



JCCP Board of Trustees Meeting

Date of meeting: 22/01/2020 13.00 – 16.00

Location: Bevan Brittan

Minutes

1. Welcome and Apologies

Paul Burgess	✓
Lorna Kidd	✓
Alex Woollard	✓
Andrew Rankin	✓
Joan Scott	✓
Caroline Larissey	✓
David Sines	✓
Dawn Knight	✓
Eddie Hooker – Part of the meeting only	✓
Mary Lovegrove	✓
Paul Charlson	✓
Sally Taber	✓
Anne McNall	✓
Tracey Bell	✓

Mark Mikhail	Apologies
Victor Ktorakis	✓
Alicia Greenwood	✓
Sharron Brown	✓
Amy Senior	✓
Wendy Rogers	✓
Kirsty Ben-Harris	✓

DS extended his thanks to Caroline Larissey for kindly arranging and administering the virtual meeting.

2. Declarations of Interest and Procedural Items- DS

a. Declarations of Interest/Register of Members Interest.

Eddie Hooker declared an interest in Item 3b. DS agreed that EH would leave the meeting when that item was discussed by the Board of Trustees and would not vote on the matter. Agreed.

b. Vice Chair – JCCP

PB reported that a number of applications were received for this post but none of them met the key criteria for the post with regard to the need to be seen as independent from the sector. **Agreed** to reconsider options using Trustee networks and contacts.

c. Vice Chair – Education and Training Committee

Only one candidate was regarded as fulfilling the criteria and the Job Description for appointment. This candidate is already a member of the Committee. **Agreed:** The Board noted potential declared conflicts of interest and agreed that it was acceptable for this appointment to be made and delegated to AMcN to proceed to action the same.

d. Chair – Stakeholder Council

PB reported that one application had been received for this post but had not met the key criteria for the post with regard to being seen as independent from the sector. **Agreed** to reconsider options using Trustee networks and contacts.

e. PRIT Committee Members

KBH reported that a number of applications were received for this post but none of them met the key criteria for the post. **Agreed** to reconsider options using Trustee networks and contacts. **KBH** to action.

3. Minutes of JCCP Board of Trustees 22nd Janaury 2020

The minutes were agreed as a true and fair record.

4. Items for Approval

a. Accounts

PB reported that the accounts for 2019 were currently being finalised – the year runs from 1st January 2019 – 31st December 2019. **Agreed** – Present to June meeting of JCCP for approval. PB then gave a summary of the JCCP cash position following advice from the JCCP accountant. PB indicated that all existing financial commitments had been paid with the exception of the following:

- Legal Fees – Bevan Brittan - £2000 plus VAT – deferred at this time with agreement of BB.
- Monthly fees for administration - £200 - £300
- Social media contract – currently being renegotiated due to the national ‘situation’.

DS assured the Board that the JCCP had sufficient funds to meet all liabilities. DS also indicated that there were a number of outstanding applications for funding support with potential sponsors that had been suspended due to the national ‘situation’ and would be reactivated once things start operating again. DS indicated that during this period all JCCP meetings would be virtual so there will be no travel costs incurred.

b. JCCP Membership Insurers Proposal – Strictly Confidential Item

EH left the meeting following his earlier declaration of interest. The item was discussed fully and redacted minutes taken (see separate note for Trustees).

Following the discussion DS asked for a formal vote to be recorded on the item. Only JCCP voting Trustees could take part in accordance with the JCCP constitution. Voting Trustees were asked to vote on approval to the recommendations set out in the Board Paper Report. The vote was as follows:

Approved - David Sines, Lorna Kidd, Alex Woollard, Dawn Knight, Mary Lovegrove, Sally Taber, Tracey Bell, Amy Senior, Kirsty Benn Harris, Andrew Rankin.

Abstained – Caroline Larissey, Anne McNall.

The proposal was therefore approved.

c. Risk Register

DS presented the latest updated Risk Registers for approval. **Noted and Approved.**

d. Annual Report

DS asked the Trustees to approve the 2019/2020 Annual Report. The Annual Report will be attached to the Accounts and submitted to the PSA. AMcN requested some minor changes. The report was **approved** subject to final amendments being included from AMcN.

e. Complaints Policy Implementation Guidelines

ST had sent this as a late item to Trustees. It was agreed that Trustees could send any comments to ST by Friday 3rd April 2020. Subject to any requested amendments the Guidelines were **approved by Chair's action.**

ST then highlighted issues with some practitioners continuing to trade ignoring Government Guidelines (including mobile working). PC indicated that it had also led to people going mobile. The Trustees all condemned this practice and **agreed** to report any occurrences to the DHSC and the ASA.

5. Items for Information

a. JCCP Operational Plan 2020 –Report to June meeting

b. JCCP National Campaigns – 2020

- Safe products – PB/ST/DS – See minutes of last meeting of this Group for Information
- Education and Training – AMcN/ST – Deferred to June meeting
- Mental Health and Aesthetics – DS/MJL/DK – See minutes of last meeting of this Group for Information
- 'Safety in Beauty' – DS/CL – See minutes of last meeting of this Group for Information

c. **Education and Training Committee Feedback**

- Fast Track Assessment Centres – It was agreed that due to the current national ‘situation’ that the opening of the fast track assessment centres should be deferred until the Autumn. DS will advise the PSA of the same. AMcN advised that she was currently exploring the provision of a written examination to support the fast track assessment process with a UK education. partner and confirmed that she would advise the Trustee Board of progress at the June Board meeting – Action **AMcN**
- Applications by Education/Training Providers – progress report noted.
- Recruitment of Education Assessors – ongoing **AMcN**
- Specialist Registry mapping - AMcN reported that this was progressing well but needed input with regard to laser standards. **Agreed** AMcN to provide key contact to CPSA.
- Awarding Organisations – Update provided – including details of a confidential meeting held in February with Ofqual and confirmation that ongoing discussions are going with the regulator with regard to Awarding Organisation compliance with JCCP standards.

d. **Marketing and Communications Plan - Update**

- Website – On going progress being made on the consumer site. Report back at next meeting.
- Ambassadors have been appointed and a video has been produced with them to highlight key patient safety messages and the importance of compliance with standards. Further Ambassadors are required for appointment, to include key CPSA leaders and national opinion influencers – **AS, PB, DS**
- MARCOM – Meetings suspended until after the crisis.

e. **Fundraising Strategy** – Report to June meeting

6. Any Other Business

DS reported that NMC had agreed M of U with JCCP without the need for future annual review, GDC considering same option.

CL reported that the APPG on beauty, wellbeing and aesthetics had been suspended but may hold some virtual meetings and seek written responses on the sector.

DS thanked everybody for their support and contributions during difficult times.

7. Dates for future meetings:

10/6, 22/7, 23/9, 18/11, 20/1/2021, 24/3/2021