

# JCCP Board of Trustees Meeting: Minutes

Date of meeting: 16/01/2019 11.00 – 14.00

Location: South Bank University, London

## Agenda

### 1. Welcome and Apologies

#### **In Attendance**

- Professor David Sines CBE – Chair - Trustee
- Associate Professor Anne McNall – Chair Education and Training Committee - Trustee
- Sally Taber – Trustee
- Caroline Larissey – Trustee
- Dawn Knight – Trustee – Patient Representative
- Andrew Rankin – Trustee
- Tracey Bell - Trustee
- Victor Ktorakis - Trustee
- Alex Woollard -Trustee
- Andy Masheter -Trustee
- Wendy Rogers – Trustee Representative for Produce Manufacturers

#### **Apologies**

- Andrew Valance – Owen – Trustee
- Lorna Kidd – Trustee – Patient Representative
- Mary Lovegrove -Trustee
- Paul Burgess – Executive Support
- Paul Charlson - Trustee
- Eddie Hooker - Trustee

VK was welcomed to his first Trustee Meeting and introduced at the Chair's request.

DS noted that LK had encountered last minute travel difficulties that precluded her attendance at the meeting.

## 2. Minutes of JCCP Board of Trustees 27<sup>th</sup> November 2018 – see attached

CL expressed amendments: 1 section 4 item (i) - ('BASIC' not 'BSIG') and (6) 'Beauticians' should be cited as 'Beauty Therapists)- These amendments were accepted and actioned.

AMcN sought clarification difference between a 'Committee' and a 'Special Interest Group' for JCCP constitutional purposes.

The minutes were otherwise agreed as accurate.

DS – The Chair confirmed that JCCP Board minutes will be made public in future from this Board meeting in line with the agreement with the PSA. The JCCP will however retain the right to redact with regard to issues of confidentiality or 'commercial interest'.

## 3. Declarations of Interest – DS

DS declared that he had now been appointed as Provost for Health and Social Care at Buckinghamshire New University as a part-time public sector appointment.

DS – Reminded Trustees of the JCCP confidentiality statement.

## 4. Matters arising

### a. PSRB's Update – DS.

MoU's with designated Professional Statutory Regulatory Bodies have all been signed and published on the website.

### b. JCCP - CEO – no change. DS will continue to operate as the Executive Chair of the JCCP for the time being.

### c. DHSC

DS presented an overview of a constructive group meeting held on the 17<sup>th</sup> December, 2018 with the Minister – Jacqui Doyle-Price. Key messages from the meeting related to the need limit the influence and operation of 'rogue trainers/training companies' and to promote the use of approved education and training registers, such as that provided by the JCCP. Other matters of shared concern related to the need to identify and report misleading advertising to the ASA, improving the collection of data on complications and in particular looking at potential data from the NHS re costs of fixing unacceptable or poor treatments and raising public awareness of the risks

associated with unsafe treatments. DS reported that he had advised the Minister of the need to encourage practitioners to join non-statutory practitioner registers and to identify incentives for joining the same. DS reported that he would be following these matters up with the Minister and her Civil Service Team. One of the key areas will be for the JCCP to work with DHSC on a public safety campaign.

d. CQC ROUNDTABLE

Meeting agreed for February 15<sup>th</sup> co-chaired by the JCCP with CQC.

AW sought confirmation that an invitation had sent to the CPSA. This was confirmed.

e. JCCP 'BASIC' UPDATE

CL –reported that there will be another meeting of the group next month. CL provided an update on the work being undertaken on NOS standards.

f. CHARITY COMMISSION GUIDELINES

These were confirmed as being received by Trustees.

g. RCN

ST has made contact and will report back at the next Board following a request to meet to discuss the work of the JCCP.

## 5. PR & Marketing

AM – JCCP Board Trustee Leading on Marketing and PR gave a presentation on the way ahead for the JCCP and his proposals on how to move forward. It was proposed that communication and marketing strategies should be organic and capable of adaptation and change, characterised by a sense of forward direction, time, working together etc. It was agreed that timing is now a priority, supported by clarity of messages and reinforcement of the JCCP's overall aim of public protection. Trustees agreed that reaching out to the public on a number of fronts and the communication of key messages to practitioners to encourage them to join the register were priorities.

Trustees agreed that a series of partnerships should now be formed with both individuals and organisations to develop and deliver these messages.

