



# JCCP Board of Trustees Meetings

Date of meeting: 7/2/2024 13.00 – 15:00

## Minutes

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

# 1. Welcome and Apologies

Apologies – see above.

# 2. Declarations of Interest

No additional ones were provided.

# 3. Minutes of JCCP Board of Trustees –29 November 2023.

The minutes were agreed.

# 4. Matters arising – DS

## **a. Finance Update - PB**

PB provided a summary of the latest JCCP finance position. Bank balances are currently around £105,000. Outstanding invoices are £10,000. Usual outgoings are being met well within budget.

## **b. Annual Report – DS**

Draft has been circulated to everybody. Comments back to DS by 29<sup>th</sup> February 2024. Draft submitted to PSA. PSA indicated that the JCCP will now only have 'light touch' PSA review for the next two years.

## **c. Equality, Diversity and Inclusivity Data - AR**

Processes put in place to comply with a new PSA requirement on the provision of equality, diversity and inclusion data for members of the JCCP Practitioner Register. PSA indicated support for JCCP processes.

## **d. Unconscious bias**

DS circulated latest JCCP statement on 'Unconscious bias'. Submitted to PSA and agreed.

**e. BAAPS Notification**

DS indicated that BAAPS had formally requested Dr Elaine Sassoon to join the Trustee Board as an observer. Dr Sassoon in attendance today. Welcomed by DS.

**f. Appraisal Sub Group**

Work in progress. **Action – MK to report back at next meeting.**

**g. Best practice in insurance**

DS/EH reported on progress in establishing a group to look at this as part of the JCCP's response to the DHSC. Agreed to progress with Roundtable with key stakeholders from the medical and beauty sectors. Meeting to be arrange for early May. **Action: EH to report back at next meeting.**

**h. BCAM MOU with JCCP**

DS reported had been signed and agreed.

**i. Trustee Resignation**

Noted resignation of Antonis Kousoulis. Members expressed her thanks to Antonis for his considerable support for the work of the JCCP.

**j. Date of Face-to-Face Meeting – JCCP Trustees**

Agreed 12<sup>th</sup> June 2024 – 11:00 – 16:00 at the Harley Academy, Threadneedle Street, London.  
**Action: PB send out agenda and location.**

## 5. Items for Approval

**a. Updated Risk Registers**

Agreed.

## 6. Items for Discussion

**a. Corporate Membership Programme - PB**

PB reported that the recent meeting was well attended. Corporate members were supporting CAG projects being completed by Andrew Rankin.

**b. Complaints Update – ST/DK**

The JCCP Quarterly Complaints Report was noted. ST reported that the number of complaints was increasing rapidly and that there were issues associated with nurses as well as non-medical practitioners. **Action: ST to provide information to PB for discussion with BACN.**

The issue of increasing number of complaints being channelled to the JCCP and lack of resources to be discussed at the JCCP Face to Face meeting in June 2024. **Action: ST/DK/KC/DS.**

### c. Complaints Portal

Information provided was excellent. MJL asked to share with Education and Training Committee particularly with regard to complaints about training companies. **Agreed. Action: ST/MJL.**

### d. Format of Future Trustee Meetings

DS reported on feedback from Trustees and agreed the following:

- Future agendas to be divided into items for 'Formal Business' and 'Items for Discussion'.
- Each meeting to have a key discussion subject.
- Reporting back from Committees to be via a standard form.
- One face to face meeting to be convened annually.

**Action: PB/DS/Admin**

### e. JCCP/CPSA Standards Review

DS reported that meetings were now taking place with the CPSA to agree a timetable for this action. **Action: DS/MM to report back to next meeting.**

## 7. Items for Information

### Safety in Beauty

JCCP noted recent appointment of Caroline Larissey as CEO of the Federation of Hairdressers and Beauticians. CL reported that discussions now taking place with wider groups on additional areas of activity within the beauty sector.

### Political Activity and Regulation Update

DS indicated that things were moving apace on the regulation and licensing front in England as the DHSC was collating responses to its consultation. No response likely until at least Easter and may be even later.

DS noted the publication by the Welsh Government on its response to a consultation on a number of key procedures such as tattooing, body piercing, acupuncture, electrolysis etc. Report has been circulated to Trustees.

DS indicated that there were a number of issues being raised with regard to the activities of HIS in Scotland. Meeting to be held next week with HIS and BACN. DS to attend. **Action: DS to report back at next meeting.**

DS also reported that he had been invited to a meeting of regulators in the health sector (19) to discuss issues around remote prescribing practice. **Action: DS to report back at next meeting.**

## 8. Education and Training Committee Feedback

MJL gave detailed feedback on the Education & Training Committee. Points to note were as follows:

- Committee has expanded with strong membership.
- Task and Finish Groups had been established to look at:
  - Gap analysis in JCCP Competency Framework.
  - Role of CPD in aesthetics.
  - Processes for credentialing existing practitioners as part of the new licensing process.
- It was noted that two new Education and Training Providers had been added to the JCCP Register of Approved Providers. Other applications for recognition are now entering the assessment process.
- New webinar to be held on apprenticeships and aesthetics. **Action: MJL to circulate information.**
- A new task and finish group to consider best practice in CPD will be convened shortly. **Action: MJL and DTS to convene.**

## 9. Marketing and Comms

JU gave a brief update and indicated that the Committee was concentrating activity in the following areas:

- Influencing all political parties of the case for licensing and to include in election manifestos.
- The further development of the JCCP & me website and platform to provide information to the public on issues of concern.

EH/PB raised a number of issues to do with resources and the JCCP & me website. The following was **agreed**:

- JCCP to meet monthly cost of hosting the JCCP & me website. **Action: PB/ZC**
- Proposals to be presented to next meeting on costs associated with the development of JCCP & me. Action: PB/ZC.

Additional actions agreed:

- JCCP narrative to be updated – **Action: JU.**
- JCCP Public Newsletter to be issued in March 2024.

# 10. Practitioner Register Committee Feedback

DS reported that numbers were now around 787 and that the Committee was functioning well. Confirmed that the 2023 register sampling process was now complete. Noted that EDI registrant data is now being collected in accordance with PSA requirements.

# 11. CAG Update

DS reported that the CAG was working on key areas and producing guidance documents. These included:

- Discussion document on issues around 'Supervision and Oversight'.
- Supply of dermal fillers linked to MHRA position on POD's.
- Product Supply Guidelines for practitioners.

These documents were now being disseminated within the CAG membership and Corporate Partner Group for further comment.

# 12. CPSA Update

JCCP and CPSA to meet in March 2024. Action: DS to report back to next meeting.

# 13. Dates of next meetings

27<sup>th</sup> March 2024 – 13.00 – 15.00 Virtual

12<sup>th</sup> June 2024 – Face to Face – Harley Academy.