



JCCP Board of Trustees Meetings

Date of meeting: 23/03/2023 13.00 – 15:00

Minutes

Paul Burgess	✓
Claire Cherry	Apologies
Alex Armstrong	Apologies
Andrew Rankin	✓
Joan Scott	Apologies
Caroline Larissey	✓
David Sines	✓
Dawn Knight	✓
Eddie Hooker	✓
Mary Lovegrove	✓
Paul Charlson	✓
Sally Taber	✓
John Underwood	Apologies
Tracey Bell	✓
Mark Mikhail	Apologies
Victor Ktorakis	✓
Dr Antonis Kousoulis	✓
Sharron Brown	Apologies
Dr Martyn King	✓
Mark Hope	✓
Michael Smith	Apologies
Cheryl Pitcher	✓
Gillian Kennedy	Apologies
Maria Christdou	✓
Dr John Elder	Apologies

Kimberley Cairns	✓
Baljit Palmer	Apologies

1. Welcome and Apologies

Apologies – see above. DS welcomed Dr Antonis Kousoulis who has agreed to join the JCCP Board as a Trustee. Dr Kousoulis has been heavily involved in the Mental Health Foundation work around appearance and mental health issues.

2. Declarations of Interest

AR declared that he was currently working with Church Pharmacy and Galderma with regard to two projects associated with the JCCP project Development Fund (see item 5b).

3. Minutes of JCCP Board of Trustees –25 January 2023.

The minutes were agreed.

4. Matters arising – DS

a. Patient Survey Update - DK

DK reported that the research project was coming to an end and that it had exceeded its target of 500 respondents (now 556). The analysis will be completed by Mid-April.

Action: DK/JU/KC to report back at next meeting.

b. JCCP Project Officer

PB provided a detailed briefing on the work programme of the new JCCP Project Officer – Zoe Cooper. ZC had now met John Underwood and agreed a schedule of work relating to marketing and

communications. Zoe Cooper has also been assisting with a significant range of tasks associated with revisions to the JCCP website. A new on-line complaints form has also been produced and is currently being trialled. A request had been made to ZC to meet ST re complaints activity. ST reported that has not yet been done. **Action:** PB to chase up meeting.

5. ITEMS FOR APPROVAL

a. Updated Risk Registers –

DS presented the updated Risk Registers for approval. KC raised a number of issues about the role of Trustees, complaints and impersonation. DS assured KC and all Trustees that these areas were covered in the JCCP indemnity insurance policy for Trustees. DS agreed to ensure this was reflected in the Corporate Risk Register. PB also suggested that the issue around how ‘Declarations of Interest’ were managed by the JCCP was also included in the corporate risk register **Agreed.**

b. Project Consultancy Fund

PB provided an update on the new JCCP Project Consultancy Fund. PB indicated that discussions were already taking place with a number of Pharma companies and Pharmacies about joint working and matched funding. DS indicated that two areas for research were currently being considered:

- Alternative safety measures with regard to dermal fillers now that the Government has indicated that these would not be designated as POD's.
- The safe and ethical supply of products in a market where there are an increasing number fake and unregulated products.

In both areas DS/AR are discussing the scope of some specialist consultancy with key partners. Action: DS/AR report back to next meeting.

c. JCCP Annual Report and Accounts

DS asked the Trustees to receive and sign off the Annual Report and Accounts. **These were Agreed.** DS reminded the Trustees that the Annual Accounts needed to be formally approved by the JCCP AGM on 25th May 2023 before submission to Companies House and to the Charity Commission.

6. Items for Discussion

a. Corporate Membership Programme (CMP) Update

PB reported that the next meeting will be on the 18th April, 2023. All companies have now agreed renewal of their Annual Fee to the JCCP for 2023/24.

b. Complaints Update – Revised JCCP Complaints Policy

ST and DK provided a detailed update and reported that a number of significant cases were currently being dealt with now by the ASA. The relationship between the JCCP and ASA is working very well. DS reported that he had updated the JCCP Complaints Policy as part of the PSA review and advised that this was had now been submitted to the Trustees for approval. **Agreed.**

DK/ST reported a spike in complaints on:

- Advertising for Botox Models.
- Fast track training courses linked to misinformation about new licensing proposals.

