



Joint Council for Cosmetic Practitioners (JCCP) – Constitution and Terms of Reference of the Board of Trustees

The name of the body to be established will be 'The Joint Council for Cosmetic Practitioners' hereafter known as the 'JCCP'. This body will be a 'Company limited by Guarantee' with charitable status – Application pending.

Liability of Trustees

The liability of the Trustees of the JCCP is limited to a sum not exceeding £5 being the amount that each member undertakes to contribute to the assets of the charity in the event of it being wound up while he or she is a 'trustee' or within 6 months he or she ceases to be a 'Trustee', for:

1. Payment of the charity's debts and liabilities incurred before he or she ceases to be a 'Trustee'.
2. Payments for the costs, charges and expenses of winding up.

JCCP Objects

1. To provide objective information, guidance and support to the general public with regard to the advancement of 'safe practice' and 'education and training' in the area of non- surgical cosmetic treatments and interventions for the public in England.
2. To promote, sustain and increase individual and collective knowledge and understanding of non-surgical treatments in England.
3. To maintain a voluntary **PSA accredited register** of non-surgical practitioners that can be accessed by the public who have met the standards, entry and continuing professional development requirements as specified by the JCCP with regard to their fitness to practise proficiently and safely.

4. To maintain a non-PSA accredited register of approved education and training providers that can be accessed by the public who have met the standards and entry requirements of the JCCP, who have been recognised by the appropriate Government Bodies and who offer recognised and approved qualifications.
5. To operate, publish and enforce a 'Code of Practice' for its registrants, supported by an agreed 'Code of Practice' , 'Fitness to Practise' and 'Complaints' procedure accessible to the public with regard to those persons who have registered with the JCCP.
6. To work seamlessly with the Cosmetic Standards Practice Authority (CSPA) to develop, endorse and adopt practice standards they develop to inform criteria for both the registration of registrants as standards of proficiency and to influence the conditions for the JCCP Register of Approved Education/Training Providers and Programmes for the benefit of the public.
7. To provide expert knowledge and advice to those stakeholder bodies and organisations who are responsible for developing and maintaining clinical and practice based standards for non-surgical treatments to ensure public safety.
8. To work with the key 'Professional Regulated Statutory Bodies' who are engaged with non-surgical activities/procedures and agree appropriate processes for joint working with regard to fitness to practice and registrant conduct in order to uphold patient safety and public protection.
9. To provide a forum by which a broad range of industry stakeholders in the non-surgical sector can debate and agree key policy developments relating to regulation within the sector and public safety benefit.
10. To act as a 'voice' for the general public with regard to practitioner and education-related regulation to the Government and issues of public safety and awareness.
11. To act as a depository for best practice and education for the non-surgical cosmetic sector and the public.
12. To establish and/or authorise frameworks/bodies to carry out the JCCP's education and training accreditation role to further patient safety.
13. To develop, maintain and administer a robust and effective IT platform for the registration and accreditation of practitioners working within the key governance rules surrounding data protection.
14. To establish an appropriate governance system that will include lay representation.

Registered Office

The charity's registered office is to be situated in England.

JCCP Governance Structures

The JCCP will manage its business by way of the following governance structures:

1. JCCP Management Board of Trustees (hereafter known as the 'Board').
2. JCCP Approved Sub Committees:
 - Education Training and Accreditation
 - Practitioner Register Committee
 - Policy, Resources and IT.
 - Stakeholder Council
3. JCCP Groups/Committees:
 - Clinical Advisory Group (CAG)
 - Marketing and Communications Committee (MARCOM)

JCCP Management Board of Trustees ('The Board')

Functions

The Board will carry out the JCCP charitable objects for the benefit of the public and will report each year on how they have carried out the charity's purposes for the public benefit.

The Board may make such regulations as its Trustees consider appropriate for the efficient conduct of the business of the Board and the JCCP.

The Board may appoint such staff as it considers necessary on such terms and conditions as they may determine but has specific responsibility for the appointment of the Chair and the CEO of the JCCP and his/her terms and conditions of service.

The Board may appoint sub committees, advisory groups or working parties as it may from time to time decide is necessary and may determine the scope of work, terms of reference, duration and composition. All such sub committees shall make regular reports on their work to the Board and submit to the Board minutes of their meetings.

The Board will nominate a person to be the Chair of each of the sub committees established by the Board and approve the membership of those sub committees.

The Board reserves the right to remove a Chair of a sub-committee or any sub-committee member by way of a vote of no confidence by majority of the Board.

The Board shall be required to discuss, approve and adopt an annual operating plan and budget and approve the annual Business Strategy and Plan for the JCCP and review these on an annual basis.

The Independent Chair of the Board is required to carry out the Annual Appraisal of the JCCP CEO.

The Board will be able to hear any appeals lodged from the proceedings of determinations of the JCCP Register and Fitness to Practice Sub Committee.

The Board will be required to ensure that all matters involved with Data Protection legislation and procedures with regard to the role and functions of the JCCP are observed and met.

