

FARRIERS REGISTRATION COUNCIL

Bulletin

REGULATING THE PROFESSION OF FARRIERY



Foreword



Readers of this edition of the Bulletin will not be surprised that this foreword focuses almost entirely on the COVID-19 pandemic and the position agreed between Government and the FRC for the delivery of farriery services to equines. The FRC has contributed to the pan-Government response to COVID-19, the work encompasses all Government departments and is led by the Cabinet Office under Operation RESCRIPT. As it became more likely that Government would direct restriction on movement in early-mid March 2020 the FRC engaged with Defra to establish how farriery services might be delivered in such circumstances. The critical factor was whether COVID-19 would remain a human health issue, and not evolve into an animal health issue. On that assumption (which continues to hold good up to the date of drafting this foreword) it was accepted that there should be a mechanism for delivery of farriery services and details of this were published on the FRC website.

Following the Prime Minister's further announcement on the evening of 10 May 2020 the FRC again sought guidance from Government as to how farriery should be delivered while restrictions on movement and social distancing were in place. Updated advice was published on the FRC website on 11 May 2020 confirming that:

- Registered Farriers may provide Farriery services to equines by arrangement with equine owners, and with the following provisos:
- Registered Farriers showing the symptoms of coronavirus should immediately follow the NHS guidance on COVID-19 and must not practise farriery.
- Registered Farriers should rigorously follow the guidance on social distancing, maintaining the 2m distance between humans while conducting Farriery at all times and in all locations.
- Registered Farriers should regularly wash their hands with soap and warm water for at least 20 seconds, and clean their tools and equipment, including between consultations. Where Registered Farriers use Personal Protective Equipment, including face masks, this should be disposed of in accordance with the manufacturers' instructions and otherwise responsibly.
- Government further agreed that the issue of verification would be addressed by production of the Farrier's registration card, and that the Police or other law enforcement agencies should contact the FRC where necessary (this has happened in practise). In parallel, BFBA had provided detailed technical guidance to farriers to assist with meeting requirements for 2m social distancing, cleaning of tools and equipment, use of PPE, a traffic light system for assessing equine cases, and other farriery matters.

Securing Government endorsement for the guidance above was completed in one working day, the FRC having both posed the question and offered a draft response for Government which eased the flow of business and helped chart a path to a helpful outcome. The situation remains dynamic and Registered Farriers are encouraged to check back to the FRC website periodically, and to carry their registration card with them at all times.

In agreeing to the delivery of farriery services under the conditions set out above Government showed itself willing to place its trust in the farriery profession to 'do the right thing'; we offer that this is both positive and significant, and in time may be viewed as a waypoint in the further development of the farriery profession.

We encourage Registered Farriers to follow Government advice on how to avoid infection by COVID-19, and to take particular care of their health (both physical and mental) and that of their families and loved ones.

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Reminder: FRC Election 2020

- Registered Farriers are reminded that the election of four (4) Registered Farriers to be appointed as members of the Farriers Registration Council (FRC) will take place on Friday 9 October 2020.
- Formal notice of this election, including details about the role and expected time commitment, was originally published in the Farriers Bulletin Issue No. 137 (February 2020) sent to all Registered Farriers and also available on the FRC's website (<https://www.farrier-reg.gov.uk/news/farriers-bulletin-issue-no-137>)
- A copy of the election scheme is available to view on the Council's website (<https://www.farrier-reg.gov.uk/news/notice-of-election-2020>) or can be e-mailed to any Registered Farrier upon request.

How to stand as a candidate...

- Registered Farriers who wish to stand as a candidate should contact the FRC Office for a Nomination Form; this form should be completed by the candidate standing for election and additionally signed by five proposers who must all be Registered Farriers but may not be serving members of the FRC.
- Completed Nomination Forms and candidate Election Statements (800 words max) must be received by the Registrar on or before close of business at 5pm on Wednesday 1 July 2020.
- If you have any questions about the election or wish to seek advice as to how to stand as a candidate please contact the FRC Offices (frc@farrier-reg.gov.uk)



2020 Election Timetable

Wednesday 1 July 2020:	Nomination Day, nominations from candidates in writing, signed by five proposers, including the candidate Election Statement must be received by the Registrar on or before this date.
Friday 18 September 2020:	Voting Papers issued to Registered Farriers on or before this date.
Friday 9 October 2020:	Polling Day, the last day on which voting papers may be received by the Scrutineers.
Wednesday 21 October 2020:	Meeting of the Farriers Registration Council at which the results of the election will be declared.

Council Meetings

The next meeting of the Farriers Registration Council will be held on Wednesday 21 October 2020. Agendas will be posted on the FRC website at www.farrier-reg.gov.uk



The Approvals Committee of the Council

by Council member Tom Smith GradDipELR AWCF



Why did you stand for election to the Council and what are your impressions of the Council?

My desire to become a member of the FRC was born out of wanting to help improve the quality of farriery services available to equines, the quality of service and advice to their owners and the quality of training provided to those joining the profession. I am proud to be a member of the Council, and I particularly enjoy being able to make a positive difference. Joining the Council has challenged me with a steep learning curve and I have learned much about the work done by the FRC; I should say that prior to joining the Council I knew very little of what it does, and I suspect many farriers are in the same position. The key point I would like to emphasise to Registered Farriers is that the Council's primary responsibility is to the public, and it is required by Parliament to act in the public interest in all that it does – this does not make the Council anti-farrier, it means that the Council must carefully balance its approach to policy making.

What are your duties as a member of the Council and the Approvals Committee (AC)?

The Council which comprises 16 members, both lay and professional, work as a team, with the Council staff, in developing and implementing policy for regulation of farriery. This includes policy for registration and for approvals (more on this to follow below), and setting the policies by which the statutory committees deliver the investigating and disciplinary functions. The AC is a successor committee to the Visitation Panel and Accreditation Panel of previous years. The AC is the means by which the Council discharges its responsibilities under s11 and s12 of the Act.

