Thistle City Barbican  
Central Street, Clerkenwell  
London EC1V 8D  

Friday 23 November 2012  
13.30pm
Agenda
The Annual General Meeting of on Division of Neuropsychology will be held on Friday 23 November 2012, 13.30pm at The Thistle City Barbican, Central Street, Clerkenwell, London, EC1 V8D.

1. Welcome and introduction
2. Minutes of AGM held Friday 18 November 2011
3. Matters arising
4. Reports:
   4.1. Chair’s report
   4.2. Honorary Treasurer’s report
5. Reports for information
   5.1. Other committee members’ reports
6. Election of Officers & Committee members

DoN Executive
   6.1. Honorary Treasurer
   6.2. Communications Officer
   6.3. Ordinary Committee Member - QiCN Training Representative
   6.4. Ordinary Committee Member - Welsh Representative
   6.5. Ordinary Committee Member - Northern Ireland Representative
   6.6. Ordinary Committee Member

Professional Standards Unit (PSU)
   6.7. Secretary

Membership Services Unit (MSU)
   6.8. Secretary
   6.9. Communications Officer
   6.10. Adult representative

Policy Unit (PoU)
   6.11. Secretary
   6.12. Adult Lead Advisor
   6.13. Paediatric Lead Advisor
   6.14. Older Adult Lead Advisor

Nicola Scott
Honorary Secretary
Division of Neuropsychology
1. Welcome and introduction
   1.1. Approx 50 members attended the meeting.
   1.2. Huw Williams welcomed everyone to the meeting.

2. Minutes of the previous AGM held on Friday 26 November 2010
   2.1. The Minutes of the Annual General Meeting held on 26 November 2010 were approved as a correct record.

3. Matters arising
   3.1. There were no matters arising.

4. Reports
   4.1. Chair’s report
       4.1.1. The Meeting noted the report from the Chair.
       4.1.2. Thanks were expressed to Dr Jamie MacNiven and Dr Kathryn Bond who were all standing down from the Committee.
       4.1.3. Dr Peter Rankin was welcomed as the new Chair.

   4.2 Statutory Regulation / Health Professions Council
       4.2.1 An update was given on the current status for the DoN concerning Statutory Regulation and the HPC. It was reported that consultation regarding the protection of professional titles in neuropsychology continues.

   4.3 Competencies Working Party
       4.3.1 A brief update was given of the recent work of the Competencies Working Party chaired by Dr Ingram Wright. A full report is to be released before the end of the year.

   4.4 Clinical Neuropsychology Training
       4.4.1 The meeting noted the report on Clinical Neuropsychology Training.
       4.4.2 It was noted that there are 2 adult courses offering the knowledge dimension of the Qualification in Clinical Neuropsychology at the University of Glasgow and
the University of Bristol with 1 paediatric course at the UCL Institute of Child Health. All courses report healthy numbers of candidates enrolling. Regular meetings of all the Course Directors have been convened to promote the development of the courses.

4.4.3 It was reported that unfortunately the adult course at the University of Nottingham has now discontinued.

4.4.4 The Charney Manor CPD course has remained popular over the past year.

4.5 Continuing Professional Development Events

4.5.1 A number of successful CPD events have taken place over the past year. Dr Phil Yates was thanked for his hard work in coordinating these events.

4.5.2 A review will shortly be undertaken to determine whether the current conference organiser service being used, KC Jones, is the best option for the division. It was reported that a number of new training services being offered by the BPS that would be considered. In addition, web delivery systems are currently being explored.

4.6 Newsletter

4.6.1 The meeting noted the report concerning the newsletter. Members were encouraged to support the newsletter with contributions. Dr Tara Murphy was thanked for her hard work in coordinating the newsletter over the past year.

4.7 Website

4.7.1 The meeting noted the report concerning the website.

4.7.2 Thanks were expressed to Dr Jamie MacNiven who has handed over the website responsibilities to Dr Robert Stephens.

4.7.3 It was reported that the DoN website is currently being overhauled and reviewed and that new content with an improved interface should be available shortly.