The Board and its appointed Trustees are accountable to the Charity Commission and to Company's House for all aspects of the Charity's function as detailed in UK law and as cited in the JCCP's Constitution.

The Board will be required to approve an 'Annual Risk Statement' on JCCP activities.

The Board will receive and approve the Annual Accounts of the JCCP, appoint the JCCP Auditors and approve the Annual Submission to the Charity Commission.

Meetings

The Management Board shall meet at least 4 times a year and may hold additional remote meetings using telephone conference or internet technology as agreed by the Board.

The quorum for a meeting shall be 5.

All Board members shall be given at least 14 days' notice of a meeting unless it is deemed an emergency meeting by the Chair.

Any member who fails to attend 2 consecutive meetings without an acceptable excuse shall lose his/her place on the Board.

Non-voting members of the Board may attend meetings as agreed by the Chair but will not be able to vote on any Board matters. Non-voting members can be excluded from the Board from discussion of matters if deemed to be inappropriate by the Chair.

All Board meetings must be minuted and available to all Trustees and to co-opted members at the discretion of the Chair.

Officers

The JCCP will be administered by a 'Management Board of Trustees'.

The JCCP Management Board will have an Independent Chair

The Board will consist of a maximum of 12 Trustees plus the Independent Chair and include 6 lay members.

The remaining six Board places will be reserved for:

- CEO of the JCCP
- Chair – JCCP Register and Fitness to Practise Sub Committee
- Chair – JCCP Education, Training and Accreditation Sub Committee.
- Chair – Policy and Finance Sub Committee

- Nomination from the Cosmetic Practice Standards Authority (CPSA).
- Nomination from the JCCP Stakeholder Council

The Board will have the capacity to co-opt further non-voting members to the Board by agreement of a majority of the Board.

The Board will appoint a Chair and Vice Chair. The CEO of the JCCP will act as Secretary to the Board.

The post of 'Independent Chair' and the 'Lay Representatives' will be appointed via an open public process.

The JCCP Independent Chair and Management Board Trustees will serve for a period of 4 years from the date of appointment and will be able to be reappointed again for a further period of 4 years as a maximum subject to the approval of the JCCP AGM.

JCCP Board Sub Committees

JCCP Stakeholder Council Terms of Reference

The following rules governing the Stakeholder Council are made by the Joint Council for Cosmetic Practitioners (JCCP).

1. Introduction

1.1 The Stakeholder Council was created by the JCCP Board of Trustees to provide the Board with advice, opinion, guidance and recommendations from a variety of informed perspectives about the operations of the JCCP in pursuit of its mission. The Council's members reflect diverse experiences, geographies and interests in relation to the work of the JCCP.

The Stakeholder Council is comprised of a unitary body with an elected Chair who also sits on the JCCP Board of Trustees as a full voting member.

2. Functions and Duties

2.1 Provide advice, recommendations and informed opinion to the JCCP Board of Trustees and the following JCCP Committees:

Practitioner Register

Education and Training

Policy and Resources

This shall include, but not be limited to:

- On-going policy development conducted by the JCCP related to the standards and methodologies and associated policy and guidance that implement them
- Application of the standards and methodologies in the field

2.2 Provide strategic and tactical advice on other functions of the organisation, including where appropriate associated commercial, development, outreach and communications programmes.

2.3 Provide advice and views on existing and emerging issues which may affect the ability of the JCCP to implement its work programme and achieve its strategic goals, and to bring new issues to the JCCP for consideration that may affect the JCCP's ability to achieve its mission.

2.4 Provide advice on the JCCP Strategic Plan, and the strategic priorities of the organisation on a regular basis.

2.5 Address and give views on specific matters on which the Board of Trustees, Board Committees and/or the Executive requests advice.

2.6 Assist the JCCP to better work and communicate with the various stakeholder constituencies and geographies represented on the Council.

3. Membership

3.1 Membership of the Stakeholder Council is open to interested parties subject to approval by the JCCP Trustee Board.

3.2 The JCCP Board of Trustees shall formally endorse membership of the Stakeholder Council, consistent with its Articles of Incorporation, Mission Statement and Values.

3.3 The Stakeholder Council shall not have more than one hundred (120) members and shall seek a balanced membership from amongst a range of sectors, interests and geographies involved with non-surgical aesthetics.

3.4 Recognising the importance of the rapidly growing and diverse nature of the non-surgical sector the Stakeholder Council the JCCP should strive to achieve representation across all interest groups, including members of the public, Professional Associations, Professionally Statutory Registered Bodies (PSRB's), practitioners, manufacturers, service providers, insurers, education and training professionals and companies, aesthetic media and any other body or person endorsed by the JCCP Board of Trustees.

4. Nominations Procedure

4.1 New members to the Stakeholder Council will be selected through a nominations procedure that shall be directed and managed by the Chair of the Stakeholder Council.

4.2 From time to time as needed to maintain and renew the Stakeholder Council, the Chair will solicit nominations from among current Stakeholder Council members, and may also receive nominations from other places, including the Board of Trustees, the Executive and other stakeholders.