Having found my feet after a few months as a member of the Council I was fortunate to be asked to join the AC. The AC delivers assurance to the Council and in turn to the public and to the profession in respect of three things:

- courses of training in farriery, i.e. the apprenticeship in farriery;
- qualifications in farriery, i.e. the DipWCF and in time the End Point Assessment (EPA); and,
- institutions that deliver farriery training.

In practice the AC conducts approval visits to the training providers (the three colleges), and also the Defence Animal Training Regiment, The Worshipful Company of Farriers and the American Farriers Association. Registered Farriers should note that the FRC is responsible for checking that training is being delivered to the correct standard, and not for the planning and delivery of that training which is the business of training providers and for which those providers receive public funding. Registered Farriers

will appreciate that only those who demonstrably reach the standard should be allowed to register, and therefore the public can have confidence that the Registered Farrier whose services they purchase presents no risk to the equine.

How does the AC prepare for an approval visit?

When I first joined the AC I must admit I was a little nervous; I was concerned that I would not be able to offer any meaningful contribution. Before my first visit I was provided with lots of background information about the training provider, including previous approval visit reports and their findings. The FRC staff also provide an extensive checklist which includes areas of concern, or actions required, from the previous visit. These information packs contain a great deal of detailed information and require a great deal of hard work from the FRC staff. The establishment that is to be visited will have been asked to provide certain information prior to the visit; this will require them to invest much time and effort by way of preparation. The AC usually meet immediately prior to an approval visit so that committee members have the opportunity to discuss the visit, and to agree how they wish to approach the various issues to be considered; this also allows the Chair of the AC to set out his thoughts as to how the visit is to be conducted and any high level concerns that have been brought to his attention by the Council.

Who are the members of the AC and how do they contribute to its work?

The AC consists of four members, two are members of the Council and two are contractors to the Council. Each committee member brings a

considerable level of expertise to bear and I consider myself fortunate to work alongside them.

The Chair of the AC is Martin Peaty; Martin is a practicing Veterinary Surgeon based in Hampshire and is appointed to the Council by the RCVS. Martin is able to process large amounts of information, assess and understand situations, and then decide the course of action to take. Martin has demonstrated to me the importance of conducting yourself in a professional manner and dealing with people courteously; by doing so, most often, we will arrive at the right outcome. Sarah Hamlyn is a former OFSTED inspector and education specialist based in North Wales; Sarah is not a member of the Council but is contracted to provide specialist support to the AC. Sarah has extensive knowledge of the systems that should be in place in educational establishments, and she has the ability to identify educational issues that require corrective attention. Stephen Newman is a practicing farrier based in Scotland, he has passed the FWCF higher examination, he is a WCF Farriery Higher Examiner, and is a qualified Cert Ed. Stephen is known to many in farriery and many of you will have taken an examination that he has helped to write, or have trained an apprentice that has done so. Steven's extensive range of qualifications and experience enable him to quickly appreciate the quality and extent of the farriery training delivered by training providers, and to identify issues where corrective actions may be required. My role is to understudy and assist the other three committee members, and in particular to scrutinize the theoretical and practical farriery training delivered by training providers

to ensure it meets its objectives. I also take part in interviewing apprentices and training staff to get feedback at first hand on the training experience and the challenges of delivery.

What benefit does the AC deliver?

I have now had the opportunity to see at first-hand some excellent teaching, delivered by passionate tutors who are well supported by their managers. Of course not everything is perfect, if it were there would be no need to conduct approval visits. One of the best moments for me as a relatively new member of the AC has been revisiting one training provider. At the end of the original visit we fed back some of our findings, and Martin produced a detailed report for the Council that was shared with the training provider. The AC revisited the provider a little over a year later and it was clear that the training provider had taken note of the recommendations and put corrective actions in place. These improvements had led to improved morale amongst the tutors, other staff, apprentices and field officers, all of whom fed back to the AC that its work had been beneficial.

Benchmarking

In March 2020 the AC undertook a new challenge. Members of the public often enquire of the FRC, and of farriers, as to the significance of the various qualifications, examinations and awards available to farriers. The challenging task of benchmarking began in 2019 with a request to each of the bodies that sponsors qualifications, examinations or awards to provide information that would enable benchmarking to take place. Each of the bodies has provided a significant amount of information and this has been considered in detail by

the AC. The analysis conducted by the AC will shortly be offered to the sponsor bodies for comment, and thereafter the Council intends to publish its findings. The purpose of conducting this work is so that the public, and equine owners in particular, may be better informed about the various qualifications, examinations and awards, and thereby exercise informed choice when purchasing farriery services.

The outlook for entry-level training as seen from the AC

The challenge for the AC is to deliver assurance to the Council, and in turn to the public and to the profession, that the farriery training system for entry to the profession is delivering the right training at the right standard, and thereby ensuring that those who practice farriery post qualification and registration are competent and present no risk to the equine. This is no small task and, inevitably, not every aspect of training will be perfect all of the time, but in the AC we have a mechanism to 'put our head under the bonnet' and check what is actually taking place in the training system. It seems to me that there is much to be positive about and successes to celebrate, and it is all too easy fall into a narrative of negativity and ill-informed observations. I attended the Hoof-Care Summit at Cincinnati earlier this year, and was reminded that our training system in British Farriery is the envy of the farriers of the world. Our task is to ensure we keep it that way and do not rest on our laurels and wallow in perceived former glory, we must nurture and support the training system and keep looking to deliver continuous improvement.

CPD Annual Submissions for 2019 – How to Comply

For those ATFs and Registered Farriers who have recently received a request from the FRC for their CPD activity records (Annual Submissions) for 2019 we take this opportunity to remind registrants of the following requirements.

Required number of CPD points

There is a requirement to achieve a minimum of 10 CPD points each year, with evidence of 30 points over the last 3 years accepted when the annual 10 point requirement has not been achieved. It is important to note that failure to achieve this minimum CPD requirement or failure to respond to the Regulator in the required timeframe may result in referral to the Investigating Committees of the FRC as a matter of misconduct.

