Code of Practice Governance Group

Date: Tuesday 7th April 2020
Time: 10.00 – 11.00
Location: MS Teams
Members: Fiona Robertson, Gill Stewart, Jean Blair, John McMorris, James Morgan, Liz McGrath
Attending: Sue Pope, Robert Quinn, [redacted], David Falconer, Margot McKerrell
Apologies:

Notes and Actions

Item	Topic
19.1	**Notes of the previous meeting** The notes were approved including that all actions noted were on today's agenda.
19.2	**ACM – Agreeing the Model** JM described the content of the ACM paper and focused on use of centre level data and the two week timeline to 20th April. A tariff scale is being investigated to aid consistency across centres and levels and JM has had focused, helpful and ongoing engagement with [redacted] at Scot Gov. This work forms part of the 'CPG 2020' programme with input from all directorates and will inform both Estimates process and Post Certification Appeals process. CoPGG discussed the challenges around timelines, data and levels of uptake and how our model might compare with models for RoUK noting the need to understand where we converge and diverge with those models. **Action - JM to document our approach and our decision making alongside our model including options appraisal and selection. Aiming for 20th April for both documents with an update on 14th April.**
19.3	**ACM – Guidance on Estimates** RQ and SP described the process that was ongoing to develop our 2020 guidance based on our existing model. The paper includes a short timeline to take us to the 20th April and reference to RoUK. CoPGG thanked RQ and SP for their work so far. CoPGG discussed the 10% of estimates already in the system, how ranking might work and involvement and data at Local Authority level. All agreed that engagement and consultation with a number of key stakeholders will be needed and the inclusion of data on 'Private candidates' will also need to be considered. Guidance to also include confirmation of the criticality of estimates in our process this year in particular. **Action – RQ & SP to return to next CoPGG with a final draft of the Estimate Guidance for publication on 20th April.**
19.4	**Post Certification Review of Results for Graded National Courses in Diet 2020** AW spoke to the paper updating progress made on Post Results arrangements. Appeals policy, process, responsibilities, criteria and system will be worked through now and CoPGG agreed the approach was appropriate. RQ then raised the previously presented Malpractice paper (CoPGG 25th March 2020)

	and CoPGG agreed that FR will engage with S Borley on potential malpractice related to estimation approaches. [redacted]. **Redacted under section s36** **Action – FR and SB to discuss Malpractice in context of CPG 2020 programme.** **Action – AW & RQ to return to CoPGG on Tuesday 14th April with an updated paper reflecting discussions and the timeline.**
19.5	**NQ Exceptional Circumstances** MMcK presented her paper to CoPGG and highlighted how Exceptional Circumstances (EC) process is normally applied. The recommendation is that we should not apply or offer the service this year and that we should communicate with centres noting that and referencing the ACM, Estimates and Post Results Service. CoPGG thanked MMcK and noted that as EC applies when we have exams it therefore cannot run this year as normal. Assessment Arrangements will also be considered in a similar fashion and included in Estimates Guidance on 20th April. **Action – Communicate this alongside Estimates on the 20th April and provide a holding line in the event of centre contact before then as the EC system was due to open on Thursday 9th April. MMcK will ensure EC system does not go live and provide targeted internal communications.** **Action – MMcK to bring an Assessment Arrangements paper due at CoPGG on 14th April 2020.**
19.6	**Communications** JMcM reported that FAQs are the current focus and the next major activity will be be on 20th April. CoPGG agreed emails to centres on Late Entry Fee charges, EC and AA could be issued before then. **Action – As April 20th Communications should be issued in the morning all items must be with JMcM/HC ready for sign off on Friday 17th April.**
	Date of next meeting – 14th April 2020