5. Chair

5.1 The Stakeholder Council shall appoint one Independent Chair subject to approval by the JCCP Board of Trustees. The Chair shall be appointed for a period of two (2) years, serving on a staggered basis.

5.2 The Chair of the Stakeholder Council shall normally be a member of the Board of Trustees and shall be subject to appointment as a Trustee in accordance with Charity Commission procedural requirements.

5.3 The Chair of the Stakeholder Council shall engage with Stakeholder Council members to determine issues that require consideration by the JCCP Board. The Stakeholder Council may also submit views directly to the Board of Trustees for consideration, subject to agreement by the JCCP Board Chair.

6. Steering Group

6.1 The Stakeholder Council Steering Group exists to strengthen the operational effectiveness of the Council and enhance performance of its functions.

6.2 The Steering Group shall be composed of up to 10 members, plus the Chair, who are representative of diverse constituencies in the Stakeholder Council. Steering Group members shall serve a term of one year and may be reappointed.

6.3 The Steering Group's duties shall include:

a. Consultation with the full Stakeholder Council as needed between full meetings of the Council to develop policy advice on behalf of the Stakeholder Council.

b. Meet regularly to consider JCCP matters that may be relevant for consideration by the Stakeholder Council.

c. Systematically communicate with and engage members of the Stakeholder Council to facilitate their active involvement in the JCCP's programme of work.

d. Develop priorities and an annual work programme for the Stakeholder Council.

f. Manage the nominations, selection and reappointment processes for Stakeholder Council members.

6.4 The Steering Group shall meet on at least three times per annum either face-to-face or by conference call. Minutes of all meetings shall be prepared and distributed to the full Stakeholder Council following approval by the Steering Group, to be done as soon as possible after meetings.

6.5 Any member of the Stakeholder Council may propose any matter relevant to the functions of the Stakeholder Council as set out herein for discussion at a Steering Group meeting. This must be done by notice to the Chair and received at least 14 days prior to the date on which a meeting of the Steering Group is to be held.

7. Meetings

7.1 Formal, in-person meetings of the full Stakeholder Council shall be held at least annually.

7.2 Notice of a formal meeting of the Stakeholder Council shall be at least twenty-eight (28) days prior to the date of the meeting. The notice shall specify the time and place of the meeting and the general nature of the business to be discussed. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

7.3 The Chair shall determine the agenda for meetings of the Stakeholder Council after inviting input at least two (2) weeks before the agenda is finalised. The Chair will also consult with the Board of Trustees, the JCCP Executive and Chairs of the JCCP Sub Committees for agenda topics from which they desire Stakeholder Council consideration.

7.4 Any member of the Stakeholder Council may propose any matter which is relevant to the function of the Stakeholder Council to be considered for discussion at the meeting. This must be by notice to the Chair and must be received at least twenty-one (21) days prior to the date on which the meeting of the Stakeholder Council is to be held. The Chair of the Stakeholder Council may in his/her absolute discretion determine whether a matter so notified to him/her is relevant.

7.5 No business shall be discussed at any formal meeting of the Stakeholder Council unless a quorum is present. (25% + 1 members).

7.6 The Chair of the Board of Trustees and the JCCP Chief Executive shall be entitled to attend and speak at meetings of the Stakeholder Council but shall not be entitled to vote. Only Stakeholder Council members will be entitled to vote.

7.7 Communication from Council members between meetings should be directed to the Chair, who will then determine how best to approach the issue. All communication to the JCCP Executive concerning Stakeholder Council issues should therefore be directed to the chair, who will determine who is best placed to respond to the matter.

8. Confidentiality

8.1 Members of the Stakeholder Council may become privy to materials in the conduct of their duties that are confidential in nature or restricted for wider distribution. Under these circumstances confidentiality should be maintained and failure to do so could result in removal of membership from the Stakeholder Council. All materials shared with the Stakeholder Council are assumed to be confidential, unless otherwise stated.

9. Working Groups

9.1 The Stakeholder Council may create working groups, permanent or temporary, to advance work outside of the regular meetings.

9.2 Working groups may consist of non-Council members in addition to Council members, as approved by the Council.

10. Observers

10.1 Observers may attend Stakeholder Council meetings with prior approval of the Chair. Requests for observer status must be submitted at least two weeks prior to the meeting.

10.2 Observers shall be provided specified opportunities to address questions to the meetings, on at least one occasion during the conduct of the meeting.

10.3 Observers shall not participate in discussion otherwise unless expressly invited to do so by the Chair.

10.4 Permanent observer status may be granted to particular organisations or individuals who have a declared on-going interest in the work of the JCCP, such as PSRB's, Certifying Bodies etc. Permanent observer status must be requested in writing and may be revoked by the Steering Group.

11. Minutes

11.1 The Chair shall cause minutes to be kept of all proceedings/meetings of the Stakeholder Council, including the names of those members of the Stakeholder Council present at each such meeting, all others attending, and all recommendations and actions of the Stakeholder Council.

