

FMSB Meeting
11th February 2020
Approved Minutes

Present: Robert Creighton, FMSB Chair
Adrienne Cox, FMSB Member
Beryl Darling, FMSB Member
Ian Hamer, FMSB Member
John Hobson, FMSB Member

Also in attendance: Juliette Dalrymple, Chief Assessor FMC Accreditation Scheme
Jane Wilson, FMC Representative
Helen Anthony, FMC & FMSB Executive Officer

	Open session	Action
1.	Introductory	
1.1	Welcome and introductions apologies, declarations of interests	
	The Chair welcomed everyone. Apologies had been received from Katie Kelly (MoJ).	
1.2	Approval of minutes of last meeting & matters arising not covered elsewhere	
	The minutes of the FMSB meeting held on 13.11.19 were approved.	HA to publish approved minutes
	The only action outstanding from the last meeting was the drafting of the regulatory note about telephone MIAMs. The Executive Officer will do this as soon as possible.	HA to prioritise publishing regulatory note
2.	Update reports	
2.1	Chair's report	
	The Chair welcomed the MoJ's continued support for the FMC & FMSB's work. The Chair reported that the FMC had interviewed a number of excellent candidates for the vacant FMSB mediator member role. One appointment has been made. One other candidate has been provisionally identified for appointment to fill the forthcoming vacancy, pending discussion with two candidates who were unable to make the appointed interview day to clarify whether they still wish to be considered for the role. The FMSB agreed to invite the person who will be appointed later in the year to shadow existing FMSB members before commencing the role formally.	
2.2	FMC report	
	The FMSB noted the draft minutes from the FMC Board meeting on 4.12.19 and in particular noted that the FMC was proceeding with proposed marketing work and had approved in principle a move to an online registration system.	
3.	Core Business	
3.1	Registration	
	The FMSB noted that very good progress was being made in processing annual registration applications. Approximately 600 applications to re-register had been submitted. Those mediators' details have been updated on the Register and invoices have	

	<p>been sent. The FMSB was disappointed to note that approximately 400 mediators had not submitted their forms by the deadline, though the Executive Officer reported that that was usual and reminders would be sent out. A more comprehensive Registration Report will be available for the FMSB's March meeting.</p> <p>The FMSB recorded its thanks to Sonya Wilson, Viv Owen and Julie Perry who work in the FMC office for all their work.</p>	
3.2	Accreditation	
	<p>The FMSB noted the Accreditation Panel's report and thanked its members for their hard work.</p> <p>The FMSB noted that the amended Assessors' Guidance, Portfolio Guidance and Template are close to being ready for publication.</p> <p>The FMSB noted that the annual Assessors' Meeting would take place on 24 February. The Chair is available to attend if the Chief Assessor considers this would be useful.</p> <p>The Chief Assessor had been in post for a year and has some reflections on the role and ways to improve the system. The Accreditation Panel Lead, Chief Assessor and Executive Officer will work together to better define the role and associated arrangements with a view to the FMSB considering proposals for change at its meeting on 8 July. Discussions will include consideration of a deputy, regular means of communication, and the appeals process.</p> <p>The FMSB noted that last year the assessors assessed 42 first time portfolios and 11 resubmissions. There was one appeal. 28 achieved full FMCA, 22 had provisional FMCA and 4 not yet proven. The Executive Officer will share these figures with The Law Society and ask for figures from its scheme too.</p> <p>The Chief Assessor will liaise with the Law Society's Chief Assessor to arrange a joint training day for all assessors, as previously agreed.</p>	<p>AC, JD & HA to discuss and make proposals by 1.7.20</p> <p>HA to share figures with TLS and request its figures</p> <p>JD to arrange joint assessors' training with TLS</p>
3.3	PPCs	
	<p>The FMSB noted the PPC Panel's report.</p> <p>The FMSB noted that the Panel was considering how information can best be shared with PPCs, include the distribution of material for PPC update days.</p> <p>It was noted that the development of standards for initial PPC training was a piece of work that the Panel would do in the long term. In the short term the Panel was focusing on developing a PPC template contract, improving communication with PPCs, and considering how to support PPCs who have consultees who are working towards accreditation.</p> <p>The Panel Lead and Executive Officer will discuss how the online registration process can assist in ensuring that PPCs are aware of whether consultees have met annual requirements.</p>	<p>BD & HA to liaise about online registration process & PPC sign off</p>

3.4	Training Panel	
	<p>The FMSB noted the Training Panel's report.</p> <p>The FMSB noted the draft letter to training providers and suggested minor improvements.</p> <p>The discussion of training course inspection led the FMSB to consider why it does not inspect other areas of work covered by Professional Standards, for example the work of PPCs. The FMSB noted that it had to prioritise areas of work in light of its capacity, and that the work that it was undertaking was a result of a past exercise to identify priorities. The FMSB agreed that it should look again at its priorities for work. The Executive Officer will set out the progress that has been made in implementing the Standards Framework and update the FMSB's Business Plan for consideration at the next FMSB meeting.</p>	HA to set out progress made in implementing Standards Framework, update FMSB's Business Plan and add to agenda for next meeting
3.5	Complaints	
	<p>The FMSB had invited Member Organisations to discuss the complaints process with the Panel Lead. Although these conversations have not taken place for logistical reasons, the Executive Officer and Panel Lead had agreed arrangements for these to be taken forward.</p> <p>The Executive Officer will follow up with Member Organisations to ascertain the number of complaints that are received each year.</p> <p>The FMSB will consider this issue at its next meeting.</p>	HA to obtain number of complaints from MOs
4.	Governance	
4.1	FMSB Annual Report 2019	
	<p>The Executive Officer had drafted the 2019 Annual Report in part. FMSB members will send any suggested changes to the draft. The Executive Officer will add priorities for 2020 ahead of the next FMSB meeting.</p>	FMSB members to send suggested changes to HA. HA to add 2020 priorities to draft annual report
5.	Communication	
5.1	Events update	
	The FMSB noted the events update.	
6.	Future meeting dates to note	
6.1	2020 dates	
	All Wednesdays, 12.30 – 4.30pm: 18 March; 13 May; 8 July; 16 September; 11 November	
7.	AOB	
	<p>The FMSB reflected on that morning's joint meeting with the FMC. The work of the Standards Review Accreditation Working Group needs to be considered in the context of the work that is happening to analyse the gaps in the current Standards Framework which has led to consideration of how the Framework operates overall. The FMSB will consider this at its next meeting.</p>	JH to circulate discussion paper on Standards