



Joint Council for Cosmetic Practitioners (JCCP) – Draft Constitution

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 Objectives

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 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 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 and Training
 - Register and Fitness to Practice
 - Finance, Policy and IT.

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 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 a Business Strategy and Plan for the JCCP and review this 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 Practitioner Register 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 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 Practitioner Register Sub-Committee
- Chair – JCCP Education and Training Sub-Committee
- Chair – Policy and Resources 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 at its first meeting appoint a Treasurer 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

Education and Training (ET)

Functions

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

- Development management and maintenance of the Education and Training Register of Approved Providers.
- Establishment and adoption of the entry requirements for the ETA Register.
- Development of JCCP policy on education and training.
- Setting of pricing policies, terms and conditions for joining the ETA Register.
- Marketing and promotion of the JCCP policies on education, training and accreditation.
- Marketing of the ET Register.
- Processing any complaints received about any programme or education/training body that is on the approved ET Register.
- Removal of any education/training body from the register if deemed necessary following investigation and review by the ET Sub-Committee.
- Maintaining relationships and agreements with key education/training bodies, statutory regulators, stakeholders and Government Departments involved in non-surgical aesthetic treatments and practices.
- Agreement of JCCP premises standards for locations providing education/training in non-surgical aesthetic treatments.

Meetings

The ET Sub-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 ET Sub-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 ET Sub-Committee.

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

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

Officers

The ET Sub-Committee will have a Chair appointed by the JCCP Management Board of Trustees.

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

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

The Vice Chair of the ET Sub-Committee to be elected by members of the ET Sub-Committee by majority decision.

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

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

The Chair of the ET Sub-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 ET Sub-Committee to stand down with immediate effect subject to:

INSERT



Practitioner Register Sub-Committee (PR)

Functions

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

- Development, management and maintenance of the Practitioner Register of the JCCP.
- Establishment and adoption of the entry requirements for the Practitioner Register.
- Setting of registration fees and terms and conditions for joining the Practitioner Register.
- Marketing of the Practitioner Register.
- Processing of any 'Fitness to Practice' complaints received about any individual that is on the approved Practitioner Register.
- 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 by the PR.
- Maintaining relationships, agreements and Memoranda of Understanding with key Professional Recognised Statutory Bodies (PRSB) involved in non-surgical aesthetic treatments and practices.
- Development and oversight of the JCCP 'Grandparenting Programme' for practitioners.
- Establishment of an 'independent appeals procedure and body' that can hear appeals against any determination on 'Fitness to practice' and /or removal from the JCCP Practitioner Register.

Meetings

The PR Sub-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 PR Sub-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 PR Sub-Committee.

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

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

Officers

The PR Sub-Committee will have a Chair appointed by the JCCP Management Board of Trustees.

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

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

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

The Vice Chair of the PR Sub-Committee to be elected by members of the PR Sub-Committee by majority decision.

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

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

The Chair of the PR Sub-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 PR Sub-Committee to stand down with immediate effect subject to:

INSERT



Policy and Resources Sub-Committee (PR)

Functions

The PR 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 policies and procedures.
- Coordination of JCCP policy and research activities.
- Ensure that the JCCP is compliant with all aspects of the Data Protection Act, Equal Opportunity Legislation and all matters with regard to the conditions set for Charitable Status.
- Development and updating of the JCCP risk Register on an Annual basis.
- Development and maintenance of the JCCP business Continuity Plan.
- Development and management of the JCCP Marketing, Communications and PR Strategy and Plan.

IT

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

Meetings



The PR Sub-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 PR Sub-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 PR Sub-Committee.

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

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

Officers

The PR Sub-Committee will have a Chair appointed by the JCCP Management Board of Trustees.

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

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

At least one member of the PR Sub-Committee must be qualified accountant registered with a recognised professional body (ACCA etc)

The Vice Chair of the PR Sub-Committee to be elected by members of the PR Sub Committee by majority decision.

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

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



The Chair of the PR Sub-Committee 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.

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.

The JCCP will determine the level of an annual allowance for the Chair of the JCCP and the Chairs of the JCCP Sub Committees.

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 on motions – **ADVICE NEEDED**