



# JCCP Board of Trustees Meeting

Date of meeting: 18/09/2019 12.30 – 16.00

Location: Bevan Brittan

## Minutes

### 1. Welcome and Apologies

<b>Paul Burgess</b>	✓
<b>Lorna Kidd</b>	Apologies
<b>Alex Armstrong</b>	Apologies
<b>Andrew Rankin</b>	✓
<b>Andrew Vallance Owen</b>	Apologies
<b>Caroline Larissey</b>	✓
<b>David Sines</b>	✓
<b>Dawn Knight</b>	✓
<b>Eddie Hooker</b>	✓
<b>Mary Lovegrove</b>	✓
<b>Paul Charlson</b>	Apologies
<b>Sally Taber</b>	✓
<b>Anne McNall</b>	✓
<b>Tracey Bell</b>	✓

Mark Mikhail	✓
Victor Ktorakis	✓
Navin Chohan	Apologies
Sharron Brown	Apologies
Amy Senior	✓
Richard Marsh	Apologies

## 2. Declarations of Interest and Procedural Items- DS

- a. Register – available for inspection at JCCP HQ
- b. Declarations of Interest/Register of Members Interest – No amendments received
- c. Confidentiality Statement – DS stressed critical importance of confidentiality on a number of key items on the agenda.
- d. Governance Code for Small Charities (already circulated) – Noted and accepted as a model of good practice for the JCCP Charity.

## 3. Minutes of JCCP Board of Trustees 24<sup>th</sup> July 2019

Agreed subject to a minor factual request for amendment from CL

## 4. Matters arising- PB

- a. Trustee Attendance Record – PB noted that this was now being maintained and would be made available at the next meeting – **Action – PB**. Noted should also include attendance records for JCCP Sub Committees. The Committee reminded members of the need for attendance to be recorded and monitored in accordance with best practice.

## 5. Financial Sustainability

### a. 2018/19 Budget

DS presented the latest budget figures and income projections for the JCCP. DS also provided an update on regular charitable donations.

Trustees noted the feedback.

### b. Financial Stability – Strategic Actions and Discussion

DS introduced this item which focussed on the financial viability of the Practitioner Register. The register is growing steadily each month but DS expressed concern about the potential for achieving significantly larger numbers when the register was still voluntary.

DS then facilitated a Trustee Board discussion on proposals on how to increase the number of registrants. Due to the confidential nature of the discussion it was agreed that this agenda item would be the subject of a redacted minute.

The Trustee Board agreed to review a more detailed proposal within 4 weeks – **Action - PB**

### c. JCCP Research Grants

PB reported that this was ongoing work and would be discussed further at the next Trustee meeting in December.

## 6. PSA – Adjunctive Therapies – AR

DS reported that the PSA had requested more information on how the JCCP would define and deal with Adjunctive Therapies. DS noted the excellent work undertaken on this by Andrew Rankin in preparing a position statement on this matter for the Council. AR then described the basis of the definition he had produced and outlined the issues involved in relating these to the JCCP/CPSA standards. AR requested DS to obtain a definition of 'Adjunctive Therapies' from the PSA – **Agreed**.

**Action – AR** will undertake to:

- Agree a definition of AT's and send to the PSA for approval.
- Produce a statement on AT's for the JCCP website by the end of November, 2019.
- Communicate and agree the definition with the CPSA.
- Include a statement on this in the JCCP/CPSA Code of Practice when it is next formally revised.

## 7. JCCP National Campaigns – 2019/2020 – DS

- Terms of Reference – PB

PB to draft terms of reference for each of the four proposed JCCP Campaigns for next meeting of the JCCP to approve.

DS then provided an update on progress on the actions of the groups looking at the 4 key messaging areas agreed with national colleagues:

- **Safe products – AVO/ST**

Meeting programmed for 3/10/19 to discuss and agree remit and actions

- **Mental Health and Aesthetics – MJL/DK/DS**

DS reported on progress made earlier in day at an exploratory meeting held with the Mental Health Foundation. Terms of reference and scope of actions to be agreed – **Action – PB** – report back at next meeting.