AM also identified the need for market research (i.e. what public are looking for) prior to launching the strategy. AW identified the need to prioritise these matters as the costs of marketing and PR are always high. ST then stressed the urgency to agree and implement a robust marketing and communication plan to inform a range of aesthetic conferences that were 'coming up'.

AM asked that Board Trustees e mail to him the names of people who may be interested in supporting JCCP Marketing and PR activities. DS and AM indicated that the draft Marketing and Communications paper presented to the Board is a working 'in progress' document.

**Action** – PB/AM to review and update.

DS indicated that the JCCP would be formally establishing a Marketing and Communications Sub-Committee. AM to report back on this at the next Board meeting. AM invited all Trustees to

either call him or to meet with him in person to discuss their own thoughts and ideas to inform the next iteration of the Strategy.

## 6. PSA Update – DS

DS informed the Board that the JCCP was subject to annual review by the PSA. The JCCP was required to present its annual review submission and evidence by the 6<sup>th</sup> February, 2019. DS reported that the submission was nearly finished .

A draft copy of the JCCP will be presented to the March Trustee Board for comment and consideration.

## 7. JCCP Budget financial sustainability

DS presented a detailed budget produced by the JCCP's independent accountant. This document will be reviewed by the PSA as part of the Annual Review. The Trustee Board also received income and expenditure accounts for current financial year and noted the same. The proposed draft budget for 2019/20 was also received and noted.

AMcN sought clarification on some of the transaction expenses included in the budget that were allocated against Education and Training. **Action:** DS to provide AMcN with details of such transactions as requested.

## 8. JCCP PRC update – AR

- a. AR presented a meeting update from the 7<sup>th</sup> January 2019 Practitioner Register Committee meeting.
- b. Registrant numbers – The Board were provided with detailed figures of current amend pending registrations
- c. AR described the process that he was sharing with HRF regarding the design of a new wireframe to accommodate new Category 2 registration applicants. AR confirmed that more work needs to be completed but advised that this is 'on-track'.
- d. ST raised the availability of premises standards and DS confirmed that the premises checklists were now with HRF.

**Action** AR to discuss the premises standards with HRF.

Victor to speak with ST with the aim of considering how the JCCP Premises Standards/Checklists can be used by Environmental Health Officers in the course of their everyday inspection visits.

## 9. JCCP Stakeholder Council update – AVO

DS indicated that a meeting was planned on the 23<sup>rd</sup> January for a Steering Group discussion to plan the agenda and format for the next Stakeholder Council. Dates and agenda will be agreed at that meeting. It was agreed that the core theme for the next event should be an open forum to discuss media/public awareness.

**Action circulate dates of the Stakeholder Council when available**

# 10. JCCP Education & Training Update.

## AMcN

AMcN provided an overview on the proposals for 'JCCP fast Track Assessment Centres' (as described in a previously circulated committee paper) and described equivalence for both health care qualified and non-qualified practitioners. The report was noted and agreed. AMcN agreed to amend the draft paper and to seek endorsement of any further changes through the Education and Training Committee with a view to publishing a consultation document on the JCCP web site for public comment by the end of February, 2019 on the Council's proposals to introduce 'Approved Fast Track Assessment Centres' for its Registrants. Thereafter the JCCP will invite JCCP Approved Education and Training Organisations to apply to be recognised as official 'Approved Fast Track Assessment Centres'. The target date for the first Centres to be operational is by the end of June, 2019 – Action – AMcN/PB

A discussion took place on the current membership of the Education and Training Committee. **Action** – AMcN to review with DS and existing Committee members.

DS reported that the JCCP had signed an MoU with EduQual a new Awarding Organization and confirmed that discussions were also being held at the present time with other Awarding organizations.

### 11. AOB

The JCCP is still seeking to appoint a 'finance' Trustee – All members were asked to use networks and recommend possible nominees to DS for consideration.

## 12. Dates for future meetings

13<sup>th</sup> March 2019 - 1300 – 1600 (Venue to be Agreed)

22<sup>nd</sup> May 2019 - 1300 - 1600

24<sup>th</sup> July 2019 - 1300 - 1600

18<sup>th</sup> September 2019 - 1300 - 1600

4<sup>th</sup> December 2019 - 1300 - 1600

22<sup>nd</sup> January 2020 - 1300 - 1600

1<sup>st</sup> April 2020 - 1300 - 1600