



# JCCP Board of Trustees Meeting

Date of meeting: 10/06/2020 13.00 – 16.00

Location: Virtual

## Minutes

### Welcome, Apologies and Declarations of Interest

Paul Burgess	✓
Lorna Kidd	✓
Alex Woollard	Apologies
Andrew Rankin	✓
Joan Scott	✓
Caroline Larissey	✓
David Sines	✓
Dawn Knight	✓
Eddie Hooker	Apologies
Mary Lovegrove	✓
Paul Charlson	Apologies
Sally Taber	✓
Anne McNall	✓
Tracey Bell	Apologies
Mark Mikhail	✓
Victor Ktorakis	✓
Alicia Greenwood	Apologies
Sharron Brown	Apologies
Amy Senior	Apologies
Wendy Rogers	Apologies
Kirsty Ben-Harris	✓

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

No additional declarations of interests were declared.

# 1. Minutes of JCCP Board of Trustees 1<sup>st</sup> April 2020

The minutes were agreed as a true and fair record. The title date was corrected.

## 2. Matters Arising

### a. Recruitment

#### **Vice Chair – JCCP**

PB reported that a number of applications had been 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.

#### **Vice Chair – Education and Training Committee**

It was reported that Debra Morris has been recommended by the Education and Training Committee. **Agreed:** The Board approved this appointment.

#### **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.

#### **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.

### b. Stakeholder Council

Date to be set – DS to action in the early Autumn.

### **c. Revised Code of Practice**

Agreed and approved.

### **d. Deferment of JCCP AGM**

Agreed for Deferment until the 23/09/2020.

## 3. Items for Approval

### **a. 2018/19 Accounts and Annual Report**

Approved.

### **b. JCCP Risk Register**

Both Risk Registers were approved and noted. **Agreed** – To consider in greater detail at the next meeting with regard to corporate financial sustainability.

### **c. Revised Complaints Policy**

DS thanked ST for her work in developing the revised policy and operational guidance documents. ST asked that thanks be passed on to Liz De Pas (JCCP Administrator) who had assisted with these documents. DS reported that this had now been sent to the PSA alongside the revised Code of Conduct.

### **d. UKAS**

DS updated the Trustees on JCCP progress with UKAS and invited AR to provide a detailed review of activity. AR gave a presentation outlining the role of UKAS providing oversight on the 'Certification of Competence' in key sectors. UKAS has now adopted the JCCP standards and competency framework as its guideline for the aesthetics sector. AR stressed that UKAS acts differently to Ofqual and the SQA who are regulators of qualifications. UKAS appoints 'Certification Bodies' who assess the competence of candidates. Once a candidate is deemed to be competent then this lasts for 3 years after which candidates are required to present for revalidation.

'Certification Bodies' appointed by UKAS in accordance with strict assessment criteria. At the moment the only area being certificated by UKAS is in Skin Rejuvenation at L4. AR noted that this should not be confused with a L4 qualification recognized by Ofqual. IQ Verify is currently the only organisation to have been accredited by UKAS to fulfil the certification function in the aesthetics sector.

AMcN indicated that the Education and Training Committee had a number of reservations in this area particularly with regard to possible confusion about progression routes and access to the JCCP Practitioner Register. DS confirmed that if a practitioner had gained a UKAS L4 certification they could be considered for entry to the JCCP Practitioner Register at L4, Part B but could not progress beyond this point unless they were able to provide independently verified evidence of progression through

the JCCP 'Competency Framework' and via a JCCP approved qualification route. DS asked if the UKAS route was currently being utilised within the beauty sector. CL confirmed that the beauty sector had traditionally not used the UKAS route.

**Agreed:** The Practitioner Register Committee to be advised by DS/AR of all developments with UKAS and to monitor compliance with JCCP standards.

