



JCCP Board of Trustees Meeting

Date of meeting: 04/12/2019 13.00 – 16.00

Location: Bevan Brittan

Minutes

1. Welcome and Apologies

Paul Burgess	✓
Lorna Kidd	X
Alex Armstrong	✓
Andrew Rankin	✓
Andrew Vallance Owen	✓
Caroline Larissey	✓
David Sines	✓
Dawn Knight	✓
Eddie Hooker	✓
Mary Lovegrove	✓
Paul Charlson	✓
Sally Taber	✓
Anne McNall	✓
Tracey Bell	✓

Mark Mikhail	✓
Victor Ktorakis	✓
Navin Chohan	Apologies
Sharron Brown	✓
Amy Senior	✓
Richard Marsh	Apologies
Kirsty Ben-Harris	✓

2. Declarations of Interest and Procedural Items- DS

a. Register – available for inspection at JCCP HQ

DS tabled the register of attendees and confirmed that the JCCP would be reviewing attendance in line with its constitution and rules on consecutive non- attendance. The Board requested that DS should write to one of the Trustees to affirm the JCCPS’s constitutional obligations with regard to attendance at Trustee Meetings – **Action - DS**

b. Declarations of Interest/Register of Members Interest.

DS and AR declared that they were now engaged independently by UKAS to advise on technical aspects of qualifications and accreditation in relation to non-surgical practitioner accreditation.

Confidentiality Statement

DS stressed critical importance of confidentiality on a number of key items on the agenda. KBH asked about the signing of an NDA. Action – PB to provide to KBH to sign.

c. Issue of list of complaints list

DS apologised for the issuing and then redaction of this paper. DS explained that there needed to be some clarification around the different types of complaints that were being received by the JCCP and how they aligned with the Council’s complaints procedure.

DS indicated that the ‘Complaints Procedure – JCCP Registrants’ was very clear with regard to its purpose and confirmed that it had been approved by the PSA. However the JCCP is now receiving complaints about many other people and organisations involved in the non-surgical sector – Education/Training providers, non- registrants etc. that, whilst not relating to the Council or to its Registrants was of general interest with regard to patient safety. **Action – ST to review the JCCP**

Complaints procedure regarding these additional 'areas of complaint' and submit to the JCCP Board meeting in April 2020 for review and approval.

3. Minutes of JCCP Board of Trustees 18th October 2019

Agreed as a true and fair record.

4. Matters arising- PB

a. Appointment of Chair – JCCP Policy, Resources and IT Committee

DS welcomed Kirsty Ben Harris to the meeting as a new Trustee and as the new Chair of PRIT. It was noted that Kirsty had been appointed following an extensive public recruitment process.

b. PSA Updates

DS gave an update on discussions with the PSA and a meeting with the new CEO of the PSA. The PSA has agreed changes requested with regard to timescales of people on the register in terms of the time allowed to demonstrate evidence of the achievement of JCCP entry requirements (Part A - Category 2). DS also reported that the JCCP would be subject to the normal PSA annual Renewal Process again this year which would need to be completed by 11 February 2020 – **Action – DS/PB**

c. Sk:n

PB reported on recent discussions with Sk:n.Partner. **Action: PB/ST to go back to Sk:n to seek a further meeting.**

d. KOL's/Ambassador Programme

AS reported on progress in this area. KOL's were now signing up as JCCP Registrants. AS indicated the aim to invite the **KOL's together for a briefing in the New Year – Action – AS**. The Trustees suggested that the term 'JCCP Ambassadors' should be used - **Agreed**

5. Financial Sustainability

a. 2019/20 Budget

DS presented the latest budget figures and income projections for the JCCP. DS also provided an update on the latest cash position and confirmed financial compliance with regard to income and expenditure as of the end of November, 2019.

Trustees noted the feedback.

b. Financial Stability – Strategic Actions and Discussion

DS introduced this item which focussed on the financial viability and sustainability of the Practitioner Register.

DS then facilitated a Trustee Board discussion on proposals on how to increase the number of registrants. Due to the confidential nature of the discussion it was agreed that this agenda item would be the subject of a redacted minute.