4.8 Nations and Regions.

4.8.1 The meeting noted the report concerning nations and regions. In particular the Division of Neuropsychology in Scotland remains an active group

4.9 Faculty of Paediatric Neuropsychology

4.9.1 It was reported that a Faculty of Paediatric Neuropsychology has been established to help further the development of this professional field. An inaugural meeting was held in October 2011. Dr Ingram Wright is the Acting Chair. A further meeting will be held in January 2012 to elect a full committee.

4.10 Psychology Post Graduates

4.10.1 It was reported that links with Psychology Post Graduates, particularly through PsyPag, were being strengthened with DoN Sponsorships of training events and a recent DoN paper prize.
4.11 Awards & Grants

4.11.1 The meeting noted the report concerning awards and grants.

4.11.2 The Barbara Wilson Award for 2011 was awarded to Professor Gus Baker.

4.12 International Fellowship Scheme

4.12.1 A report was given of the successful first year of the fellowship scheme held in conjunction with the British Neuropsychological Society.

4.13 Membership and Finance

4.13.1 The meeting noted the report on Membership and Finance.

4.13.2 It was noted that membership has increased in the past year.

4.13.3 It was reported that expenditure has increased over the past year as a result of supporting CPD events and the Competencies Working Party, in addition to travel expenses of the executive committee meetings, however there is a current reserve of £191,000

5. Resolution Items

5.1. There was no resolution items

6. Election of Officers and Committee members

6.1 Nicola Scott was elected unopposed for the position of Honorary Secretary.

6.2 Cathy Grant was elected unopposed as an Ordinary Committee Member.

6.3 Jason Price was elected unopposed as an Ordinary Committee Member.

6.4 Anna Adlam was elected unopposed as an Ordinary Committee Member.

6.5 Tara Murphy was co-opted for the position of Newsletter Editor.

6.6 Robert Stephens was co-opted for the position of Website Editor.

6.7 Finally, Huw Williams was thanked for his hard work steering the division over the past four years
Report focus:
Chair’s report

Report summary:
May I thank officers and committee members of the Division for their significant contribution to the running of the committee this year. I would particularly like to thank those who are standing down this year: Professor Huw Williams, who has acted as Post Chair for the past 12 months ensuring a supportive and smooth handover. Huw has made a significant contribution to the DoN in a number of key roles as Chair and Secretary over the years; Dr Rudi Coetzer and Dr Eli Jaldow, who have been Ordinary Committee members for the past three years; Dr Tara Murphy, who was co-opted to the committee as Newsletter Editor and previously as representative of those undertaking the Qualification in Clinical Neuropsychology (QiCN), and Dr Rob Stephens, who steps down as our current QiCN rep having successfully obtained his QiCN this year. I also wish to thank other members of the committee for their work over the past year, as reflected in the report below.

Initial Additions to the DoN Executive Committee

This year has seen the addition of a number of new posts to the Executive Committee to represent the different strands of neuropsychology work; In particular, colleagues working in paediatric, older-adult and academic areas of work have increased their representation on the committee alongside clinical adult practitioners who have always been well represented.

This was the first year that the DoN Faculty of Paediatric Neuropsychology has been in operation following its Inaugural conference in October 2011. The Faculty is free to join for DoN members and has recruited over 80 members. The Faculty has been chaired by Dr Ingram Wright who I understand will stand down at the Faculty AGM in January 2013 and elections will be called shortly. The Faculty Chair has been invited to attend all DoN Executive Committee meetings. I understand that the Faculty has made particularly important formal links with the British Paediatric Neurology Association (BPNA). The BPNA have invited the Faculty to provide a platform on the neuropsychology of childhood epilepsy at their Annual conference in January 2013 which will coincide with the Faculty’s AGM.
In addition the DoN invited the Division of Clinical Psychology (DCP) Psychology Specialists Working With Older People (PSIGE) to identify a member of their network who was also a member of the DoN to be co-opted onto both committees to improve communication and strategic development between the groups. I am very grateful to Dr Gail Scothern for taking up this new position. Clearly, with an ageing population in many Western societies, understanding the neuropsychological implications of ageing will be a major concern for how society functions in the future. I hope that the closer links between DoN and PSIGE will help place the BPS in a better position to meet the mental health and neuropsychological needs of the aging population in the future.

