



# JCCP Board of Trustees Meeting

Date of meeting: 20/11/2020 13.00 – 16.00

Location: Virtual

## 1. Equality, Diversity and Inclusion Presentation

The meeting convened at 13.00 with a presentation by Karen Bonner (KB) - Chief Nurse at Bucks Hospitals NHS Trust on 'Equality, Diversity and inclusion' (EDI). KB presented an outline of her experience with regard to EDI in the NHS and in particular issues around 'unconscious bias'. KB proceeded to make some observations about the JCCP and in particular its website. The need to review website imagery was noted as an action by DS. SB, JCCP Trustee, also shared a recent distressing experience in the NHS in this area. The Trustees then shared with KB particular issues associated with aesthetic treatments and BAME groups. DS thanked KB for her excellent presentation and for leading and facilitating such a 'rich' discussion. DS indicated that this was not a 'one off' discussion and that the JCCP would be reviewing how it ensures equality, diversity and inclusion across all of its activities, communications and governance.

## Minutes

### Welcome, Apologies and Declarations of Interest

Paul Burgess	✓
Lorna Kidd	Apologies
Alex Woollard	Apologies
Andrew Rankin	✓
Joan Scott	✓
Caroline Larissey	✓

David Sines	✓
Dawn Knight	✓
Eddie Hooker	Apologies
Mary Lovegrove	✓
Paul Charlson	Apologies
Sally Taber	✓
Anne McNall	Apologies
Tracey Bell	Apologies
Mark Mikhail	Apologies
Victor Ktorakis	Apologies
Alicia Greenwood	✓
Sharron Brown	✓
Amy Senior	✓
Wendy Rogers	✓
Michael Smith	✓
Stacey Brazier	✓
Kirsty Ben-Harris	✓

New representatives from Allergan were welcomed to the Trustee Board:

Stacey Brazier  
Michael Smith

It was agreed that PB would contact Stacey and Mike separately for an update on JCCP activity and to discuss key issues from a Pharma perspective – **Action - PB**

No additional declarations of interests were declared.

## 2. Minutes of JCCP Board of Trustees 23<sup>rd</sup> October 2020

The minutes were agreed as a true and fair record. The title date was corrected.

## 3. Matters Arising

### a. JCCP Vice Chair appointment

DS reported that the response to recent advertisements had been disappointing with no suitable candidates identified. DS reported however that via JCCP Trustee contacts and potentially suitable candidate had recently emerged. Agreed that DS would pursue this opportunity and report back to Trustees prior to confirmation of appointment – **Action – DS**

### b. PRIT Committee members

No progress has been made on recruiting external members to join this important Committee. DS indicated that it was critically important that this Committee was formally inaugurated with immediate effect to consider and oversee JCCP financial sustainability and fundraising. It was agreed that in the interim the following people would be asked to become members of PRIT, chaired by KBH (TB, EH, ST, PB) - **Agreed - Action – KBH/PB**

### c. BCAM Nomination Trustee

DS is awaiting a decision on a named representative from BCAM– **Action - DS**

### d. Finance Update and Sustainability

DS/KBH reported on JCCP currently cash reserves and was discussing additional contributions from stakeholders. DS indicated that all major items of expenditure had been accounted for with no major calls on the reserves until March, 2021. Key financial commitments for the first quarter of 2021 were discussed and shared. DS informed the Trustees that the target was to raise an additional £50,000 in early 2021 if possible. DS asked the Trustees to note the significant amount of 'Pro Bono' work being undertaken by Trustees, industry experts and stakeholders (circa £150,000 in kind per annum).

DS then outlined the proposal to set up a sub group of PRIT to look in particular at financial sustainability and fundraising – Approved under 2(b).

### e. Meeting Professional Associations

DS reported that meetings were currently being arranged by Simon Withey – **Action – DS and Simon Withey**

### f. Trustee Skills Audit

DS informed the Trustees that the 'Trustee Skills Audit' form would be circulated to all Trustees after this meeting with a deadline included to respond. This exercise will be used to inform a skills gap analysis for the Trustee Board and inform future Trustee appointments as agreed at the September Trustee Board meeting: **Action – PB**

### g. JCCP Position – Part B Register

DS reported that following the decision at the last JCCP Trustee meeting to extend the review period on eligibility to join Part B of the Practitioner Register to August 2022, a Press Release had been prepared but not yet issued. DS asked for the views of the Trustees as to whether to issue this press release at this time. A number of Trustees made points about the need for the JCCP to be transparent about this decision but recognized that the content of the Press

Release would be important in order to set out and explain the decision and its context.  
**Action: AS** to circulate draft Press release to Trustees for comment and then amend and pass to DS for final approval.