The Trustee Board had been sent a detailed proposal prior to the Board meeting. The matter was discussed. **DS asked for a formal vote to take place on the recommendation to proceed. This was duly undertaken with unanimous support expressed by the Trustees in support of the proposal.**

The Trustees noted that the following will now take place:

- Detailed technical piloting to occur between now and January 2020.
- Pilot scheme launched in February 2020. Full programme roll out in March/April 2020.
- Detailed Marketing and Comms plan to be produced once the programme is ready for launch.

c. JCCP Research Grants

PB reported that this was ongoing work and would be discussed further at the next Trustee meeting in December.

6. PSA – Adjunctive Therapies

Trustees noted the report that had been circulated for information. PSA compliance with this issue was noted.

7. JCCP National Campaigns – 2019/2020 – DS

- **Terms of Reference**

PB provided terms of reference for each of the four proposed JCCP Campaigns and these were agreed.

- **Safe products – AVO/ST**

DS reported that an initial meeting had taken place on 3/10/19 and that the minutes of that meeting had been circulated to Trustees. **Next meeting will be on 15/01/2020 at 10.00 a.m.**

- **Education and Training**

PB confirmed that the focus of this group was on the need to raise awareness amongst consumers of the importance of only going to qualified and registered practitioners for treatments and to provide consumers with the tools to ask key questions of practitioners in relation to safe treatment. **AMcN/ST** agreed to take this forward and to develop proposals, including incorporation of ASA-related matters.

- **Safety and Aesthetic Practice in Beauty**

DS updated on discussions he had held with a number of senior representatives of the beauty sector and developments with regard to a project to develop NOS standards for the non-surgical sector.

DS proposed that an additional representative of the beauty-aesthetics sector be appointed as a non-voting member of the JCCP Board – Joan Scott – Skills Active/Habia. **Agreed.**

- **Psychological and Emotional Health and Wellbeing**

DS advised the Board of Trustees that the JCCP was privileged to be working in partnership with the Mental Health Foundation to co-design and lead a new campaign on the promotion of preventative support for persons whom elect to seek aesthetic interventions. It was reported that a range of key outputs have been agreed and that working groups had been established to develop and provide guidance and training for practitioners and to raise awareness amongst consumers. **DS** to pursue these matters and to report back with regard to progress at the next meeting.

8. JCCP General Feedback

a. Department of Health and Social Care/Government

DS reported that there had been reduced activity since the last meeting of the JCCP due to the election and the observation of the ‘purdah’ principle. DS indicated that the key civil servants had requested an update meeting in January 2020 after the election results were known. Constructive dialogue continues with Scottish Government officials. DS reported also that he was meeting with the APPG team at Westminster in January to discuss progress.

b. Beauty Aesthetics

CL/DS referred Trustees to the note that had been circulated on the very successful JCCP Stakeholder Council that had been held with the focus on the beauty sector.

c. ASA Update

ST reported on latest developments at the ASA and referred to additional action being planned in the sector. ST to report back on this at the next meeting.

d. Stakeholder Council

Trustees had been circulated a note of the last Stakeholder Council meeting on the role of beauty in aesthetics. At this point AVO announced his intention to stand down as Chair of the Stakeholder Council due to other personal commitments. DS thanked AVO for the substantive contribution that he had made to both the work of the Council and to the aesthetics sector over a number of years and asked that his resignation be formally noted by the Trustees. AVO agreed to write to DS to this effect, after which AVO will stand down from the role of Trustee in the Charity Commission records – **Agreed – Action – PB**. DS to consider options for appointing a **new Chair of the Stakeholder Council and report back at next Trustee Board – Action – DS**.

DS indicated that the next meeting of the Stakeholder Council will be in April 2020 and he was considering subjects for the event linked to the JCCP campaign themes. Psychological and Emotional health was identified as a possible area where there was strong interest from stakeholders at the moment. **Action – PB to inform Trustees of the date and agreed topic for review**.

9. Education and Training Feedback

- **Fast Track Assessment Centres**

AMcN reported that the JCCP was in detailed discussions with Harley Academy and Northumbria University with regard to them piloting a 'Fast Track Assessment' process. The aim is to start a pilot project by early 2020. **Action – AMcN** – to report back at next meeting.