In recent years we have been fortunate in that the President of the British Neuropsychological Society (BNS), Professor Narinder Kapur, was also a member of the DoN Committee. I appreciate that many of our DoN members, including myself, are also members of the BNS. When this cross-election by opportunity was no longer the case the DoN invited the BNS to identify a member of both groups to be formally co-opted onto both committees. We are grateful to Professor Marjan Jahanshahi for taking on this important cross-link role and the BNS and DoN have worked together on a number of joint initiatives, including our awards for psychologists from developing countries to benefit from visits or communication with UK neuropsychologists.

**Further Development and Re-organisation of the Executive Committee**

As noted above we have created a number of additional positions in the committee. However, the limitations of a relatively small committee (meeting four times per year) to meet the increasing demands and opportunities facing the profession and our client groups have become clearer over recent years. Therefore, consistent with other BPS Divisional Executive Committees, the DoN has now created three supportive sub-groups of the executive with specific remits so that we can facilitate the expertise of our membership more effectively. The DoN rules permit the Executive Committee to form specialist subgroups at any point in time.

The new structure will consist of the DoN Executive Committee supported by three units, namely:

- Professional Standards Unit (PSU) (Chair Professor Gus Baker)
- Policy Unit (PoU) (Chair Dr Katherine Carpenter)
- Membership Services Unit (MSU) (Chair Dr Jody Warner-Rogers)

The full rationale and functions of the subunits are presented in a paper available to members on the DoN website. In brief, the Professional Standards Unit will be responsible for developing the DoN's national training, workforce and standards strategy. It will bring together heads of the two groups responsible for training issues (Committee for Training in Clinical Neuropsychology and Clinical Neuropsychology Qualifications Board) and the DoN workforce planning representative as well as the Directors of the DoN accredited university training providers. The Policy Unit will aim to improve significantly the DoN's response to government consultations, communication with commissioners and develop a proactive stance to improve the services and the support required for our client/patient populations. The Membership Services Unit will aim to bring in greater representation of the wider membership to the development of the DoN and improve communications within the Division as well as with other professional, government and public agencies.
The DoN Executive identified three members who have the expertise and national/international reputations necessary to develop such subunits over the first two years of their official formation from the AGM in 2012, following which we will call for elections for Chairs for 3-year periods. I am therefore particularly grateful to Professor Gus Baker, Dr Katherine Carpenter and Dr Jody Warner-Rogers for the significant leadership contributions that they have volunteered to make in developing such units over the next two years.

**Production of a Competency framework for the UK Clinical Neuropsychology profession (Adult & Paediatric, Final Report June 2012)**

I am very grateful to Dr Ingram Wright as Chair of Competency Work Party and Dr Zoe Fisher who was employed by the DoN as well as the many members and other stakeholders who contributed via the reference groups and wider consultation to produce a comprehensive ‘Competency framework for the UK Clinical Neuropsychology profession’. The final report was approved by the DoN Executive in June 2011 and is available for our members on the DoN website. This is one of the major pieces of work the DoN has undertaken in recent years and the Professional Standards Unit is carefully considering the report and its potential implications for practice and training.