## 4. Items for Approval

### a. JCCP Trustee Appointment

The Board noted that as agreed at the September Trustee Committee that the Chair had spoken with Paul Charlson. The Board noted and confirmed that Paul Charlson's had now been appointed as a Trustee of the JCCP and that Companies House and the Charity Commission had been informed of the nomination. DS also reported that the Charity Commission register of JCCP Trustees had been reviewed and updated.

### b. JCCP Privacy and GDPR Policies

KBH presented the new JCCP Privacy and GDPR/Data Protection policies following substantial review. DS thanked KBH for her excellent work in this area. The Privacy Notice and GDPR Policy were approved and agreed unanimously – **Action – KBH /AS** – DS to arrange for these documents to be placed on the JCCP website.

## 5. Items for Discussion

### a. JCCP Operational Plan

KBH presented the updated JCCP Operational Plan and thanked Trustees for additions and comments

**Agreed** – Unanimously. Plan to be reviewed regularly by the JCCP PRIT Committee - **Action – KBH/PB.**

### b. Fundraising Strategy

KBH set out the newly prepared Interim JCCP fundraising Strategy and advised that a new sub group of PRIT will be designated to drive this strategy forward. KBH noted that the decisions around free membership fees for the JCCP Practitioner Register had led to a very positive response but this needed to be considered in terms of broader longer term JCCP financial sustainability. DS noted and agreed with this issue and indicated that this would be addressed by setting out a policy on Year 2 fees and by increasing JCCP fund raising activity in other areas (Education and Training Register and charitable donations). Trustees noted the position and thanked KBH for her work on these matters.

### c. Risk Plans/Registers

Trustees noted and approved the updated Risk Plans/Registers previously circulated.

#### d. Insurers project

DS reported that the initial figures from the pilot project with HFI had shown major interest in joining the JCCP with a 38% take up for new client 'covers'. DS reminded the Trustees that this project with HFI 'new clients' would be reviewed at the end of November, 2020 with a view to extending the scheme to HFI renewals from January, 2021. It was agreed that the Practitioner Register Committee (PRC) should be delegated to consider the outcomes of the first three month pilot programme at their next meeting on the 15<sup>th</sup> December, 2020. Subject to approval of the same confirm rollout of the project will then be authorised as previously agreed by the Trustee Board- **Approved Unanimously - Action – MJL/AR/DS.**

DS/PB/AS/EH to review pilot project and agree with HFI the process and plans for roll out and communication to 'renewing' HF premium clients from January, 2021 and report back to Trustees at the January Trustee meeting – **Approved Unanimously - Action – EH/PB/AS.**

DS noted that the original 'Expression of Interest' invite for insurers to join the scheme was open until 31 December 2020 and that one additional insurer had come forward and was being reviewed – **Action – DS report back to next meeting.**

#### e. Establishment of JCCP Clinical Advisory Group (CAG).

DS outlined the proposal to establish the new CAG and referred to the Terms of Reference and membership circulated to Trustees. The Group would be co-chaired by Dr Paul Charlson and Andrew Rankin. Various points were made by Trustees about the name of the Advisory Group and it was suggested that it be broadened to reflect some of the wider ranging issues that needed to be debated within the context of a clinical focus, but to be inclusive of also of broader developments in the sector. The revised CAG Terms of Reference were approved by the Trustee Board. **Action – DS/AR** to reconsider name and report back to the Board. It was noted that the first meeting to be on 1<sup>st</sup> December 2020. DS/AR thanked all of those who had accepted an invitation to join the group.

#### f. Parliamentary/Regulatory Update

DS provided an update on activity since the last meeting of the JCCP Trustees, including reference to ongoing work with the APPG for Beauty, Wellbeing and Aesthetics and related matters, including briefings to the DHSC and Scottish Government.