12. Secretariat

12.1 The JCCP Executive shall provide a person who shall act as secretary to the Stakeholder Council and perform the administrative functions in relation thereto. The Executive shall also provide a dedicated liaison person to attend all Stakeholder Council meetings from the Senior Management Team of the Executive.

13. Notices

13.1 Any notice to be given to or by a member of the Stakeholder Council pursuant to these rules shall be given in such manner and be governed by such provision as are set out in the JCCP Articles of Association.

JCCP Education & Training Committee - Terms of Reference

The Education and Training Committee (ETC)

The Education and Training Committee was first constituted and approved by the JCCP Board of Trustees in August 2018. The Governance structure for the committee is illustrated in Figure 1.

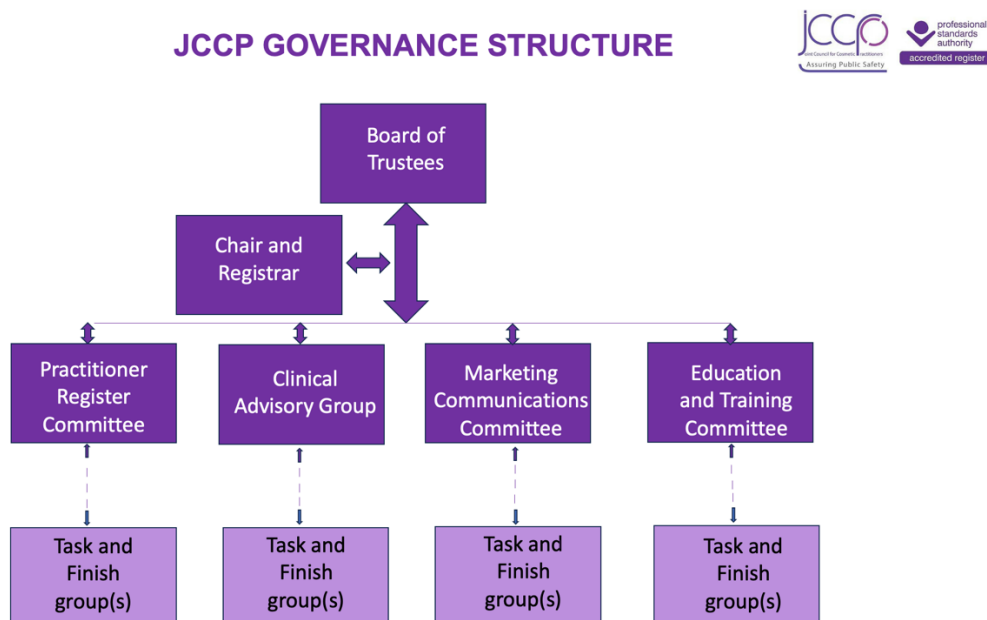


Figure 1. JCCP Governance Structure (2023).

1. Purpose of the Education and Training Committee (ETC)

- 1.1 To oversee the design, development, implementation and quality assurance of the JCCP education and training standards and competency frameworks for non-surgical cosmetic procedures.
- 1.2. To undertake reviews of educational and training programmes and approve education and training providers seeking to join the JCCP Approved Education and Training Provider Register.

2. ETC Structure

- 2.1 The Education and Training Committee shall consist of a Chair, Vice Chair and a maximum of fifteen members.
- 2.2 The Chair is appointed by the JCCP Board of Trustees for a period of two years, which may be extended for one year by a majority agreement of ETC members.
- 2.3 The Vice Chair is appointed by committee members through submitted nominations and a vote.

3. Membership

- 3.1 The ETC will seek to achieve a balanced membership drawn from clinical experts and academics. Members must provide evidence of either educational qualifications related to learning, teaching and assessment or quality assuring curricula in the Higher Education or vocational sector (minimum level four and preferably higher) or evidence of experience in developing, providing or reviewing qualifications in the cosmetic sector in a specific modality.

JCCP Education & Training Committee - Terms of Reference

- 3.2 Expressions of interest to join the ETC must be supported with a CV outlining relevant qualifications and academic/vocational expertise with relevance to education, training and assessment. When considering new member applications, the ETC will undertake thorough discussions and evaluate each submission on its merits. New members may only be appointed via a vote at a full ETC meeting.
- 3.3 Individual membership of the ETC will be for a term of three years. Members may be reappointed for a further term thereafter in agreement with the Chair and/or Vice Chair and ETC members.
- 3.4 All members must declare potential conflicts of interest and exempt themselves from matters or votes where a direct conflict cannot be mitigated. Ongoing and at least annual declarations of conflicts of interest must be submitted by all members.
- 3.5 Members may be removed from the ETC for one or more of the following reasons:
 - a. They resign from the ETC by giving written notice to the Chair of the ETC.
 - b. They are absent for two consecutive meetings of the ETC without prior notification of absence and in agreement with the Chair.
 - c. They take up employment with the JCCP.
 - d. They fail to commit and or perform required duties as a member of the ETC.
 - e. They fail to declare conflict of interest that is challenging or opposed to the interests and/or reputation of the JCCP.
 - f. They are found to be in violation of the JCCP's confidentiality policy.

