



JCCP Board of Trustees Meetings

Date of meeting: 25/05/2023 13.00 – 15:00

Minutes

Paul Burgess	✓
Claire Cherry	Apologies
Alex Armstrong	Apologies
Andrew Rankin	✓
Joan Scott	✓
Caroline Larissey	✓
David Sines	✓
Dawn Knight	✓
Eddie Hooker	✓
Mary Lovegrove	Apologies
Paul Charlson	Apologies
Sally Taber	✓
John Underwood	✓
Tracey Bell	✓
Mark Mikhail	Apologies
Victor Ktorakis	✓
DR Antonis Kousoulis	✓
Sharron Brown	✓
Dr Martyn King	✓
Mark Hope	Apologies
Michael Smith	Apologies
Cheryl Pitcher	Apologies
Gillian Kennedy	Apologies
Maria Christdou	Apologies
Dr John Elder	✓

Kimberley Cairns	✓
Baljit Palmer	Apologies

1. Welcome and Apologies

Apologies – see above.

2. Declarations of Interest

AR declared that he was currently working with Church Pharmacy and Galderma on some projects using the JCCP Project Development Fund (see item 5b).

David Sines declared that he was providing strategic advice to Harley Academy.

David Sines reported that all Trustees had now submitted 'Declarations of Interest' forms to the JCCP.

3. Minutes of JCCP Board of Trustees –23 March 2023.

The minutes were agreed.

4. Matters arising – DS

a. Patient Survey Update - DK

DK reported that the Patient Survey had now ended and that it had exceeded its target of 500 respondents (now 600). The analysis is currently being completed.

DK reported that there was now a Phase 2 survey taking place focussing on 'practitioners. DS reported that the JCCP had been consulted on this and had given approval to the format of the second UCL 'Delphi study'.

Action: DK/JU/KC to report back at next meeting.

b. JCCP Project Officer

PB provided a detailed briefing on the work programme of the new JCCP Project Officer – Zoe Cooper (ZC). DS reported that ZC had spent a significant amount of time supporting him and AR on the submission to the PSA. PB indicated that there was an outstanding issue over contacting CDM so that ZC can work on updating the JCCP & me website. **Action: PB to resolve.**

c. Trustee Pen Portraits

DS reported that these had been received and were now published on the main JCCP site.

d. PSA Annual Assessment & Report – JCCP

DS reported that this had now been received by the JCCP and that the JCCP had met all conditions with one addition. The addition was to make clear that the JCCP education & Training Register was not part of a PSA approval. This was noted and **agreed.**

Following a discussion on new actions now that the PSA approval has been received the Board agreed the following additional actions:

- Review the JCCP & me website to make it more intelligible to the public.
- Provide note for JCCP & me on 'risks' and 'complications' associated with non-surgical treatments.
- The JCCP to commission an independent technical review on the operation of the main JCCP website.

e. Stakeholder Council Meeting

DS thanked Tamara Griffiths and Sarah Clover for their valued contribution to the May Stakeholder council meeting that focussed on regulatory issues relating to Licensing.

f. Finance Update

PB reported that the JCCP was financially secure having around £90K in cash deposits and another £30k in agreed grants from stakeholders due to be processed.

g. Conflicts of Interest Forms

DS reported that all Trustees have now updated and submitted their declaration of interest forms.

5. ITEMS FOR APPROVAL

a. Updated Risk Registers –

DS presented the updated Risk Registers for approval. **Agreed.**

b. Project Consultancy Fund

AR gave an update on the two projects currently being undertaken as part of the JCCP Project Development Fund

- The JCCP is working with Galderma on alternative safety measures with regard to dermal fillers now the Government has indicated that these would not be designated as POD's. Initial meetings have been held. **Action: Report back at next meeting - AR**
- The JCCP is working with Church Pharmacy on the safe and ethical supply of products in a market where there are an enormous amount of fake and unregulated products. **Action: Report back at next meeting – AR**

6. Items for Discussion

a. Corporate Membership Programme (CMP) Update

PB reported that the next meeting will be on 12th June 2023. All companies had now agreed renewal of the Annual Fee to the JCCP with the exception of Irwin Mitchell. Action: JCCP to contact Irwin Mitchell and indicate that all invitations to JCCP meetings will now be withdrawn. **Action: DS**

b. Complaints Update – Revised JCCP Complaints Policy

ST and DK provided a detailed update. The level and complexity of complaints is rising with a real focus being on:

- Dubious claims being made by training companies about L7 programmes.
- Misuse of the term 'Doctor' in marketing material.