What activities can be recorded as CPD?

For an activity to be eligible there must be a learning benefit from the activity. The following examples are a guide of what might be included as CPD:

- Learning knowledge and skills at conferences, seminars, professional meetings and on courses;
- Self-directed learning including reading, writing or undertaking research on advances in farriery or veterinary science;
- Study for higher qualifications or examinations;
- Learning with others e.g. by attending workshops;
- Acquiring new business skills, including customer service, information technology, employment law, financial understanding, health & safety and stock management;
- Acquiring teaching skills through courses or qualification;
- Preparing and giving lectures and presentations;
- Planning and delivery of, or taking part in, or judging farriery competitions may constitute CPD where there is a learning benefit.

For each recorded activity registrants undertake they must be able to complete the following sentence: "What I learned from this activity was ...".

Allocating Points

Learning points are based on the time dedicated to the activity and should be allocated as follows:

One day	7 hours	4 points
½ day	3.5 hours	3 points
Evening	2 hours	2 points
One Hour	1 hour	1 point

Submission of CPD Records

Submissions must be made by the deadline stated in the FRC request or reminder letter. The **My FRC** area of the FRC website at www.farrier-reg.gov.uk provides users with tools to record and make online submissions direct to the FRC. Annual submissions may also be made as follows:

- a hand written paper based copy
- a computer printout copy
- CPD record card copy

Please note that illegible records will not be accepted by the reviewer and will not count towards your mandatory requirement.

Gaps are acceptable in a CPD record where a career break or maternity/paternity leave has taken place. Where this is the case registrants are advised to communicate this to the FRC providing appropriate evidence where possible.

For any queries relating to your CPD Annual Submission please contact the FRC at 01733 319911 or at frc@farrier-reg.gov.uk.

COVID-19: Continuing your CPD learning and activities in 2020

With the cancellation of many CPD events and training courses it may seem difficult to find ways to continue adding points to your 2020 CPD record. There are, however, many online and web-based learning opportunities that registrants are encouraged to consider, ranging from e-learning courses to virtual seminars and workshops. Many providers offer these programmes free of charge such as 'The Skills Toolkit' which may be accessed at <https://theskillstoolkit.campaign.gov.uk> This offers a selection of online digital and numeracy courses recently launched by the Department for Education's (DfE) and where the course delivers a learning benefit the registrant may claim CPD points. One example of an online course is set out below by way of illustration:

Create a Professional Online Presence

- *Description: Explore how to present yourself professionally online. Find out more about different social media platforms and how the way that you conduct yourself online can impact your professional reputation. Learn about safety and privacy and the ways that your online activity might be viewed by different audiences.*
- *Provider: Future Learn*
- *Level: Intermediate*
- *Approximate study time: 4 hours in total over 2 weeks*

Registrants may wish to consider organising online discussion groups using video/audio conferencing tools or perhaps engaging in a research project and of course opportunities for learning still exist when reading farrier and business related articles or publications. For further advice on what will qualify as CPD activity or if you wish to advertise an online learning opportunity on the website please contact the FRC.



Please look after your Mental Health ...

Mental health is about the way you think and feel, and your ability to deal with the ups and downs of life. Taking good care of your mind as well as your body is really important in everyday life; if you have good mental health you can make the most of life.

With current worries and restrictions placed on our lives by the coronavirus (COVID-19) epidemic it is even more important to consider the things you can do to help you keep on top of your mental well-being. The impact of the coronavirus is causing uncertainty, stress and anxiety for many people. Whether it's uncertainty around your business, your employment or concerns for you and your family's health it is a difficult and stressful time. 1 in 5 people in the UK will experience a problem with depression during their lifetime, and that's without the added difficulties of the current crisis. People are often reluctant to seek support for depression, stress or anxiety but talking about problems and seeking help can make it easier to cope. There are also some simple practical things you could consider to help take care of your mental health generally and particularly during these times of uncertainty.

Communicate

Communication is important for our well-being, so try to reach out and have a chat about how you're feeling on a regular basis. It can be something as simple as talking to a partner or phoning or Skyping a friend or colleague. You may be worried about work and money if you have to stay at home, and these issues can have a big impact on your mental health. To be worried about the current situation is normal and sharing your concerns may help you.

Look after yourself physically

Being active is not only great for your physical health and fitness, evidence also shows it can also improve your mental well-being. Regular exercise releases chemicals like endorphins and serotonin that improve your mood. Exercise can also help reduce stress and symptoms such as depression and anxiety, and help improve sleep. Spending time outside as much as restrictions allow can benefit your mental and physical well-being. This is particularly so for those who are used to spending much of their normal working day outside. Your brain needs a mix of nutrients in order to stay healthy and function well, just like the other organs in your body. A diet that's good for your physical health is also good for your mental health. Try to eat healthy, well-balanced meals and drink plenty of water. Avoid smoking or taking non-prescription drugs, and try not to drink too much alcohol.



Manage the media

Limit the amount of time you spend reading or watching things which aren't making you feel any better. Perhaps decide on a specific time to check in with the news and social media, or limit yourself to a couple of checks a day. There is extensive news coverage about the outbreak and much of it relentlessly negative. If you find that the news is causing you stress then try to find a balance. Try to focus on the things you can control including where you get information from and when.



Maintain a structure

Strike a balance between having a routine and making sure each day has some variety. Our normal work schedules are almost certainly affected, and whether you are staying at home or social distancing you are very likely to have to adjust to some disruption to normality. Try and maintain some structure with an emphasis on looking after yourself. Setting goals and achieving them gives a sense of control and purpose. If normal workloads are diminished try to engage in useful activities or consider using the time to undertake some new learning (not necessarily farriery related) or try a new hobby. At the very least try and do things you enjoy and keep your mind active.

Support others

Supporting other people is both a worthwhile activity, and one that can contribute to our own well-being. Helping someone else feels good, as it gives us a sense of purpose and self-worth. Even small acts of kindness can make a big difference to both the person giving and the person receiving.