4. ETC Roles and Responsibilities

4.1 The Chair

- a. Will formally lead ETC meetings, ensuring the committee is efficient and effective in implementing the JCCP's direction and strategy in the context of reviewing and approving education and training programmes and providers.
- b. Will report the findings and recommendations from ETC meetings to the JCCP Board of Trustees and provide feedback from JCCP Board meetings to its members.
- c. Will determine ETC meeting intervals as appropriate and necessary to fulfil its duties.
- d. Will take responsibility for setting and finalising ETC meeting agendas and items for discussion.
- e. Shall approve and appoint additional working groups/sub-committees as appropriate.

4.2 Vice-Chair

- a. Will deputise for and assist the Chair with all ETC roles and responsibilities.

4.3 Members

- a. Will attend arranged ETC meetings either in person or virtually or send apologies with reasons for absence to the Chair in advance.
- b. Will review documents prior to meetings, complete and collate reports, undertake visits to training and education providers and attend subcommittee meetings where necessary.

JCCP Education & Training Committee - Terms of Reference

- c. Will work in a professional manner and under the terms of the JCCP confidentiality agreement.

4.4 The Committee

- a. Will design, develop, implement, review and evaluate the standards for education and training and modality specific competency frameworks in non-surgical cosmetic procedures.
- b. Will undertake regular reviews considering developments in professional, ethical and legislative standards and guidance in the non-surgical cosmetic sector.
- c. Will impartially review and consider applications from education and training providers to join the JCCP Approved Education and Training Provider Register in accordance with the JCCP application process.

5. Communication

- 5.1 Communication between ETC members will be conducted through regular ETC meetings. Information and discussions outside formal meetings must be shared with all ETC members via appropriate communication channels in a timely and effective manner.
- 5.2 The JCCP will organise and provide secretariat support for the planning, organisation and recording of ETC meetings.
- 5.3 JCCP Secretariat support will liaise with the ETC Chair and/or Vice Chair to support ETC communications.
- 5.4 The Chair or Vice Chair will request meeting agenda items from ETC members three (3) weeks in advance of a planned ETC meeting.
- 5.5 The agreed meeting agenda and working papers will be sent to ETC members at least ten (10) days in advance of the ETC meeting.

6. Decision making

- 6.1 An ETC meeting is quorate and constituted to make decisions when 2/3rd of members, or a minimum of four members are present, whether in person or virtually.
- 6.2 Discussion and decisions on matters relating to training and education standards and providers will be made by ETC members in full ETC meetings. Resolutions shall be minuted.
- 6.3 Training and education providers can only be approved to join the JCCP register after full consideration of their application. The Chair will delegate members of the ETC to assess each submission. The assessors will be designated the authority to determine the suitability for acceptance onto the register. The JCCP Registrar will communicate the Assessment Panel's decision to the applicant subject to ratification by the ETC at its next scheduled meeting.
- 6.4 Any proposed alternative route to demonstrating compliance with the JCCP's extant, published education and training standards can only be approved at a full meeting of the Education and Training meeting. If a consensus is not obtained during the meeting, a majority vote will be used to decide an outcome. If the outcome of a vote is split, the Chair will have the casting vote.

JCCP Education & Training Committee - Terms of Reference

7. Record Keeping

- 7.1 The JCCP secretariat will minute and record ETC meetings including motions, resolutions and actions.
- 7.2 Meeting minutes will be circulated to ETC members no later than seven (7) working days after a meeting. Minutes of previous meetings will be agreed as a true and accurate record and signed by the Chair.
- 7.3 ETC meeting minutes will be held by the JCCP on a dedicated secure platform accessible to ETC members.
- 7.4 ETC meeting recommendations and register approvals will be reported to the JCCP Board of Trustees

8. Confidentiality

- 8.1 All members of the ETC must comply with UK data protection regulations.
- 8.2 In the course of their duties, ETC members may become privy to information and or materials that are confidential in nature or restricted for wider distribution. Therefore, all information and materials shared with the ETC are assumed to be confidential. Any member found to be in breach of the JCCP confidentiality and policies may be removed from the ETC.

9. Working Groups/Sub-Committees

- 9.1 The ETC may create sub-committees, working or 'task and finish' groups as required to undertake work outside of the regular ETC meetings.
- 9.2 Working groups may consist of ETC members, JCCP non-Council members in addition to JCCP Council members, as approved by the ETC Committee Chair and/or Vice Chair on behalf of the Council.
- 9.3 Members of sub-committees/ working groups will be appointed and function under the Terms of Reference written and agreed upon by the ETC.

