by board members that Jo should continue for any term of office, in this role. Jo will inform the AHPFS secretariat.
- Evidence on the Good Food Nation Bill to the Rural Affairs, Islands and Natural Environment Committee - Janie thanked Jo for volunteering to represent the BDA SB at this event and appreciated the amount of work Jo needed to undertake in a fairly tight time line. The *Official Report* of the above meeting is now available on the Parliament's website and can be accessed by following: <http://archive2021.parliament.scot/parliamentarybusiness/report.aspx?r=13570&mode=pdf>
- NHS Event – 21/ 22 June 2022, Aberdeen. Colleagues were keen to be involved again with an AHPFS, this year
- Rescheduling the SB meeting due to take place on the 15th Nov 2022 – it was agreed to reschedule the November to the 8th November 2022.
- BDA Glasgow & West of Scotland Event – 2nd December 2021 – Lorna was looking for a volunteer to step in to deliver a session as a speaker had cancelled. Laura very kindly agreed to volunteer and support the event.

Jo

Tracy

**ALL /
Tracy**

64/13

Date of next meeting

The next meeting will take place on Tuesday 17th May 2022, from 10am until noon