

FMSB Meeting

Wednesday 15th May 2019

Approved Minutes

	Open session: Robert Creighton (Chair), Adrienne Cox, Beryl Darling, Ian Hamer, John Hobson, Douglas Morgan, Maja Vojnovic (MoJ Observer), Helen Anthony (Executive Officer) present.	Action
1.	Introductory	
1.1	Welcome and introductions, apologies, declarations of interests	
	The Chair welcomed everyone. There were no additional declarations of interests.	
1.2	Approval of minutes of last meeting & matters arising not covered elsewhere	
	Part 1 & Part 2 of the minutes of the FMSB meeting which took place on 20.3.19 were approved. The FMSB noted that some actions from the last meeting were not complete but that the Executive Officer was aware of this and will follow these up.	HA to circulate & publish Part 1 minutes, and circulate Part 2 minutes to FMSB
2.	Update reports	
2.1	Chair's report	
	The Chair reported that all of the individual meetings with FMC Membership Organisations had taken place, and that in addition a joint meeting had taken place with Resolution and the Law Society. A number of themes emerged, and more detail will be shared with members of the FMSB following the FMC meeting in June.	
2.2	Executive Officer's report	
	The FMSB noted the Executive Officer's report. The FMSB welcomed the fact that a number of mediators had volunteered to help the FMSB/FMC. The volunteers will be told about forthcoming vacancies before they are published in the FMC newsletter.	HA to draft letter to volunteers & send to RC before circulating
2.3	MoJ report	
	The FMSB noted that there was a new minister responsible for Family Justice, Paul Maynard. The FMSB also noted that the President of the Family Court is expected to publish a consultation based on the recommendations of the Child Arrangements Programme Review (known as CAP 2) shortly.	
2.4	FMC report	
	The FMSB noted the FMC Report. The Executive Officer will circulate Resolution & the Law Society's guidance on drafting MoUs to the FMSB.	HA to circulate Resolution & TLS's guidance on drafting MoUs to FMSB

3.	Strategy, planning & governance	
3.1	Governance updates	
	<p>The FMSB elected Robert Creighton as its Chair for the coming year. The FMSB agreed to review its procedures and re-introduce a more formal process next year.</p> <p>The FMSB ensured all its members had signed the FMC's Code of Conduct.</p> <p>The FMSB adopted the paper on Conflicts of Interests as drafted. This will be published on the FMC website alongside the Register of Interests.</p> <p>The FMSB agreed that it would formalise each of its members' term of office, which varied from the usual fixed terms because of the need to stagger the dates that members start and end their terms. The members of the FMSB agreed to give as much notice as possible of wanting to leave their role or of their intention to apply for a second term.</p> <p>The FMSB agreed that it would postpone its review of how its members work together to its September meeting.</p> <p>The FMSB had a long discussion about the way in which it approached regulation. It briefly considered approaches taken in different professions which FMSB members had experience of, to consider where it might learn from these. It was apparent that having the right policies, procedures in place, ensuring transparency and being open to public scrutiny were all a key part of regulation in these different sectors. The FMSB will consider these factors when reviewing its own performance as a regulator.</p> <p>The FMSB agreed that it ought to have in place a set of standard indicators against which it can measure its performance. The Chair will produce an initial draft of these.</p>	<p>HA & RC to establish formal procedure for election of Chair</p> <p>Remaining FMSB members to send declaration of interests to HA.</p> <p>HA to publish Conflicts of Interests paper and the Register of interests.</p> <p>RC to finalise terms of office</p> <p>HA to introduce system to plan well in advance for recruitment of new members</p> <p>RC to draft standard indicators to measure FMSB progress</p>
3.2	FMSB Annual Report 2018	
	The FMSB noted the draft 2018 Annual Report. Members with comments will send these to the Executive Officer by 22.5.19	FMSB members with comments on AR to send these to HA by 22.5.19
4.	Core Business	
4.1	Registration	
	<p>The FMSB noted the Registration Report.</p> <p>The FMSB asked the Executive Officer to produce a business case for bringing the registration process online.</p> <p>The FMSB had a long discussion about what it could do to help mediators who were working towards accreditation, but who were not making sufficient progress to be likely to submit their portfolios within their (sometimes extended) deadlines.</p>	HA to create & circulate business case for online registration process

	<p>The FMSB emphasised the need to maintain high standards, but recognised that the portfolio process was likely to change and that some mediators working towards accreditation who might not be able to submit their portfolio may, once the review of the accreditation process is in place, be able to continue to be registered or gain accreditation.</p> <p>The FMSB wants to encourage those mediators who are trying to work towards accreditation but are struggling, by offering them support. The FMSB asked the Executive Officer and the Accreditation Panel to explore ways of supporting mediators.</p>	
4.2	Accreditation	
	<p>The FMSB noted the Accreditation Panel's report.</p> <p>FMSB members noted that the Standards Review Accreditation Working Group had made a number of recommendations for 'quick fixes' to some of the difficulties that are experienced as part of the portfolio process. FMSB members will be asked to ratify any recommendations the Accreditation Panel makes about changes to the Standards remotely, so that these can be considered by the FMC at its meeting on 12 June. At the same time as the recommendations come to the FMSB, they will go to the Chief Assessor for consideration about the practical implications of the policies. The Executive Officer will let the Chief Assessor know to expect these recommendations.</p> <p>The FMSB asked the Accreditation Panel to make the FMSB aware if the 'quick fixes' identified by the Standards Review would put a significant strain on resources.</p> <p>The FMSB welcomed the Chair's recent correspondence with the Law Society about renewal of accreditation and that the FMSB has agreed with the Law Society that the FMSB will re-accredit the members of the Law Society's accreditation scheme until such time as any new standards are in place.</p>	<p>HA to liaise with JD</p> <p>HA to take request to Accreditation Panel meeting</p>
4.3	Standards Review	
	<p>The FMSB noted the minutes of the Standards Review Accreditation Working Group Meeting which took place on 3.4.19.</p> <p>The FMSB noted that a suitable person had been found to carry out the qualitative analysis and that the Chair was working with the Executive Officer to find a suitable person to assist/facilitate the strategic part of the review.</p> <p>The Chair will liaise with the Standards Review Governance Panel about project management.</p>	<p>RC to liaise with the Standards Review Governance Panel re project management</p>
4.4	Training	
	<p>The Training Panel met three of the course reviewers immediately before the FMSB meeting.</p>	

	<p>The Panel and reviewers agreed on a format for inspecting Approved Foundation Courses. The Panel will make a recommendation to the FMSB about the inspection fee to be paid to reviewers.</p> <p>The foundation courses which were approved in 2016 are due to apply for re-approval within the next 12 months and a timetable for this is being put in place.</p> <p>The FMSB asked for a reminder to be included in the next FMC newsletter about the requirements for CIM Update and Awareness and Understanding days, and for this to include provider details.</p>	HA to include CIM reminder in next newsletter
4.5	PPCs	
	The PPC Panel report was noted.	
4.6	Complaints	
	The Complaints Panel report was noted. A timeframe will be put in place before the next FMSB meeting and agreed with the Standards Review Governance Panel.	IH & RC to agree a schedule with the SRGP
5.	Communication	
5.1	Events update	
	The FMSB/FMC have been invited to present a session at the forthcoming July forum. The FMSB would like to present a session with the new Chief Assessor. The Executive Officer will liaise with all concerned to arrange this.	HA to co-ordinate presentation at PPC forum
6.	Future meeting dates to note	
	17 July 2019, 18 September 2019, 13 November 2019	