JCCP Education & Training Committee - Terms of Reference

10. Document Review and Amendments

Document Owner: JCCP Education and Training Committee

Version Control

Version	Issue	Date
V 2.3	First Issue	September 2023
V 2.4	ETC Requested Amendment	January 2024

Position	Name	Date
ETC Chair or Vice Chair	Professor Mary Lovegrove	31 st January 2024

Document Review

Reviewed by	Reviewed by /Shared with	Date
ETC members	ETC Committee	January 18 th 2024

Practitioner Register (and Fitness to Practice) Committee (PRC)

Functions

The PRC will carry out the following functions subject to approval by the JCCP Board of Trustees as and when required:

- Management and maintenance of the Practitioner Register of the JCCP
- Establishment and adoption of the entry requirements for the Practitioner Register.
- Development of the JCCP Practitioner Register and entry requirements.
- Review the available evidence to recommend change and affect development.
- Setting of registration fees and terms and conditions for joining the Practitioner Register.
- Advise on the marketing of the Practitioner Register.
- Oversee the terms, conditions and management of the JCCP Trainee Practitioner Register.
- Processing of any 'Fitness to Practice' complaints received about any individual that is on the approved Practitioner Register.
- Advise and support the development, enforcement and maintenance of the JCCP Code of Conduct for practitioners.
- Removal of any Practitioner from the Practitioner Register if deemed necessary following investigation and review within the JCCP Fitness to practice procedures.
- Maintaining relationships, agreements and Memoranda of Understanding with key Professional Recognised Statutory Bodies (PRSB), and other significant stakeholders involved in non-surgical aesthetic treatments and practices.
- Development and oversight of the JCCP 'Grandparenting Programme' for practitioners.
- Work with other JCCP and CPSA committees and working groups where required to achieve the PRC functions.
- Establishment of 'JCCP Fitness to Practice' procedures and structures subject to final approval by the JCCP Management Board of Trustees.

Meetings

The PRC Committee shall meet at least 4 times a year and may hold additional remote meetings using telephone conference or internet technology as agreed by the Board.

The quorum for a meeting shall be 5.

All PRC Committee members shall be given at least 14 days' notice of a meeting unless it is deemed an emergency meeting by the Chair. Any member who fails to attend 2 consecutive meetings without an acceptable excuse shall lose his/her place on the PRC Committee.

Non-voting members of the PRC Committee may attend meetings as agreed by the Chair but will not be able to vote on any PRC Committee matters. Non-voting members can be excluded from the PRC Committee from discussion of matters if deemed to be inappropriate by the Chair.

All PRC Committee meetings must be minuted and available to all Trustees and to co-opted members at the discretion of the Chair.

Officers

The PRC Committee will have a Chair appointed by the JCCP Management Board of Trustees.

The Chair of the PRC Committee will have an automatic voting place on the JCCP Management Board of Trustees.

The PRC Committee will consist of a maximum of 8 members to include the Chair and a Vice Chair.

At least two members of the PRC Committee must be qualified medical practitioners and registered with a PRSB.

The Vice Chair of the PRC Committee to be elected by members of the PRC Committee by majority decision.

Membership of the PRC Committee to be determined by the Chair of the PRC Committee and agreed by the JCCP Management Board of Trustees but must include a majority of 'lay members'.

The PRC Committee will have the capacity to co-opt further non-voting members to the Board by agreement of the majority of the PRC Committee.

The Chair of the PRC Committee and its members will serve for a period of 2 years from the date of appointment and will be able to be reappointed again for a further period of 2 years as a maximum subject to the approval of the JCCP Management Board of Trustees.

The JCCP Management Board of Trustees reserves the right to ask members of the PRC Committee to stand down with immediate effect subject to a recommendation from the Chair of the PRC Committee.

JCCP Clinical Advisory Group (CAG)

Mission Statement and Purpose

The JCCP Clinical Advisory Group will provide advice on clinical governance and 'clinically' related matters to inform the JCCP Trustee Board with regard to public protection and patient safety. It will seek to ensure that the views and experiences of members of the public and clinicians inform all aspects of the JCCP's work programme.

Objectives of the Clinical Advisory Board

- To work alongside the CPSA to inform, adopt and promote practice standards for the non-surgical and hair restoration sector.
- To provide clinical leadership, advice, scrutiny and challenge with regard to clinical practice related matters to the JCCP Trust Board.
- To promote expected standards of professional and ethical practice amongst the cosmetic practitioner community.
- To promote evidence-based practice in the delivery of aesthetic treatments performed by aesthetic practitioners.
- To elicit a wide variety of views from the clinical practitioner community to promote continuous quality improvement within the aesthetic industry.
- To drive clinically related improvements within the aesthetics sector with a particular focus on influencing local and national government policy developments.
- To provide clinical advice and support the work of the JCCP Board and its associated and accountable Committees.

Background

The Joint Council for Cosmetic Practitioners (JCCP) was established and launched formally at the House of Peers in February, 2018 following an extensive stakeholder consultation process undertaken by Health Education England (HEE) in accordance with the recommendations outlined in the Keogh Review (2013) on non-surgical treatments in England. The HEE standards were transferred to the JCCP by HEE in June, 2018. One of the key recommendations included in the 2015 HEE Report called for the established of statutory regulation for the sector and for the immediate creation of a voluntary register. The JCCP fulfils such a function.