Ask for help

If things are getting too much for you and you feel you can't cope, please ask for help. We understand that over a third of visits to GPs are related to mental health. Your GP may suggest ways you or your family can help you. Or your GP may refer you to a specialist or another part of the health service.

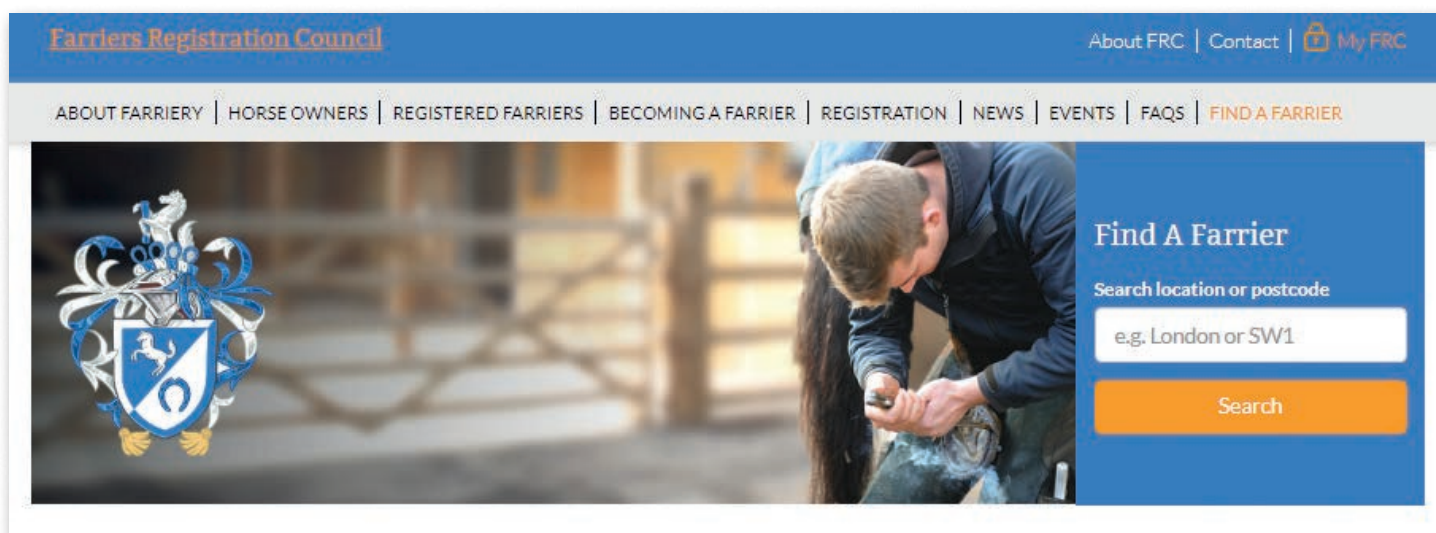
There are plenty of organisations that offer Mental Health help and support, the following are just a few:

Mind	mind.org.uk/information-support/coronavirus/
NHS	nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/
Mental Health Foundation	mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak
Gov.uk	www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing
Samaritans	samaritans.org

Making the most of the FRC website

The FRC website was relaunched in 2018 providing both the public and Registered Farriers with informative and user friendly access to up-to-date information relating to the regulation of the farriery industry.

While the majority of Registered Farriers make regular use of the facility there are some who may be unfamiliar with what the site has to offer, and we take this opportunity to remind registrants of the information and services offered on the site.



With a simple format the home page of the FRC website at www.farrier-reg.gov.uk provides the user with a range of information organised in easy to use drop down tabs. There is information about the farrier industry and its regulation in general, and information specific to the horse owner with a general reference area useful to registrants in the **'Registered Farrier'** tab. Within the **'Registered Farrier'** area registrants can view current data about the following:

- Retention Fees
- Code of Professional Conduct
- Continuing Professional Development (CPD)
- Make a payment
- The Annual Return
- Professional & Personal Issues
- Approved Training Farriers (ATFs)

A **'News'** area features updates from the FRC and other relevant organisations and is key to registrants keeping in touch with important industry information.

The **'Find a Farrier'** tool is also accessed via the website homepage. This enables horse owners and the public to search for a Registered Farrier in their local area. The information displayed in **'Find a Farrier'** is drawn from the FRC database and therefore is a current view of registrants and their contact details.

The **'Becoming a Farrier'** area offers basic information to those interested in joining the profession about how to apply for an Apprenticeship in Farriery, and current entry requirements with a separate **'Registration'** area allowing international/overseas applicants to submit registration applications online.

The website also provides users with access to an **'Events'** calendar which features details of upcoming farriery events. These events range from college ATF training days to veterinary/farriery workshops. Registrants are encouraged to consider attendance at any published events as any learning activity may count towards Continuous Professional Development (CPD) requirements.

Perhaps one of the most significant benefits of the site to the Registered Farrier is the **'My FRC'** functionality. Within **'My FRC'** Registered Farriers can:

- Manage their registration online, including; updating registered details held by the FRC, and paying the Retention Fee online.
- Complete and submit the Annual Return.
- Record and submit annual Continuing Professional Development (CPD) activities.
- Access Council policies in detail; and
- View more news and events targeted at Registered Farriers.

To access 'My FRC' a new user will require: their FRC computer number (which may be found on the Annual Registration Card); their date of birth, and to follow the 'Not Yet Registered' steps on the 'My FRC' log-in page as depicted below:

My FRC

Welcome to My FRC. This area is for Registered Farriers and Enrolled Apprentices.

Within My FRC you can:

- Manage your registration online, including; updating your details held by the FRC and paying your Fee online
- Complete your Annual Return
- Log and submit your annual Continuing Professional Development (CPD)

Login

E-Mail Address

Password

☐ Remember Me

Login

[Forgot Your Password?](#)

[Not yet registered?](#)

Please note - If you have previously used the Farriery CPD website www.farrierycpd.org to record your CPD your details have been transferred to My FRC. Please use the [Forgot Your Password](#) link to validate your account and set a new password.