**University DoN accredited training courses for the knowledge dimension of the QiCN**

Sadly, this year the Nottingham course folded and accepted its final cohort of students. Professor Nadina Lincoln, Dr Jamie MacNiven and more recently Dr Robert Stephens developed and steered this course over the years it has existed and I know that the many students who have taken the course have held it in a very positive light and valued the contribution it has made to their practice. The course closed largely due to the current economic stressors that English post-graduate education faces.

The Glasgow, Bristol and UCL Institute of Child Health courses all continue to receive a considerable quantity of high quality candidates to undertake the whole MSc/PG Diploma courses as well as those who ‘dip in and out’ for shorter CPD elements on the training programmes. This year the UCL Institute of Child Health also offered one of its CPD modules as an on-line international symposium attracting over 450 candidates from around the globe.

However, as noted above in relation to the Nottingham course, it is well known to many that the English courses in particular face a challenging future due to economic circumstances. In England, HEFCE funding that was previously attached to each student (a subsidy that the government awarded to the university on top of the fees that the student pays) has been withdrawn for any student who is studying a degree that is equivalent or higher than a degree they already have. Therefore the English courses have lost the majority of their income for all of our clinical or educational psychologists undertaking the DoN accredited courses. Secondly, as English undergraduate fees are now around £9k per year at top universities, it is the policy of such universities to adopt similar or higher fees for post-graduate courses. Therefore the fees for English DoN accredited courses will rise significantly for candidates over coming years.
The Professional Standards Unit (PSU) is urgently considering the current challenges faced by the DoN accredited courses as well the opportunities that the competency framework may provide us. Over the next 12 months the PSU will consider any potential solutions to some of the difficulties outlined above and fully consult with the membership over ways forward. However, please note that the DoN is fully committed to the QiCN process and will not lower the professional standards required for qualifying as a clinical neuropsychologist and risk the standard of services provided to the public. We wish to continue to encourage and support candidates to undertake the QiCN.

**DoN CPD and Development of the DoN’s first Annual Conference**

I would particularly like to thank Dr Phil Yates as our CPD Lead who has organised with fellow members a number of very well attended and positively evaluated CPD days over the past 12 months. Dr Yates has been trialling different formats and venues for our CPD days, attempting to draw in colleagues from other professionals, such as lawyers and medics, helping to improve the quality and experience of the CPD days whilst attempting to keep costs at a minimum for our members.

Each year the DoN holds a CPD day in November to coincide with our AGM. This year the DoN Executive decided to turn that CPD day into our first Annual Conference: ‘The Rise and Fall of Cognition Across the Lifespan’. The conference format will consist of a number of key-note speakers in the morning followed by the AGM for members, followed by parallel workshops in the afternoon on the themes of paediatric, adult and older adult areas of work. The consideration of neuropsychology across the lifespan is consistent with the increases in representation that we have made to the DoN with the Paediatric Faculty and links to PSIGE. We hope that this new format will give all members a clear CPD opportunity on the day of the AGM so that from now onwards the Annual Conference and AGM can act as a focal point for all members to feel involved with the DoN and build networking opportunities. In future years we hope to create poster sessions for further member involvement and develop the Annual Conference based on member feedback.

I would also like to thank Dr Arleta Starza-Smith and Ms Rita Mechen who have continued to run the DoN Charney Manor Paediatric Neuropsychology CPD course. Many of us paediatric practitioners have thoroughly enjoyed this CPD course over the years as both delegates and lecturers. It remains popular and I am sure the Paediatric Faculty will be considering how to continue to support and develop such CPD over future years when Dr Starza-Smith decides to step down.

**Contribution to consultation with HCPC on potential annotation of neuropsychology**

Over recent years the HCPC have consulted with the DoN regarding the possibility that they might annotate ‘neuropsychology’ on the HCPC register. Essentially this means that someone who is HCPC registered under the protected title of Clinical or Educational Psychologist might also have an annotation next to their name to indicate that they have also undergone the specialist training to become a professionally recognised Clinical Neuropsychologist. The DoN provided as much evidence as possible on the risk to the public of not being able to clearly identify Clinical Neuropsychologists who have specialist training in brain-behaviour relationships. The DoN’s position continues to be that the public would be most appropriately protected if the title ‘Clinical Neuropsychologist’ was a protected title although we recognise that this would require further parliamentary legislation. The HCPC Council will report their final conclusions on their consultation later.
this year.

