

Removals from Register for Non-Payment of Retention Fees

For Noting

The Council paper on removals from the Register was presented on 28 July 2026, before the final number of removals for non-payment of retention fees was known.

Responsibility for compiling and maintaining the CPD removals list sits with the CPD Department. Following the Council meeting, and before the closure of the retention process, the Registration Department identified an error in the CPD removals list while completing an unrelated retention task.

A subsequent audit confirmed that no registrants were to be removed solely for non-payment of retention fees. However, four registrants had not been captured within the CPD statutory removal process.

Between presentation of the paper on 28 July and closure of the retention process, the position changed as follows:

- 14 registrants paid their retention fee.
- 1 registrant was permitted to withdraw.
- 1 registrant should have entered the CPD statutory process rather than the non-payment process.

The figures originally presented to Council, together with the corrected position, are set out below.

Names to be removed from the Register

Category	Original figure presented to Council	Should have been	Current position as of 02.09.26	Further detail
Non-payment of retention fee only	16	15	0	One registrant was omitted from the CPD statutory process/list and therefore appeared in the non-payment only list. The remaining registrants paid their retention fee by 30 July 2026, meaning no registrants are to be removed solely for non-payment.
Non-compliant with the	0	1	1	This registrant is currently subject to active FtP proceedings and therefore

CPD Framework only				cannot be removed from the Register at this stage.
Non-compliant with both the CPD Framework and payment of the retention fee	11	14	10 removed; 3 cannot currently be removed; 1 to be removed in October 2026	10 registrants were removed from the Register on 02 September 2026. Of the remaining 4 registrants, 3 are subject to active FtP proceedings and 1 will be removed in October 2026 when the CPD statutory process concludes.

Outworkings of the review

This review required detailed investigative and follow-up work to reconcile information, validate records and confirm the correct position. It identified that aspects of the CPD statutory process, including the CPD removals list, had not been applied administratively in line with the agreed SOPs.

While the corrected position has now been established, the review has highlighted the need to strengthen assurance around the CPD statutory process and ensure that responsibilities for maintaining the CPD removals list are clearly understood and applied consistently. In response, the regulatory team will review the end-to-end process over the coming months, with a particular focus on reinforcing adherence to the agreed SOPs and providing targeted training where required. This review will be completed ahead of the next CPD statutory process in 2027.

Council is asked to note that corrective action has already been taken in respect of the current figures, and that further process review and training will be undertaken to provide additional assurance ahead of the 2027 cycle.

For more information, please direct to Laura Hughes.

Laura Hughes

Registrar

7 September 2026