If you have not previously used www.farrierycpd.org please [register here](#) and follow the account setup steps provided





Farriers Guide to Professional Conduct

FRC Policy Development – Forthcoming Consultation

As part of a review of policy, the Council is currently working on the next edition of the Farrier and Apprentice Code of Professional Conduct. The draft 2020 edition of the Code is to be put to consultation as part of the review process.

The 2020 edition of the Code has been structured in three parts: the first part sets out the responsibilities of Registered Farriers, and includes supporting guidance; the second part articulates the additional responsibilities of ATFs, and the third part describes guidance for apprentice farriers.



Changes resulting from the Farriers (Registration) Act 2017 have been incorporated into the new edition, as have other changes to policy including those relating to the Annual Return and CPD among others.

The consultation shall be conducted via the FRC website from 28 August to 10 September 2020; please go to www.farrier-reg.gov.uk to participate.

Council Meeting Minutes >>>

Minutes of the Annual General Meeting (AGM) held on 22 April 2020



1. Apologies for Absence and Welcome

Apologies were received from Operations Superintendent K Colman RSPCA and Mr P T Gordon DipWCF.

It was noted that Mr Weston intended to join the meeting at 10.00am.

The Chair welcomed Council Members to the meeting and highlighted the importance of following the conference call etiquette that had been circulated in advance of the meeting.

2. Approval of Minutes and Declarations of Interest

The minutes of the Annual General Meeting held on 3 April 2019 were approved.

Council Members declared possible conflicts of interest as follows:

Mr M Peaty – appointed by the RCVS

Mr S Moore – appointed by the BFBA and member of the WCF Examination Board

Mr R May – appointed by the WCF and member of the BFBA

Dr M Smith – appointed by the RCVS

Mr T Smith – member of the BFBA and WCF Freeman

Ms J Allen – appointed by the WCF

Mr A Charlwood – appointed by the WCF

Mr D C D'Arcy – employed by Myerscough College and member of BFBA Executive Committee

Mr M Potter – appointed by Lantra

Mr B Benson – appointed by the BFBA and WCF Liveryman

3. Matters Arising from the AGM which are not Agenda items and which have not been progressed at ordinary Council Meetings

There were no matters arising.

4. To Approve:

4.1 Committee Membership

The Council considered the membership of its committees for 2020 and directed that:

Registration Committee (RC) – The RC consists of 6 members. The Council **APPROVED** the continued appointment of Mr Y Breisner as Chair and the existing membership of the RC.

Approvals Committee (AC) – The AC presently consists of 2 members supported by 2 contractors. The Council **APPROVED** the continued appointment of Mr M Peaty as Chair and the existing membership of the AC.

Finance Committee (FC) – The FC may consist of up to 7 members. The Council **APPROVED** the continued appointment of Mr A Charlwood as Chair and the existing membership of the FC.

A list of Council Committee memberships and Council representatives to the Farriery Apprenticeship Steering Group (FASG) was set out at Appendix A to the Council papers and **APPROVED** by the Council.

4.2 2019 Audited Accounts

Mr Charlwood presented the Audited Accounts for 2019 for Council approval. Members noted that there were no management observations from the Auditors and that the audit may be judged as excellent. Council Members noted that there had been a substantial increase in expenditure during 2019 on legal costs relating to disciplinary cases and prosecutions for unlawful practise. It was accepted that the Council did not have control over the volume of DC casework, this being driven by complaints received by the Council, and that the costs incurred should not otherwise overshadow the work of the DC. Council Members noted that because of the sizeable increase in expenditure on DC costs it was included under the 'significant changes in the year', and set out on page A9 of the accounts. Council Members were reminded that the accounts would be published alongside the Annual Report which provided additional detail on FRC activities in 2019, and that the Professional Conduct section of the Annual Report carried detail with respect to trends in relation to complaints. The Council **APPROVED** the Audited Accounts for 2019. The Chair of the Finance Committee commended Nicola Finck (Deputy Registrar) for the accounts presented for audit in respect the Council's activities in 2019; this work had been carried out in accordance with the highest professional standards.

4.3 2019 Annual Report

The Council considered the proposed content of the Annual Report for 2019. The draft Annual Report was **APPROVED** for issue. Council Members noted that the Annual Report when published would include the auditor's report and the accounts for 2019. Once published the Annual Report would be available to view on the FRC website and hard copies would be made available on request.

Any Other Business (AOB)

There were no matters of AOB.

The meeting concluded at 10.00am

Annex A: FRC Policy and Guides **APPROVED** during this meeting

- 2019 Audited Accounts
- 2019 Annual Report

Minutes of the Council Meeting held on 22 April 2020

1. Apologies for Absence

Apologies were received from Operations Superintendent K Colman RSPCA and Mr P T Gordon DipWCF.

2. Declarations of Interest

Council Members declared possible conflicts of interest as follows:

Mr M Peaty – appointed by the RCVS

Mr S Moore – appointed by the BFBA and member of the WCF Examination Board

Mr R May – appointed by the WCF and member of the BFBA

Dr M Smith – appointed by the RCVS

Mr T Smith – member of the BFBA and WCF Freeman

Ms J Allen – appointed by the WCF

Mr A Charlwood – appointed by the WCF

Mr D C D'Arcy – employed by Myerscough College and member of BFBA Executive Committee

Mr M Potter – appointed by Lantra

Mr B Benson – appointed by the BFBA and WCF Liveryman

3. Notification of any items to be raised under "Any Other Business"

There was one item of any other business listed 'COVID-19 update'.

4. Approval of Minutes

The minutes of the Council Meeting held on 27 November 2019 were noted for reference purposes only. The minutes had previously been approved by Council members by e-mail circulation out of committee.