A detailed discussion took place on what the JCCP could do about education and training activity in the absence of national mandatory standards and licensing not yet being on stream. As much as it would be desirable to act on generic complaints presented in this area it was agreed that this was not an appropriate role for the JCCP at this time. AR raised the issue of CPD accreditation bodies giving credibility to some non-accredited programmes. **Agreed.** DS/AR to review.

c. PSA Annual Review

DS reported back on the extensive 2022 Annual Review carried out by the PSA and confirmed that subject to final confirmation the JCCP has passed this annual review without conditions. If this is confirmed that the JCCP will not be formally reviewed for a further 2 years. All Trustees thanked DS for the significant amount of work he had transacted in this area.

d. Adoption of the PSA Information Sharing Protocol – Agreed

e. Trustee Pen Portraits

DS indicated that the PSA had requested that pen portraits of all Trustees should be posted on the JCCP website as part of the JCCP website upgrade. **Action – Agreed.** Information to be sent to DS by the end of March.

f. Professional Boundaries Statement – Received and Adopted.

g. Updated JCCP/CPSA Code of Practice – Received and Agreed

h. Renewal of Memoranda of Understanding

Renewal of Memoranda of Understanding with the British Beauty Council, with The Royal Society of Public Health and with the MHRA were noted and welcomed. It was reported that the renewed JCCP MoU with the GMC is also being finalised.

7. ITEMS FOR INFORMATION

- **'Safety in Beauty'**

CL reported that the main activity in this area was compiling a directory of beauty treatments that could be presented to Government as part of the consultation on treatments to be included in the scope of a licence. **Action:** CL to Circulate to Trustees.

- **Political Activity and Regulation**

DS provided a detailed briefing on the latest round of political activity and announcements relating to licensing and regulation. It was reported that the Government is currently compiling its consultation paper on the scope of treatments to be included in the practitioner licence which would be published in July 2023 alongside a timetable for next steps. DS/AR/PC reported that CAG had drafted a series of three papers on the scope of treatments to be included in the practitioner licence and had consulted widely on the same. The papers will be submitted to DHSC by the end of March, 2023. DS expressed his thanks to AR for leading on this work.

8. Education and Training Committee Feedback

MJL reported that the Committee was going through a process of change, adding new members and resolving issues around 'conflicts of interest'. The Committee is being 're-set' so that it can respond effectively once the Government publishes plans to co-design new draft education and training mandatory standards under the licensing proposals.

MJL also reminded Trustees of the details of the Education & Training Committee forthcoming webinar on 'Appearance and Psychological Issues' in aesthetics. It was agreed that KC and MJL would revisit the title of this event in order to ensure it reflects the content.

DS/MJL reported that the Committee had now renewed approvals for programmes operated by Cosmetic Courses, Harley Academy and the University of South Wales/Learna.

AR reported that he had recently observed practical examinations associated with the JCCP's Fast Track assessment programme. AR provided assurance to Trustees regarding these examinations.

9. Marketing and Communications

PB provided an update on key issues around marketing and communications as JU was on annual leave.

The JCCP 'Narrative' document has now been aligned with current JCCP strategic priorities and national policy trends etc. This document should be referred to in all media publications, presentations etc. The revised Narrative document was **Agreed**.

Trustees had also been sent the revised JCCP Marketing and Communications Strategy – This was **Agreed and adopted**.

DS also asked Trustees to adopt the recently produced 'Guidelines for KOL's – **Agreed**. CP asked that all JCCP KOL's fully declare interests as part of this process. **Agreed**.

10. Practitioner Register Committee Update

AR reported that registrations had now reached in excess of 700. Meetings had been held with HF looking at streamlining the various processes for joining the JCCP and future policy on renewals. In line with PSA procedures the annual audit and sampling exercise has now been completed to the satisfaction of the Practitioner Register Committee.

11. CAG Update

AR reported that the CAG Group was now being very well attended (over 50 members attended the last meeting) and was focussing in the following areas:

- Adverse incident reporting.
- Consent procedures
- Medicines and stock holding rules.
- Licensing

The next meeting will review a future work programme for the CAG.

12. CPSA Update

In the absence of a representative from the CPSA no report was received.

13.AOB

Increasing membership

MK requested a meeting with AR and HF on how to increase membership using the ACE group. Agreed. **Action: MK to organise.**

14. Date for future Trustee Board meetings:

25th May 2023 at 1300 – 16.00 – by Microsoft Teams Please note that this meeting will commence at 1300 with the 2022/23 JCCP Annual General Meeting (on line).