**Contribution to the Joint Commissioning Panel (JCP) on Neuropsychiatry**

I would like to thank Dr Jason Price and Dr Cathy Grant for representing the DoN and the BPS on the Joint Commissioning Panel (JCP) on Neuropsychiatry. The JCP is a collaboration between the Royal College of Psychiatrists and Royal College of GPs to provide commissioning guidance to the new CCGs across a range of areas and it is anticipated that the guidance produced will have a major impact on future commissioning. Dr Price and Dr Grant have been able to make major contributions to the guidelines ensuring that patients should have access to professional psychology as appropriate.

**Development of the new DoN website, Newsletter and Email alert system.**

Many of our members will have now logged onto the new DoN website. The DoN was the first Division within the BPS to pilot the new system working with the central BPS office. I am grateful to Dr Rob Stephens who is our Chief Website Editor for overseeing the pilot study with the central BPS office and for continuing to monitor and improve the website over time. Dr Stephens has recently produced an article on the features and functions of the website within the DoN newsletter.

I am grateful to Dr Tara Murphy who has been the Newsletter Editor over a number of years and has done an excellent job in ensuring regular newsletters to maintain correspondence with our members. Dr Murphy is now stepping down and Dr Sara Shavel-Jessop is taking over this role. For environmental and cost reasons it was decided to make the newsletter only available electronically some time ago. Email alerts are distributed to our members when the newsletter is available on the BPS website as well as when the DoN has other important news to share with members. Please do ensure that your email address is up to date with the central BPS Membership Services office. The BPS has recently upgraded its email alert system so that if you inform the central office of a change of email address, all of the BPS lists, such as the DoN’s, are automatically updated. If anyone has opted not to receive email alerts from the BPS then it is possible to contact the BPS central membership office and request that you still receive printed copies of the newsletter.

**The Specialist Register of Clinical Neuropsychologists (SRCN)**

The SRCN plays an important function for the public and other professionals to be able to identify Clinical Neuropsychologists who are professionally accredited by their national body as having undertaken the necessary training and qualifications to act as a Clinical Neuropsychologist. The SRCN continues to increase steadily (364 registrants) and is publicly available on the DoN website. The SRCN now also contains a search filter so that the public can target clinical neuropsychologists according to their more specific needs.

If an individual claims to be acting as a Clinical Neuropsychologist but has not undertaken the necessary professional accreditation procedure then they maybe acting outside of their professional competencies, misleading the public and could be considered for disciplinary procedures.
DoN Awards

In addition to our current International and Professional Career Awards, this year the DoN have created an additional QiCN Pre-Qualification Award for candidates who have achieved areas of excellence in their clinical or research work whilst undertaking the QiCN. I understand that we have high calibre nominations in every category of our award system this year and so I very much look forward to seeing the results of the awards at this year’s AGM.

Finally, I would like to thank all of our members for remaining with the DoN and to apologise to anyone whose contributions I may have omitted from this brief report. It has been an action-packed year for the DoN and our activity will significantly increase from now on given that we have recruited three excellent chairs and a number of new posts to work in the three new DoN subunits.

Date completed: 30 October 2012
Annual Report

Reporting Committee member/Co-opted Committee member:
Dr Jacki Bambrough

Report focus:
Treasurer's report

Report summary:
The Division remains in a strong financial position due to the reserves it has accrued in previous years. The Division's reserves currently stand at £177,857.

Membership continues to increase year on year. The Division continues to support a number of professional development activities including the Paediatric Neuropsychology Course at Charney Manor and its own Post Qualification Training event, including the introduction of an Annual Division of Neuropsychology Conference.