5. Matters arising which are not Agenda Items

There were no matters arising from the minutes of the previous Council meeting that were not already listed as agenda items, but the Council noted the following:
Item 7.4 (November 2019) – The WCF had been advised by the Institute of Apprenticeships that it may not limit the number of attempts at the End Point Assessment (EPA). The Council understood that for consistency, and as was current practice, the Company will not limit the number of attempts at the DipWCF examination for candidates on the residual apprenticeship framework intakes, approximately 7 intakes over the next 3 years.

Item 7.8 (November 2019) – Council Members seeking advice on any possible conflict of interest were advised to consult the Registrar in the first instance. Substantial guidance was set out in the Office Holders Code of Conduct and

Rules for Council Meetings, but it was deemed impractical to produce an exhaustive list of all possible scenarios that may arise.

[At 10.06 Mr M Weston joined the meeting]

6. To Receive and Consider the following Reports, Council Committee Minutes and Associated Papers:

6.1 Minutes of the Registration Committee (RC) Meeting of 4 March 2020

Mr Breisner, Chair of the RC, reported on the minutes of the RC Meeting held on 4 March 2020. The RC recommended to the Council that the annual Retention Fee payable by registrants should be paid by 31 December annually and that late payment beyond 31 December should be subject to the Restoration Fee.

In discussion the Council noted that a clear and consistent approach to payment of retention fees was demonstrably fair to every registrant. **After consideration, the Council CONFIRMED that the Retention Fee was to be paid by registrants by 31 December annually. Late payment beyond 31 December would be subject to an immediate Restoration Fee.**

Mr Breisner confirmed that the FRC short film on the importance of using a Registered Farrier was now available to view on the FRC website.

Council members noted a Bilateral Meeting between the FRC and the WCF had been held on 4 March 2020 in order to consider what form a re-registration assessment might take in respect of registrants returning to the Register after an extended period of absence. The meeting had been both productive and positive. The WCF had undertaken to prepare a draft re-registration assessment proposal for joint consideration at a later date, based on the agreed four core objectives of: Assess and Plan; Trim and Balance; Select and Fit a Shoe, and Nail and Clench. Those present at the meeting took the view that 5 years was too long a period of absence without an assessment, and the consensus of the meeting was that a period of absence of 3 years was more appropriate noting that substantial skill-fade could occur in that time.

Some Council members expressed their concern at the timeframe being reduced from 5 to 3 years, noting that most Part 1 Registered Farriers held a qualification, all

applicants will have previously been registered and were probably experienced individuals. Consideration was given as to whether an approach based on CPD might be used as an alternative, but given the poor take up rate amongst those for whom CPD was currently compulsory, and that it was not policy for all Registered Farriers to undertake CPD this was not a realistic option. It was further noted that such an approach would require verification of the CPD which might be viewed as a form of assessment of itself. **After careful consideration, Council members NOTED the progress to date, and asked to see the detailed draft re-registration assessment when it had been developed by the WCF and the RC.** Mr Benson asked that the BFBA be kept updated as the matter progressed.

6.2 Train the Trainer Farrier Award (TTFA) Transition Completion

Council members noted that TTFA transition commenced in 2013 to up-skill both existing and new joining ATFs and was now complete. As at 1 January 2020, 23 ATFs had been removed from the ATF list for non-compliance with TTFA Policy.

Council members noted that there were now 176 ATFs, all of whom held the TTFA, and of whom 45% held a higher farriery qualification or examination – this trend would increase as newly joined ATFs were required to hold a higher qualification or examination, and ATFs qualified to DipWCF retired over time. Training providers will continue to deliver the TTFA training course for prospective new ATF applicants.

7. THE FOLLOWING AGENDA ITEMS 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7 and 7.8 WERE CONDUCTED IN CLOSED SESSION OF THE COUNCIL TO CONSIDER MATTERS OF POLICY DEVELOPMENT AND COMMERCIAL SENSITIVITY

- 7.1** Report of the Approvals Committee; including update on the Benchmarking Project
- 7.2** BREXIT and the Farriers (Registration) Act
- 7.3** FASG: Lantra and Scotland; Revised NOS and Farriery Qualifications
- 7.4** Financial Crime Risks Policy
- 7.5** Office Holder Expenses Policy
- 7.6** Office Holders Code of Conduct; including confidentiality statement
- 7.7** Reserves Policy
- 7.8** Minutes of the Finance Committee Meeting of 25 March 2020

8. Any Other Business:

8.1 COVID-19 Update

The Profession – The Registrar reported that there was a pan-Government response to COVID-19 across all Government departments under Operation RESCRIPT. As it had become more likely that Government would direct restriction on movement in early-mid March the FRC had engaged with Defra to establish how farriery services might be delivered in such circumstances. The critical factor was whether COVID-19 would remain a human health issue, and not evolve into an animal health issue. On that assumption (which continues to hold good up to the date of the Council meeting) it was accepted that there should be a mechanism for delivery of farriery services where they were deemed essential or urgent. Following the Prime Minister's announcement on the evening of 23 March 2020 the FRC sought guidance from Government as to how farriery should be delivered while restrictions on movement were in place. Advice was published on the FRC website on 24 March 2020, and subsequently on the Government website, confirming:

- that farriery should continue for essential/urgent cases; and,
 - that Registered Farriers must exercise their professional judgement in deciding what was essential/urgent; and,
 - that Government accepted that if left long enough a routine case would evolve into an essential or urgent case. Government further agreed that the issue of verification would be addressed by production of the Farrier's registration card, and that the Police or other law enforcement agencies should contact the FRC where necessary. In parallel, BFBA had provided detailed technical guidance to farriers to assist with meeting requirements for 2m spacing, cleaning of tools and equipment, use of PPE etc. Council members congratulated the Registrar and his team on its proactive and practical approach to providing clear guidance for farriers and horse owners, and in securing Government endorsement for that guidance in one working day.
- FRC Secretariat and Conduct of Business* – Council members noted that the FRC continued to deliver all of its statutory responsibilities, with the exception of DC hearings which have been postponed until

hearings may be safely resumed. FRC staff were now working remotely with access to IT and phone connectivity.