The JCCP is a 'not for profit' UK charitable body charged with the responsibility of voluntary 'self-regulation' of the non-surgical aesthetic sector in the four UK countries. The Mission Statement for the JCCP and its values are set out below:

'The Joint Council for Cosmetic Practitioners (JCCP) is a Professional Standards Authority (PSA) accredited voluntary self-regulator of the non-surgical aesthetic industry in England and provides an informed and legitimate point of access for the public seeking information about this area of practice and where appropriate for raising concerns about practitioners. The JCCP places public protection and patient safety as the focus of its activities'.

The Charity's objects refer to the promotion of the health and safety of, and protection of the public by the development and implementation of high standards of performance and practice among non-surgical cosmetic practitioners and hair restoration surgeons, including the definition, creation and maintenance of an effective structure to inform the standard of professional education and training amongst non-surgical cosmetic practitioners and hair restoration surgeons.

The JCCP is managed by a 'Trustee Board' that includes a wide range of expertise, interest groups and patient representation. It is supported by the Practitioner Register Committee that oversees all matters to do with registration and Fitness to Practice linked to the operation of the Government – PSA – Approved Voluntary Register. There is also a JCCP Education and Training Committee that manages the JCCP Education and Training Register of providers and qualifications.

The experience of the last three years has identified that many complex clinical matters have been raised for discussion, opinion and decision by the JCCP. Clinical representation is evidenced by JCCP Trustees, *but* the Board considers that it needs to be advised and informed by group of 'clinical' experts and stakeholders in the sector to provide advice on such complex matters.

JCCP CAG: Main Activities

The JCCP CAG will:

- Champion clinical excellence for patients and members of the public regarding both the quality of their personal experience and engagement with their practitioner and regarding personal treatment outcome measures.
- Advise on clinically related professional healthcare aspects of operating the JCCP Registers.
- Provide clinical advice and oversight in relation to JCCP policies and activities.
- Provide an overarching forum to co-ordinate discussion and to formulate opinion on matters relating to the use, supply and administration of safer products/medicines, the provision of standards and systems of inspection for safer premises and safe working practices.
- Assist the JCCP in the formulation of any new policies that require a clinical input and focus.
- Take account of the needs of different professional practitioner groups when advising the JCCP on clinical related matters.
- Raise and respond to major issues of clinical concern on operational performance within the cosmetic sector.

Clinical Advisory Group Members will:

- Commit to the principles and values agreed by the JCCP and CPSA, promoting the needs of patients above the needs of organisations or professions.
- Apply the principles of clinical excellence and evidence-based practice to oversee matters of relevance to all practitioners.
- Contribute actively to clinical issues being considered by the JCCP, drawing on a rich array of professional networks and experiences derived and acquired from a variety of work settings to inform debate and policy formulation.
- Share experiences of improvement and service transformation, as well as raising issues of concern to inform the JCCP's work to drive continuous improvement with regard to patient safety.
- Act as an ambassador to promote and disseminate recommendations made by the JCCP to drive implementation of evidence based (safe) practice within local delivery settings.
- Help to raise the profile of the CAG and to promote understanding of its purpose and ways of working.
- Commit to attending CAG meetings (and participate with other related activities as required).

The Approach

- Facilitating best practice in the sector, by advising on and supporting the development of solutions to current and emergent clinical issues.
- Hearing from leading UK and international thinkers on matters related to aesthetic practice and reform to remain at the forefront in terms of clinical knowledge and insight and contribute to related debate.
- Ensuring that the JCCP Board and its related Committees are kept up to date on clinical developments.
- Advising on compliance requirements relating to legal, policy and regulatory frameworks of practice within the four countries of the UK.
- Build links within the clinical community and share best practice.
- Maintaining a broad perspective, focusing on all elements of patient pathways, including social, emotional, mental health, physiological health etc, to identify opportunities for service and practice improvement.
- Respond to and advise on clinically related enquiries from the media, government agencies, members of the general public or practitioners.
- Promote all aspects of CPSA best practice and standards to ensure appropriate adoption by JCCP registrants and the wider practitioner community.

Governance

- The JCCP CAG will be accountable to the JCCP Trust Board

- The Co- Chairs of the JCCP CAG will represent the views of the CAG at JCCP Trustee Board meetings.
- The CAG will meet at least 3 times a year in alliance with the JCCP Trustee Board.
- Membership will be for an initial period of 12 months but with the facility to continue for up to 3 years.
- The JCCP Trustee Board will appoint two Co-Chairs of the CAG and will also appoint JCCP Trustees to the CAG to ensure that constituency representation is provided on behalf of the Trustee Board.
- The JCCP Board will ensure that the CAG membership is representative of the industry stakeholders ensuring that it also meets its skill requirements.
- The CAG may if required invite additional representation to attend meetings in an advisory capacity, or otherwise to provide expert opinion, by the agreement of the Co-Chairs.

