



JCCP Board of Trustees Meeting

Date of meeting: 24/03/2021 13.00 – 15.00

Location: Virtual

Welcome, Apologies and Declarations of Interest

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

No additional declarations of interests were declared.

1. Minutes of JCCP Board of Trustees 20 January 2021

The minutes were agreed as a true and fair record.

2. Matters Arising

a. Trustee Skills Audit

DS informed the Trustees that responses to the 'Trustee Skills Audit' had been helpful to inform the composition of the Board and reflected a very wide range of skills amongst Trustees. The areas where there could be additional support were identified as clinical specialities and marketing/communications. DS indicated that proposals forthcoming to this Board would address these matters.

3. Items for Approval

JCCP Trustee Appointments

Vice Chair – Trustee Board

DS reported that the 'succession' clause had been removed from the Job Description of the JCCP Vice Chair and that one new application had been received from this post from Dr Martyn King. DS confirmed that all Trustees had received the CV statement and disclosures from Dr King. Following a detailed discussion, the nomination of Dr King for the Vice Chair post was proposed by Andrew Rankin and seconded by Kirsty Ben-Harris. **Dr King was elected as the new Vice Chair and a JCCP Trustee.**

Trustees – JCCP Board

DS reported that Assistant Professor Anne McNall (Chair – Education and Training Committee) and Amy Senior (Chair -Marketing and Comms Committee) had now formally resigned as Trustees with effect from 31st March 2021. DS asked that it be placed on record his and the Trustees thanks for the 'most significant and enduring' contribution made by both Trustees.

Chair – Marketing and Communications Committee

DS informed the Trustees of an application received from Professor John Underwood to become a JCCP Trustee and the Chair of the Marketing and Communications Committee. DS had circulated the CV from John Underwood to Trustees. DS also declared an 'interest' having worked

with John Underwood previously. **Following discussion John Underwood was elected as a JCCP Trustee and Chair – Marketing and Communications Committee.**

Chair – Education and Training Committee

Following the resignation of Anne McNall as Chair DS proposed that Mary Lovegrove be appointed as Chair of the Education and Training Committee. **Agreed.**

Other JCCP Appointments

Andrew Rankin to be the sole Chair of the Practitioner Register Committee. **Agreed.**

Dr Tamara Griffiths – to become Chair JCCP Stakeholder Council. **Agreed.**

4. Items for information

a. JCCP Risk Registers

Kirsty Benn-Harris proposed one change to the corporate risk register which was agreed by Trustees. Updated registers have been sent to Trustees and to the PSA. **Approved.**

b. PSA Annual Review

DS reported that the annual renewal documents had been submitted to the PSA. DS reported that the JCCP was in discussion with the PSA to finalise the review and to provide further information with regard to processes linked to the new HFR recruitment scheme.

Action: DS to report back at the next meeting.

c. JCCP Annual Report

Comments from Trustees to be sent to DS by 14 April 2021 – **Agreed.**

d. Insurers Project Update

DS reported on the latest numbers on the register following the trial of the Insurance incentive Scheme which were very promising (now passed 300). The offer for existing policyholders to join the JCCP register would commence from 1st May 2021. All internal processes and compliance checks had been approved by the JCCP Practitioner Register Committee. Compliance and data integrity will be kept under review by the PRC.

e. Establishment of JCCP Corporate Membership Programme

PB updated progress in this area with a number of Pharma companies and Pharmacies signed up to the Programme. It had been agreed that Year 1 would be a Pilot Year to determine the key priorities for the Programme and the services to be provided.

Action – Initial meeting of first partners to be held in May 2021 – **Action** – **PB/DS**

f. MHRA MoU

DS advised Trustees that the MHRA have now signed a Memorandum of understanding with the JCCP.

5. Items for Information

a. JCCP National Campaigns

DS reported that despite COVID there had been sustained progress in the following areas:

- **Mental Health Foundation** – Work continuing on information guides with a publishing date of June 2021.
- **Safety and Beauty** – CL reported that activity was continuing and a meeting was planned with VK about the potential impact of any licensing arrangements for premises coming into place later this year. CL reported that the APPG would be reporting in June 2021. DS asked that the Safety and Beauty Group discuss with the JCCP the option of a survey of members with regard to the frequency and type of non-surgical treatments being carried out. **Action – DS to discuss with CL.**

b. Education and Training

Fast Track Assessment Centre – Agreement finalised –Project with Learna to launch in May 2021.

Specialist Registry mapping – Continuing with CPSA colleagues and progress made in dermatology. Trustees noted that the specialist Plastics Registry mapping exercise against the JCCP Competency Framework was complete and now formally approved as an equivalent Level 7 JCCP qualification standard.

Awarding Organizations Update –VCTC approved and OTHM in progress.

Applications by Education and Training providers – All completed. None are outstanding.

UKAS – No updates at this time.

Recruitment of Assessors – Continuing with three new nominations to present to the Education and training committee for consideration..

Ofqual – Recent meeting confirmed joint working and cooperation with the JCCP.

SQA – Meeting recently convened to discuss the application of JCCP standards in Scotland.

c. Marketing and Comms

Consumer website

AS reported that positive progress was being made on the consumer website – Action – Report back at next meeting.

JCCP 10 Point Plan

The JCCP 10 Point Plan has been launched and is receiving excellent coverage and responses are coming in already. **Action** – Report back at next meeting.

d. Practitioner Register Committee

AR advised that Geoff Haines had been appointed as Vice Chair of the PRC – **This appointment was endorsed by Trustees.**

AR provided an update on progress at the PRC. AR noted issue around delays in the sampling process for registrants due to COVID. PSA has agreed to support the postponement of the 2020/2021 sampling exercise until the next reporting year.

DS sought approval from Trustees for the Appointment of Professor Tony Leiba as Chair of the FtP Appointments Committee- **Approved.**

e. PRIT Update

KBH updated on the activities of PRIT. Sound progress was noted. The JCCP was close to reaching £50,000 in sponsorship income for 2021/22 which was 50% of Target. Other options are currently being discussed. DS provided a basic update on JCCP cashflow and indicated that the JCCP was in surplus with all major invoices now having been paid for 2020/21. The next meeting of the JCCP will receive and approve the Annual Accounts for 2020/21– **Action – PRIT/DS/JCCP Accountants.**

f. CAG Update

AR reported that a meeting of the CAG Group was scheduled for 26/3/2021. Current projects included:

- Definition of ‘medical’ and ‘cosmetic’ treatments – Trustees noted that this definitions paper was now complete subject to endorsement from CAG at their next meeting. Trustees delegated final approval of the statement to CAG.
- Safe and ethical product supply.
- Dermal fillers and vaccines.

Action- AR/PC report back at next meeting.

g. CPSA Update

MM provided an update on current mapping activities and provided an update on work with Northgate on data analysis. MM also highlighted issue of the definitions of ‘complications’. MM also provided an update on the current dermatology mapping exercise which was progressing well.

h. Quarterly Complaints Update

ST presented an excellent summary of activity undertaken in this area for the last quarter and presented her report.

6. Any Other Business

DS reported resignation of Liz de Pass as admin support other JCCP. DS and PB recorded thanks to LDP for doing a brilliant job. DS asked all Trustees to consider contacts who could fulfil this role – Part time based on hourly rate. Further information available from PL – **Action – PB.**

7. Date of next meetings

12/05/2021 – 13:00 – 15.30 via Microsoft Teams