- **Awarding Bodies – M of U**

DS reported that a number of new AO's had come forward for JCCP partnership and approved MoU status. Once these have been agreed the Trustees will be informed.

- **Applications by Education/Training providers**

DS/AMcN reported that a number of new education/training providers had made applications to join the JCCP register and to have qualifications approved. Specific assessments for approval are also currently underway. Once these have been agreed the Trustees will be informed.

- **Recruitment of Assessors**

AMcN reported this was a key area and that some new people had come forward for these roles. **AMcN** to report back at next meeting on progress.

- **Specialist Registry mapping**

MM/AA reported back on excellent progress in this area. Action - Update the Trustees at the next meeting.

10. Practitioner Register Committee Feedback

- **Sampling**

AR provided an update on progress in this area and feedback on the first Registrants to go through the sampling process. This was acknowledged as have been a most successful and robust process.

- **Newsletter**

AR/DS reported that a draft PRC Newsletter for Registrants had now been completed and would be circulated imminently.

11. Marketing and Communications Plan – AS

- **Action Plan – AS**

AS reported on progress on a number of new initiatives. AS highlighted the profiles now completed for JCCP KOL's and media representatives.

- **Research Project – Harley Academy**

PB reported that the preliminary findings were now available and that Harley Academy were looking at writing a discussion on the sector based on the findings. PB also provided an update on another research project being commissioned by VTCT.

- **Website – AS**

AS reported the need to update the front end of the JCCP website and make it more friendly for the general public. A number of ways of doing this were discussed by the Trustees. **AS requested the Board to allocate a sum of up to £5000 for this project. Agreed – Unanimously.** DS asked that AS liaise with PB and an Advertising/PR Agency CDM who had agreed to work with the JCCP on a number of creative matters. Agreed.

- **MARCOM – AS**

Date to be set for next meeting – **Action – AS/PB**

12. Policy and Resources Committee (PRIT)

KBN presented a summary of the Terms of Reference of this Committee. These were agreed by the Trustees subject to amendments about length of term for members to align with JCCP terms.

13. CPSA Update – MM/AA

MM reported that the CPSA had now achieved charitable status and was seeking to raise grants for its work. AA requested that the JCCP consider how it might be able to provide recurrent funding to support the CPSA. DS reported that the principle of providing support remains as previously agreed but affirmed that the JCCP would not be able to consider this until at least October, 2020. MM reported that the key task of the CPSA was now to review new ‘orphan treatments’ and ‘adjunct therapies’ and needed resource to do this. DS asked that these matters be discussed at the CPSA/JCCP Strategy Group and that JCCP representatives report back to the Trustee Board. **Action – AR/ST**

DS also indicated that he had met with representatives of the CPSA and that they had agreed the following:

- That the CPSA/JCCP Code of Conduct be reviewed in 2020 – report back to JCCP Board in June 2020.
- That in this review the CPSA/JCCP would review the implications of recent motions passed by the BACN and being supported by BCAM and other professional associations with regard to proposals concerning medical practitioners prescribing for non-medical practitioners.

14. Risk Register – DS

DS indicated that two changes have been added since the last meeting in reference to the ‘Adjunct Therapies’ protocol and the ‘restricted’ use of the JCCP logo. The risk registers were approved.

15. JCCP Trustee Board Vice Chair

DS indicated to the Trustees the importance of ‘succession planning’ and led a discussion about the importance of appointing a ‘Vice Chair’ of the JCCP to help with this process. **Action – DS to lead process to publicly advertise and appoint a new Vice Chair role.**

AMcN also identified the need to appoint a **Vice Chair for the Education and Training Committee** due to the significant increase in workload and activity – Agreed – jointly advertise with the Vice Chair – Trustee Board role. **Action – DS/PB**

16.AOB

GPhC Prescribing Guidelines

DS reported on the significance of a new policy announcement by the GPhC, which built on and supported all of the key issues included in the JCCP's published 'Guidelines on Prescribing'. DS reported that he had now started a dialogue with the NMC asking them to formally support the JCCP guidelines for aesthetic nurses.

Environmental Health Officers

VK invited the JCCP to speak at the London Boroughs Forum in early 2020. **Agreed – DS**

17. Dates for future meetings:

22/1/20, 1/4/2020