The Division is active in its support of overseas neuropsychology and this year has provided International Fellowship Awards to two overseas neuropsychologists to fund their expenses for a UK service visit.

The financial investment that the Division of Neuropsychology made last year to support the development of a Competency Framework for Clinical Neuropsychology has borne fruit this year with the completion and publication of the Competency Framework. This framework will play a vital role in ensuring public safety and inform the public, employers and regulatory bodies such as the Health Professions Council on the minimum standards for practice in the field of Clinical Neuropsychology.

However, the overall funds available to the Division of Neuropsychology have reduced this year with the current balance being £177,857. The Division has not been immune to the financial downturn and the Division’s trading balance has fallen for the second year running with a projected 2012 shortfall of -£14,767. This negative trading balance is due in part to DoN not receiving any interest payment on its reserves from the BPS. It is also due to DoN funding of the fixed term Psychologist to develop and prepare the Competency Framework for Clinical Neuropsychology. Finally, a continued increase in the costs and reduced income for DoN CPD events over the year as a whole has also contributed to the shortfall.

Last year DoN reluctantly made the decision to increase fees for PQT events for the year to come. Over the last year the committee has worked hard to ensure that DoN PQT events have become more cost neutral, however, expenditure has outstripped income for 2011 / 2012 overall. The Division is continuing to review the organisation of our PQT and other CPD events in order to make these activities more sustainable for the future. Within this we have decided to focus our attention on a smaller number of events each year and have introduced an Annual Conference for the Division of Neuropsychology in collaboration with PSIGE and the Faculty of Paediatric Neuropsychology.
The DoN Executive Committee has been keen to avoid increases in fees to members, particularly with the recent introduction of the Specialist Register of Clinical Neuropsychologists. The committee has therefore decided again this year to not to increase membership fees. However, DoN membership fees have not increased for 8 years and an inflationary increase is overdue. It is likely therefore that DoN membership fees will to be increased for the Division of Neuropsychology AGM 2013.

**Finance data:**

**Trading balance for Year to end 2011**

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Trading balance - £14,767.00
Reserves /Total Funds (01/01/12) - £181,298.00

- This shortfall was due to:

  The DoN not receiving interest on DoN reserves from the BPS (usually around £4,500)
  The costs of employing a psychologist to prepare the Competency Framework for Clinical Neuropsychology.

  Increased expenditure / reduced income on CPD activities over the year as a whole. The committee is continuing to review the CPD activities it currently supports to ensure sustainability for the future.
Trading Figures for 2012 to date (until August 31 2012)

Income

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Expenditure

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Reserves / Total Funds (08/31/12) £177,857.00
Trading balance 31 August 2011 -£4,097.00
Trading balance to 31 August 31 2012 -£3,441.00

Estimated expenditure for 2012 / 2013

• It is anticipated that the costs of running the DoN in 2012 / 2013 will remain broadly the same overall as 2011/ 2012 plus the additional costs of the sub-units that will require some additional attendees.

• The travel costs associated with these meetings will be minimised by scheduling meetings for the same day that the DoN executive meets.

• We anticipate an additional 10 attendees overall. Estimated cost for additional travel expenses is a maximum of 10 x £140 (£1,400 per meeting). This maximum figure is based on the average amount for claims submitted for travel expenses to the DoN executive meeting. However the overall average cost per attendee for the meeting was actually £86.35 (10 x £86.35 = £863.50 per meeting) due to local attendees tending to not submit claims.

• The estimated additional cost for 4 meetings per year is therefore £3,500 - £5,600 depending on from where the attendees travel.

• There will be reduced costs this year with the end of the fixed term Psychologist post for the Competency Framework.

• Additional costs will be incurred employing a fixed term Policy Unit Researcher using the Division of Neuropsychology’s reserves. The exact cost of this fixed term part time post is to be confirmed.

Date completed: 28 September 2012