Financial Impact – Mr Charlwood, Chair of the FC, advised that the FRC remained in a strong cash position for 2020, and as of the Council meeting there were no anticipated spikes in the forecast of expenditure as a result of COVID-19. Mr Charlwood reminded Council members that the Council did not pay VAT, and as it owned its offices it did not pay rent. Some Council members questioned whether any consideration of the effects of COVID-19 would be taken into account when setting fees for 2021 in the Autumn. It was agreed that this, and a range of other factors, would be considered by the FC when deciding how the Council would meet its obligations in 2021.

- 8.2** Apprentices – Council members held an ad-hoc discussion (i.e. without the benefit of papers or other preparation) on the practicalities of remote learning for apprentices while colleges were closed. Further discussion encompassed the situation of apprentices who may have been furloughed by their

employers/ATFs. Mr D'Arcy confirmed that colleges were continuing to operate virtual Field Officer visits where possible, and that there would be an emphasis on practical training when colleges re-opened. It was accepted that matters would have to be addressed as things progressed, with colleges and ATFs continuing to be responsible for planning and delivery of training and its outcomes, and the regulator conducting holding to account visits in accordance with its statutory duty.

The Chair thanked Council members for taking part in the Council's first video-conference meeting.

The meeting concluded at 12.25hrs.

Annex A: FRC Policy and Guides APPROVED during this meeting

- Financial Crime Risks Policy
- Office Holder Expenses Policy
- Office Holders Code of Conduct
- Reserves Policy



Coronavirus (COVID-19) and Farriery – Updated guidance to Equine Owners and to Registered Farriers

The following text is a copy of the updated guidance posted on the FRC website on 11 May 2020 in respect of restrictions relating to the COVID-19 pandemic.

Following yesterday evening's announcement by the Prime Minister of modifications to the restrictions to combat the spread of the Coronavirus, the FRC has engaged further with Government in respect of the delivery of Farriery services (trimming and shoeing) to equines. The direction and guidance accords with the key questions and tests applied by the Scottish Government and the Welsh Government. It is agreed that the FRC interpretation of the Government's updated guidance is that Registered Farriers may provide Farriery services to equines by arrangement with equine owners, and with the following provisos:

- Any Registered Farrier showing the symptoms of coronavirus should immediately follow the NHS guidance on COVID-19 at <https://www.nhs.uk/conditions/coronavirus-covid-19/> and must not practise farriery.
- Registered Farriers should rigorously follow the guidance on social distancing, maintaining the 2m distance between humans while conducting Farriery at all times and in all locations.
- Registered Farriers should regularly wash their hands with soap and warm water for at least 20 seconds, and clean their tools and equipment, including between consultations. Where Registered Farriers use Personal Protective Equipment, including face masks, this should be disposed of in accordance with the manufacturers' instructions and otherwise responsibly.

- If challenged by the Police or other law enforcement agency Registered Farriers should present their registration card and draw attention to this notice. Where necessary Police Officers or other Law Enforcement Agencies should be asked to contact the Farriers Registration Council.

Equine owners and farriers are asked to note that this updated advice is interim and may need to be adjusted in future in light of events relating to the Coronavirus pandemic. Please regularly check back to the FRC website and the COVID-19 page on gov.uk at <https://www.gov.uk/coronavirus> Latest Government Guidance on COVID-19 guidance and support, as at 11 May 2020, may be found at Latest Government Guidance

The Government's roadmap for how and when the UK will adjust its response to the COVID-19 crisis, published today, 11 May 2020, by The Cabinet Office may be found at <https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy>

The Prime Minister's Speech of 10 May 2020 may be viewed at: <https://www.gov.uk/government/speeches/pm-address-to-the-nation-on-coronavirus-10-may-2020>

The First Minister of Scotland's Speech of 10 May 2020 may be viewed at:

<https://www.gov.scot/publications/coronavirus-covid-19-update-first-ministers-speech-10-2020/>

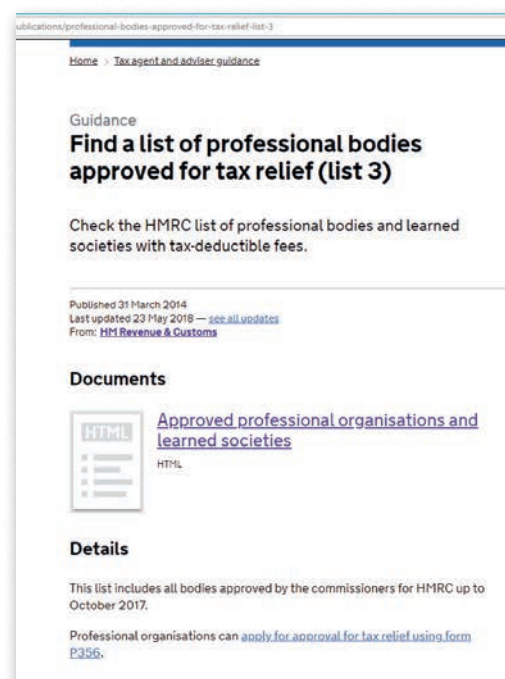
The First Minister of Wales' Speech of 10 May 2020 may be viewed at:

<https://gov.wales/first-minister-wales-message-people-wales>



Professional Fees and Subscriptions

The Council wish to bring to the attention of Registered Farriers the following information which may also be found on the Government website at www.gov.uk/tax-relief-for-employees/professional-fees-and-subscriptions. Tax may be reclaimed for fees and subscriptions paid to some approved professional organisations where you must have membership to do your job, for example the annual Retention fee, or it's helpful for your work. You can only claim where you have paid the fee yourself and not if your employer has paid it for you. The 'Approved Professional Organisations and Learned Societies' document on the gov.uk website lists the Farriers Registration Council as an approved organisation for the purposes of reclaiming tax for your professional fees; please note that for ATFs this will include their annual ATF fee as well as their Retention fee. For further information, please either visit the gov.uk website or consult your business accountant.