JE reported on developments in Scotland and CS on a lot of work being undertaken via the 'Safety in Beauty' groups. DS to contact the NMC regarding ongoing issues and concerns relating to online pharmacies.

c. Complaints Portal and online reporting forms

ST indicated that good progress had been made in this area working with ZC but there was more to be done on classifying the types of complaints being received. **Action: ST/ZC report back at next meeting.**

7. ITEMS FOR INFORMATION

- **'Safety in Beauty'**

CL reported that the main activity in this area was being undertaken by two subgroups working on:

- Licensing.
- Education & Training.

A new website is being developed. The next meeting of the Group will be in July 2023.

- **Political Activity and Regulation**

DS provided a detailed briefing on the latest round of political activity and announcements on to regulation. There had not been a great deal of action in this area as the Government was compiling its paper on scope of treatments to be included in a licence. Government officials are speaking with individual groups and organisations. There will be a roundtable with the Minister on 14th June 2023 to discuss the scope of treatments to come under a license. Attendance has been restricted but the JCCP will be represented. The JCCP and Save Face have agreed to meet the PSA in advance of the meeting with Government.

8. Education and Training Committee Feedback

Webinar – Psychological Issues and appearance

Well attended. DS thanks Kimberley Cairns and Dr Antonis Kousoullis for their contribution to this event that looked at body image and psychological issues. KS requested that feedback forms be provided for review. **Action: MJL**

Fast Track Assessment Centre

No update.

Awarding Organisations Update

Nothing to report.

Applications by Education & Training providers

Two in first stages of enquiry. **Action: Report back at next meeting – MJL**

9. Marketing and Communications

JU provided an update on key issues around marketing and communications.

The JCCP had received considerable coverage at the national level in recent weeks via the traditional media routes as it starts to adopt a more coordinated approach to marketing and communications.

JU indicated that guidelines were being drawn up to clearly set out the format and purpose of the following JCCP communication documents:

- Register briefings for practitioners.
- Press releases.
- Public facing Newsletter.

Action: JU to circulate guidelines to all Board members.

Ju also reported on the following:

- Establishment of new JCCP portal to house all contacts, press releases etc.
- JCCP Narrative updated – **Action – Circulate to all Board members – JU**
- Membership of Marketing and Comms Committee to be updated and agreed – **Action – JU/PB.**
- JCCP & me site to be reviewed and updated – **Action: JU/PB** to contact CDM and establish a meeting to agree next steps.

Board members made a number of suggestions to assist with this process:

- AK to provide the Mental Health briefings and videos to JU.
- Publish short stories on key complaints being received and resolved with the ASA>
- Basic questions around prescribing procedures for the public to ask.
- Establish a calendar of areas to be addressed for the public.

JU thanked everybody for these suggestions and indicated that there was a need to focus the public response to the licensing proposals once they are issued.

10. Practitioner Register Committee Update

AR reported that registrations were now 670. Meetings had been held with HF which had resulted in streamlining the various processes for joining the JCCP and future policy on renewals. In line with PSA procedures the annual audit and sampling exercise had been completed. A two-year renewal period had now been agreed.

MK reported that discussions were being held to enable ACE members to simplify the process of joining the JCCP Register. **Action: MK/AR.**

AR reported that a 'Register Practitioner Newsletter' had just been released and had been well received.

11. CAG Update

AR reported that the CAG Group was now being very well attended and was focussing in the following areas:

- Adverse incident reporting – paper now being published.
- Consent procedures – CAG to write a short piece for JCCP & me. **Action: AR.**
- Medicines and stock holding rules – Paper has been sent to the DHSC on this. Detailed discussions also taking place on developments in NI and Scotland. **Action: Report back at next meeting.**
- Licensing – JCCP has sent a paper to the DHSC on its view in this area after consulting a wide range of stakeholders.
- AR noted discussions with the Royal College of Surgeons on what constitutes a 'surgical procedure. **Action** – AR report back at next meeting.

12. CPSA Update

In the absence of a representative from the CPSA no report was received, however the CPSA has meet Government with regard to scope of treatments in licensing and standards.

13. AOB

None.

14. Date for future Trustee Board meetings:

27th July 2023 at 1300 – 16.00 – by Microsoft Teams