



JCCP Board of Trustees Meetings

Date of meeting: 27/07/2023 13.00 – 15:00

Minutes

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

Kimberley Cairns	✓

1. Welcome and Apologies

Apologies – see above.

2. Declarations of Interest

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

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

3. Minutes of JCCP Board of Trustees –25 May 2023.

The minutes were agreed.

4. Matters arising – DS

a. UCL Update - DK

DKDS reported on the second UCL research project which had received significant media coverage. DS indicated whilst the JCCP had not co-authored Phase 1 of the research programme it had agreed to participate the next (second) phase of the study.

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

b. JCCP Project Officer

DSPB reported that ZC was now working in the following areas:

- Marketing and Communications.
- Complaint handling and monitoring.
- Website updates.
- Practitioner register.
- Education and Training Task and Finish Group.

DS noted that ZC had made an excellent addition to the JCCP with work in all areas outstanding.

Action: JCCP to confirm with HF arrangements for the continuation of the role – DS/PB/TF.

c. Finance Update

PB reported that the JCCP was financially secure having around £100K in cash deposits and another £30k in agreed grants from stakeholders due to be processed. PB noted excellent meetings with DS/PB reported that Irwin Mitchell was no longer engaged as a corporate partner, but that TF agreed to speak with a senior contact on behalf of the JCCP. **Action: TF**

d. PSA Update

DS reported that the JCCP would need to start collecting 'Diversity' data for new registrants from September 2023. DS also noted that the JCCP (represented by AR) had presented a keynote paper on 'Collaboration with Regulators' to a recent PSA symposium. The presentation related to the JCCP's successful activities in lobbying Government for a licensing system. **Action:** MJL asked for a copy of the slides to be sent to all Trustees. Agreed. DS to circulate.

DS also indicated that action had been taken to completely review and update both JCCP websites (see Item 9) following PSA requests. KC also noted that the PSA had requested information from the JCCP on BDD – this has provided and published on the JCCP website. DS reported that the JCCP was fully compliant with all PSA recommendations and requirements.

5. ITEMS FOR APPROVAL

a. Updated Risk Registers –

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

b. Project Consultancy Fund

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

6. Items for Discussion

a. Corporate Membership Programme (CMP) Update

See previous minute.

b. Complaints Update – Revised JCCP Complaints Policy

ST and DK provided a detailed update.

c. Complaints Portal and online reporting forms

DS welcomed ZC to the meeting. ZC working with James Hooker from HF had designed the new complaints desktop system. ZC presented the new system. All Trustees welcomed this major development.

MJL questioned issues around data protection and privacy. Following a discussion DS agreed to circulate and review the JCCP Privacy Policy. **Action: DS/ZC.**

AR also suggested that ZC talk to Patrick Palmer (Vice Chair – PRC) who is an expert in this area. Agreed. **Action: AR/ZC/PP.**

MK raised another issue re confidentiality. Agreed that MK could sign off any changes to JCCP policy in this area. **Action: MK.**

AR reported back on complaints sent to the MHRA and shared a recent case study where major action had been taken by the MHRA.

DS extended his thanks to ST and DK and ZC for their extensive work over the past two months for both managing the effective transition to the new complaints portal and for the diligent manner in which they had responded to a significant increase in the volume of complaints.

The new version of the JCCP quarterly complaints report was received and approved.

7. ITEMS FOR INFORMATION

a. 'Safety in Beauty'

CL reported that work was continuing in preparation for the Government consultation exercise due to be started in August 2023.

b. Political Activity and Regulation

DS provided a detailed briefing on the latest round of political activity and announcements on regulation. DS indicated that in various meetings with the Minister from DHSC and other parties that the proposals for licensing were proceeding with the target date for Phase 1 Consultation on the scope of procedures to be included in the new license to be launched at the end of August 2023. DS

the outlined a range of broader issues relating to timing of the next stages of the licensing programme.

DS highlighted that there would need to be continuing discussions on:

- The meaning of supervision and oversight.
- Treatments that could be redesignated as surgical.
- Levels of private indemnity insurance that were required.
- Education and training standards.

DS reported that the JCCP was already preparing responses to the first phase consultation process to include:

- Press releases
- Podcast and video clips
- Narrative publication

Action: DS to circulate documents to Trustees when issued.

8. Education and Training Committee Feedback

MJL provided a summary of recent activity and indicated that membership of the Committee was now very strong and fit for purpose. MJL highlighted work to be programmed included the following:

- Review of purpose of the Committee.
- Definitions of equivalence.
- Review of the JCCP Competency Framework in line with Government announcements in this area (Juliet Anderson – ex HEE has agreed to lead this process via the formation of a new Task and Finish Group which will commence work in September, 2023).

Action: MJL to report back on developments at the next Trustee meeting.

9. Marketing and Communications

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

JU also reported on action in the following areas:

- A new JCCP portal to house all databases, contacts, press releases had been established using 'SharePoint'. ZC is overseeing this project.
- The first JCCP newsletter aimed at the public, has now been formatted and ready for distribution. Trustees asked that there be a facility to join up and receive copies. **Action:** ZC.

- The technical review of the main JCCP website had been completed and noted. DS assured all Trustees that it now met all PSA requirements and minor faults been addressed. It was also noted that the JCCP had commissioned an external review of both websites which had resulted in the provision of a 'clean bill of health'.
- The JCCP & me site has been taken in house and is currently being reviewed and updated.

10. Practitioner Register Committee Update

AR reported that registrations were now 711. In line with PSA procedures the annual audit and sampling exercise was in process.

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 the process to introduce 'diversity' data into the register had started following a request from the PSA. **Action: AR.**

AR reported that the 2023 Practitioner Register annual sampling exercise was underway.

11. CAG Update

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

- **Data collection** – need to coordinate data on adverse incidents. Meeting with MHRA planned. **Action: AR.**
- **EHOs** – considerable amount of work being done with EHOs and representative bodies on implications of a new licensing system.
- **Advertising** – a new paper had been produced for CAG - work in progress.
- **Stockholding Issue and nurses** – in progress.

DS/AR indicated that another meeting with the CQC will be held to update on key issues. **Action: DS/AR.**

12. CPSA Update

In the absence of a representative from the CPSA no report was received.

13. AOB

- ST article for aesthetic press being prepared on the Patterson Inquiry outcomes/recommendations.

- JCCP Operational Plan – circulated to members. **Action:** Please forward comments or additions to PB by the 11th August 2023.

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