## 4. Items for Information

**a. JCCP Operational Plan 2020** –KBH/PB briefed the Trustees on the revised JCCP Operational Plan. KBH indicated that a number of the strategic objectives had been merged and the plan updated. The Operational Plan was agreed. DS thanked KBH for this and asked that a slot of one hour is allocated in the next Trustee meeting to enable more detailed review of the plan with specific reference to the financial viability of the JCCP. **Agreed.**

**b. JCCP National Campaigns – 2020**

- Safe products – No meetings since the last Board.
- Education and Training – No activity since the last Board.
- Mental Health and Aesthetics – DS referred Trustees to two papers outlining significant activity in this area relating to work being undertaken with the Mental Health Foundation.
- 'Safety in Beauty' – DS reported that work was continuing in this area of activity with regard to insurance and liaison/partnership with the Chartered Institute of Environmental Health.

**c. Education and Training Committee Feedback**

AMCN provided an update in this area:

- Fast Track Assessment Centres – Delayed progress due to COVID 19 but the University of South Wales is now being considered alongside the Harley Academy for piloting the Fast Track Assessment Centres. Update at next meeting.
- Applications by Education/Training Providers – Imminent approvals were confirmed for the University of South Wales and Cosmetic Courses as training providers. AMcN asked that these are publicised. PB requested details and will then prepare Press Release – Action – **AMCN and PB.**
- Recruitment of Education Assessors – ongoing.
- Specialist Registry mapping – This has now been signed off by the JCCP working with the CPSA. Thanks were extended to MM for this achievement. MM reported that they are seeking to complete a mapping exercise with dermatology and Plastics and Surgery but advised that this has been delayed due to COVID 19.
- Awarding Organisations – Two awarding organizations - VCCT and OTHM are in the process of L7 qualification reviews by the JCCP.

DS added the following updates:

- M of U with IQ now withdrawn following their departure from the Ofqual regulated qualifications sector.
- DS reported that he met with IQ approved training providers to discuss how to move forward in terms of identifying a new JCCP Approved Awarding Body for L7. The training providers indicated that all existing trainees had been safeguarded and will complete their current programmes. All new trainees will move to a new Awarding Organization.

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

- Website – On-going progress being made on the consumer site. Report back at next meeting.
- MARCOM – Meetings suspended until after the Covid situation.
- PB indicated the high level of communications activity surrounding issues about ‘Return to Work’ dates and ‘Guidelines’. DS has led in this area of work based on guidance from the Government, PSRBs, insurers and the Devolved Administrations. DS thanked AR for the work he had undertaken on the compilation of the JCCP ‘Return to Work Guidelines’ – it was reported that these had been very well received by the sector.

**e. Fundraising Strategy – Report to go to September meeting – Action KBH/PB.**

**f. COVID 19**

- DS updated Trustees on activity in this area and the complexities involved with the definition of a ‘medically related service’. Trustees endorsed the JCCP guidelines and position statements regarding proposals for return to work.

**g. Insurers proposal**

DS reported that the JCCP would be inviting Expressions of Interest on its website to participate in the ‘Insurers Membership Programme’ from 1<sup>st</sup> July 2020. DS asked that PB/AS/AH put in place all appropriate information on the website and supporting Press and Social Media coverage. **Agreed.**

**f. APPG**

DS outlined the activities of the APPG on Beauty, Aesthetics and Wellbeing and referred to the draft response that had been formulated on behalf of the JCCP. Deadline for responses will be 26 June 2020. DS will also be called to give evidence to the APPG.

## 5. Any Other Business

MJL asked for an update re numbers on the Practitioner Register – **Action – MJL to provide.**

MM reported on the CPSA call for evidence questionnaire requesting interested parties to respond re: new treatment areas to be reviewed by the CPSA.

ST indicated opportunities to provide articles for the aesthetic press on PPE and education and training. All ideas to go to ST.

## 6. Dates for future meetings:

23/9 – Will also be AGM (commencing at 12:30) followed by the Trustee Board from 13:30-16:00.

18/11, 20/1/2021, 24/3/2021