## 6. Items for information

#### a. JCCP National Campaigns

DS provided an update on activity with regard to key JCCP campaign areas but stressed that COVID 19 had led to the halting of some actions. Key progress had however been made on:

##### ***Mental Health Issues***

Work with the MHF had been progressing well with the latest agreement to produce three consumer guides around this issue of emotional and psychological wellbeing and appearance for parents, younger adults and those aged 45 -65. This work was being developed involving the JCCP and the MHF, informed by key focus groups.

DS reported also that work in continuing between the JCCP and Transform to produce video clips to inform best practice in mental health/psychological/emotional wellbeing assessment.

**Action – DS report back on these matters at the next meeting.**

#### **Safer products**

Referred to the new JCCP CAG for review and further action. **Action – AR**

#### **Safety in Beauty**

CL outlined progress that had been made recently with the reconvened Group. CL provided Trustees with an update on progress achieved so far with the APPG for Beauty, Wellbeing and Aesthetics. Future evidence sessions were also referred to.

Progress with regard to a recently convened insurers meeting was also shared with Trustees.

It was reported that the Safety in Beauty Group had also engaged in detailed conversation about premises/salon licensing schemes and endorsed the potential opportunity for a Government mandated licensing scheme to check issues that directly affect consumer safety: inspection, mandatory infection control training, (similar to the scheme which already exists in Wales), to need enforce a mandated minimum training standard and the need to report complications or serious adverse reactions to Environmental Health Officers. The next meeting of the Group will be on 7/12/2020 – **Action CL/DS**

#### **b. Education and Training Committee Feedback**

Fast Track Assessment Centres: Agreement has been reached with University of South Wales in association with 'Learna' to undertake academic and practical assessments. It is hoped to launch pilot project with in April 2021. Harley Academy has also expressed a welcomed interest in supporting the fast track assessment process. **Action – AMCN/DS**

#### **Specialist registry Mapping**

Ongoing. Update at next meeting. **Action MM/CPSA Colleagues**

#### **Awarding Organizations**

OTHM and VCTC awaiting final stage assessment and approval from JCCP. **Action – AmcN**

#### **UKAS Position**

JCCP and UKAS agreed M of U and adoption of JCCP standards.

#### **Ofqual**

DS indicated that the latest meetings with Ofqual had identified a significant issue concerning the approval of recognised qualifications that were the subject of industry standard scrutiny by Ofqual. JCCP Trustees expressed unanimous concern that Ofqual were not able to reassure the JCCP or members of the public in this regard. **Action – DS** was mandated to continue discussions with Ofqual and to advise DHSC of these concerns.

#### **c. Marketing and Communications**

An update on the Olly Caporn's public facing web site was presented by AS. Trustees noted ongoing progress - **Action - AS/PB/EH**

Future design/graphical changes to the JCCP website hosted by HFR were also noted and appreciated - **Action - AS/PB**

Dawn Knight explained her concerns about the relentless nature of inappropriate and exaggerated social media postings - it was agreed that Dawn would format a campaign response that would be supported by the JCCP for presentation to MPs and Ministers - **DK/AS/DS**

**d. Practitioner Register Committee**

AR presented an update on work currently being undertaken by the PRC. It was agreed that the 2020 sampling exercise would now be conducted in January, 2021 (due to the Covid situation) - **Action AR/ML**

**e. CPSA Update**

No report available (written update to follow)

**f. JCCP Covid Second Wave Response**

DS outlined the JCCP recently published press release and advice on this matter. Noted and endorsed by Trustees.

**g. Royal Society of Public Health Memorandum of Understanding**

This was noted by Trustees and endorsed. The importance and significance of this new partnership was formally acknowledged.

**h. JCCP Complaints Review**

ST outlined the latest quarterly position on complaints received by the JCCP. Eighteen complaints have been received since September, 2020. Most of these relate to training of non-medical practitioners. A number of these have been referred to the ASA but the response has been slow. Action: ST to monitor and report back to next meeting.

ST also reported that the JCCP had received a request to provide some expert witnesses. The Board discussed this request and suggested that this could be referred to the PRC Fitness to Practice Reviewers with a view to offering names from the JCCP FTP Panel. **Agreed Action: ST/AR/MJL.**

## 7. AOB

No items raised

## 8. Date of next meetings

20/1/2021, 24/3/2021