Annual Report

The Annual Report for 2019 will be available to view on the Council's website www.farrier-reg.gov.uk

Hard copies of the Annual Report will be available to be sent to Registered Farriers upon request to the FRC Offices.



Disciplinary Committee (DC) Update

Mr Steven Nicholas Bigg DipWCF

The DC of the FRC convened on 18 February 2020 to hear a complaint against Mr Bigg.

Mr Bigg was charged with failing, following numerous requests and/or reminders, to reimburse payment to a client for farriery services that were not carried out, and failing to respond to reasonable requests from the Council i.e. providing a postal address and/or a response in the matter of a complaint. It was also charged that the alleged facts amounted to serious misconduct in a professional respect.

Mr Bigg participated in the hearing but was not represented. Mr Bigg gave evidence and admitted that he had failed to refund money he knew he owed to his client; the Committee found the admitted charge proved. The charge of failing to respond to the Council was not found proved.

The DC moved on to consider whether the matter found proved amounted to serious misconduct in a professional respect. The DC took the view that despite numerous reminders and promises Mr Bigg did not return the money owed to his client and this conduct was likely to undermine the reputation of the farriery profession. The DC decided that this amounted to serious misconduct in a professional respect.

Moving on to consider the matter of sanction, the DC considered a number of aggravating and mitigating factors before deciding that a reprimand was the most suitable sanction. The case was then closed.

Mr Antony Simon Marris DipWCF

On 19 and 20 February 2020 the DC of the FRC convened to consider a complaint against Mr Marris.

Mr Marris was charged with using unnecessary force against a horse, more particularly in that he struck the horse in the abdomen, and that the alleged facts amounted to serious misconduct in a professional respect.

Mr Marris attended the inquiry but was not represented.

A number of witnesses gave evidence, including Mr Marris.

CCTV evidence was also viewed. After consideration of the evidence the DC found the facts alleged to be proved.

The DC went on to consider whether the facts proved amounted to serious misconduct in a professional respect and further submissions were made for this stage of proceedings.

The Committee decided that Mr Marris' conduct fell well below the standard to be expected of a Registered Farrier, and that the welfare of the horse had been seriously compromised.

Accordingly the Committee announced that the facts proved amounted to serious misconduct in a professional respect.

In considering the matter of sanction the DC considered both aggravating and mitigating circumstances in the case. After some deliberation the DC decided to issue a warning to Mr Marris about his future conduct, but in so doing Mr Marris was advised that suspension had been very seriously considered. The case was then closed.



ATF Approvals

The following farriers have been recognised as Approved Training Farriers:

Mr David Simon van den Broek AWCF

Mr Nicholas John Grooby Dip HE Farriery

Restoration General

The following farriers have been restored to the Register since the last issue of the Farriers Bulletin:

Mr William Henry James Bleach DipWCF

Mr David Lawrence Casey DipWCF

Mr Paul Gilbert Gray DipWCF

Mr George Edward King DipWCF

Mr Kevin Gareth Hughes DipWCF

Change of Surname

Mrs Gemma Louise Milner (was Sharpe)

Temporary Licence Applications

Since the last Bulletin the following have made successful applications for a Fixed Term Temporary Licence working under supervision as specified below:

Mr R Stevenson, of Australia was granted a temporary licence from 10 January to 2 March 2020, under the supervision of the ATF, Dr M N Caldwell PhD FWCF.

Mr J Kristiansen, of Denmark was granted a temporary licence from 1 February to 16 February 2020, under the supervision of the ATF, Miss S M Brown FWCF.

Policy Statement on Abuse, Bullying, Harassment and Intimidation

The FRC staff are committed to providing you with the highest level of service on behalf of your regulatory body at all times; the FRC staff have the right to provide that service in a safe environment.

The FRC will not tolerate abuse, bullying, harassment and intimidation aimed at the FRC staff. This includes threats of violence and includes actions made in person, on the telephone or via any electronic means. Should such behaviour take place the FRC staff may refer the incident to appropriate law enforcement or civil authorities, and may refer the incident to the Investigating Committee of the FRC.

Thank you for your consideration.





Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Farriers Registration Council
14 Swan Court
Forder Way
Cygnet Park
Hampton
Peterborough
PE7 8GX

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference

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Service user number

6	3	0	1	8	0
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FOR FARRIERS REGISTRATION COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

If you are not the farrier but wish to make payments on their behalf, please add your address details here:

Instruction to your bank or building society

Please pay Farriers Registration Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Farriers Registration Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

--

Date

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Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI1

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit the Farriers Registration Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the Farriers Registration Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by the Farriers Registration Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when the Farriers Registration Council asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Appointed Members of the Farriers Registration Council



Chair of the Council

Appointee Name:

Mr David Hall
BSc (Hons) DipWCF (Hons)

Appointing Body:

Appointed by the Election Scheme



Deputy Chair of the Council

Appointee Name:

Mr T Smith
GradDipELR AWCF

Appointing Body:

Appointed by the Election Scheme

Appointee Name:

Miss J Allen

Mr B T Benson AWCF

Mr Y Breisner

Mr A B Charlwood

Operations Superintendent K Colman

Mr D C D'Arcy BSc (Hons) AWCF

Mr I Davidson

Mr P T Gordon DipWCF

Mr R P May AWCF

Mr S Moore FWCF

Mr M Peaty BVSc CertEP CertES MRCVS

Mr M Potter

Dr M Smith

Mr M Weston

Appointing Body:

Worshipful Company of Farriers (WCF)

British Farriers and Blacksmiths Association (BFBA)

British Horseracing Authority (BHA)

Worshipful Company of Farriers (WCF)

Royal Society for the Prevention of Cruelty to Animals (RSPCA)

Appointed by Election Scheme

Scottish Enterprise

Appointed by Election Scheme

Worshipful Company of Farriers (WCF)

British Farriers and Blacksmiths Association (BFBA)

Royal College of Veterinary Surgeons (RCVS)

Lantra

Royal College of Veterinary Surgeons (RCVS)

British Equestrian Federation