Membership – JCCP Trustees and appointed stakeholders.

Marketing and Communications Committee (MARCOM)

Terms of Reference

The Marketing Communications Group exists to advise the JCCP Board and Executive on the implementation of the MARCOM Strategy and any other communication and marketing issues.

Specifically, the MARCOM Group will:

- Design and Monitor the progress of the MARCOM Strategy
- Receive regular reports on Social and other media activity
- Consider changes to the MARCOM strategy and the organisation’s brand and advise the Board
- Approve any marketing or communications materials within the existing brand and MARCOM Strategy
- Liaise with the Stakeholder Advisory Group and the development of influencing policies
- Lead on the development of the JCCP’s ‘Narrative’

Delegated Powers: Co-option of marketing specialists

Links to: Stakeholder Advisory Group and media colleagues

Composition

- The Lead Trustee on Marketing (Chair)
- The Chief Executive Officer
- Two representatives of the Board of Trustees
- Up to 6 co-opted members with marketing specialisms
- Papers to: Executive Chair, Trustee Board

Frequency: Meets 4 times a year

Policy, Resources and IT Committee (PRIT)

Functions

The PRIT will carry out the following functions subject to approval by the JCCP Board of Trustees as and when required:

Finance

- Overall management and development of the JCCP Business and Finance Plan (the plan to be approved by the JCCP Management Board of Trustees on an annual basis).
- Appointment of JCCP Auditors.
- Monitoring of the JCCP financial performance on a quarterly basis.

Policy

- Development and review of JCCP corporate policies and procedures
- Ensure that the JCCP is compliant with all aspects of the Data Protection Act, Equal Opportunity Legislation and all matters relating to the conditions set for Charitable Status.
- Development and updating of the JCCP Corporate Risk Register on an annual basis.
- Development and maintenance of the JCCP Business Continuity Plan.

IT

- Development, updating and oversight of the JCCP IT strategy.
- Management and oversight of the JCCP contracts with IT and system/technology providers.
- Management of the JCCP IT infrastructure.

Meetings

The PRIT Committee shall meet at least 4 times a year and may hold additional remote meetings using telephone conference or internet technology.

The quorum for a meeting shall be 5.

All PRIT-Committee members shall be given at least 14 days' notice of a meeting unless it is deemed an emergency meeting by the Chair.

Any member who fails to attend 2 consecutive meetings without an acceptable excuse shall lose his/her place on the PRIT-Committee.

Non-voting members of the PRIT Committee may attend meetings as agreed by the Chair but will not be able to vote on any PRIT-Committee matters. Non-voting members can be excluded from the PRIT Sub-Committee from discussion of matters if deemed to be inappropriate by the Chair.

All PRIT Committee meetings must be minuted and available to all Trustees and to co-opted members at the discretion of the Chair.

Officers

The PRIT Committee will have a Chair appointed by the JCCP Management Board of Trustees.

The Chair of the PRIT Committee will have an automatic voting place on the JCCP Management Board of Trustees.

The PRIT Committee will consist of a maximum of 8 members to include the Chair and a Vice Chair.

At least one member of the PRIT Committee should be qualified accountant registered with a recognised professional body (ACCA etc)

The Vice Chair of the PRIT Committee to be elected by members of the PRIT Committee by majority decision.

Membership of the PRIT Committee to be determined by the Chair of the PRIT Committee and agreed by the JCCP Management Board of Trustees.

The PRIT Committee will have the capacity to co-opt further non-voting members by agreement of the majority of the PRIT Committee.

Finance

All monies raised by or on behalf of the JCCP shall be applied to further the objects of the JCCP and for no other purposes.

All Board and Sub Committee members of the JCCP engaged on the approved business of the JCCP may submit claims for legitimate out of pocket expenses, travel, accommodation and subsistence with prior agreement from the CEO and Treasurer.

The JCCP Management Board of Trustees will set and agree the Annual and other Registration Fees for joining the Practitioner Register and Approved Education and Training Providers Register.

The JCCP accounts will run from 1st April each year.

The JCCP Finance and Policy Sub Committee will set a number of rules for the 'day to day' financial management of the JCCP to include expenditure approvals, delegations and signatories subject to the approval of the JCCP management Board of Trustees.

The JCCP Annual Accounts will be presented to the JCCP Annual general meeting by the CEO, Treasurer and the Chair of the Finance and Policy Sub Committee.

Annual General Meeting

There shall be an AGM held each year for which at least 21 days' notice shall be provided with an agenda.

The Chair of the JCCP management board of Trustees shall preside at the AGM.

A Quorum for the AGM shall be Chair plus three officers and 3 lay members.

The business of the AGM shall include:

- Reports from the Chair of the Management Board of Trustees and the Chairs of JCCP Sub Committees
- Report from the CEO
- Report from the Treasurer including the Audited Accounts of the JCCP presented for formal approval.
- Recommendation on the appointment or re-appointment of auditors for the JCCP.
- Voting will be restricted to Charity Commission registered trustees only.