- **Promotion of the Role of the Beauty Sector and Associated Safety Factors – DS/CL/AR**

DS and CL provided an update on actions currently being transacted nationally regarding the beauty sector and aesthetics. CL provided an update regarding the APPG on Beauty, Aesthetics and Wellbeing, advising that the APPG 'Call for Evidence' would be delayed until mid-2020 and will be informed in the first instance by commissioned research to scope the key issues involved in the sector. DS advised that the next Stakeholder Council meeting in November would focus on launching this campaign in partnership with key national representative organizations from the Beauty Sector. **CL** agreed to advise on whom should be engaged with this initiative from the sector.

**DS/CL – Action** – to clarify situation and report back at next Board meeting.

- **Education and Training**

Discussion was held on the key messaging in this area. Agreed that **AMcN and ST** would discuss and produce proposals for the focus of this Campaign to next Board meeting.

## 8. JCCP General Feedback

### a. Department of Health and Social Care/Government – Update- DS

DS reported on key issues and engagement with DHSC and reported that there had been a reduction in government activity in the applied area of aesthetics due to Brexit and the appointment of a new Minister in Westminster. Ongoing dialogue continues with both the DHSC and the Scottish Government team.

## **b. BASIC – CL**

CL reported changes relating to this group and outlined a number of new arrangements to bring the various beauty and aesthetics groups together. Asked that this section be renamed 'Beauty Aesthetics' and updated at each meeting. **Agreed.**

## **c. ASA Update – ST**

ST updated on work with the ASA. DS congratulated ST on her transaction of progress in this area of activity and noted the declared decision from the ASA on the three cases that had been reported. ST provided an update on further actions with other companies where complaints re advertising had been received. **Action – ST** to follow up and report back at next meeting.

ST asked that the JCCP maintain a weekly record of complaints in this area. **Agreed. Action – PB**

VK reported back that the EHO's in London were now using the ASA adjudication decisions and were also considering the implementation of a project focussing on the inspection of beauty salons and their aesthetic activities. **Action – VK to report** back at next meeting.

## **d. Responsible Prescribing Statement – DS**

DS reported that the JCCP Prescribing Guidelines had now been published with the full knowledge and engagement of relevant Professional Statutory Regulatory Bodies. Action was still required with regard to seeking clarification on the NMC's position on this matter. DS noted that the Chair of the BACN had written to the NMC on this matter. DS also reported that the latest edition of the JAN had published an article on these guidelines authored by DS on behalf of the JCCP.

## **e. Stakeholder Council – next meeting – AVO/DS**

DS reported that the next meeting of the Stakeholder Council was scheduled for 6/11/2019 at London South Bank University. **Action – DS/AVO/CL** to agree agenda and content – agreed to focus on positive messaging and the key issues relating to the beauty sector re - aesthetics – Key Issues.

## **f. Major Clinic Chains Practitioner Register – PB**

PB reported on excellent progress with Transform who now have 29 practitioners on the JCCP Register with another 11 still awaiting enrolment. PB reported on ongoing discussions with Sk:n. **Action: PB** to report back at next meeting.

# 9. Education and Training Feedback

- **Fast Track Assessment centres**

AMcN reported that the JCCP was in detailed discussions with a designated training provider with regard to them offering a 'Fast Track Assessment' process through their centres. The aim is to start a pilot project by the end of 2019/early 2020. **Action – AMcN** – to report back at next meeting.

- **Awarding Bodies – M of U**

DS reported that a number of new AO's had come forward for JCCP partnership and approved MoU status.

- **Applications by Education/Training providers**

DS/AMcN reported that a number of new education/training providers had made applications to join the JCCP register and to have qualifications approved. Specific assessments for approval are also currently underway.

- **Recruitment of education Assessors**

AMcN reported this was a key area and more action was required to attract assessors. **Action: AMcN** to 'come up' with a plan.

- **Specialist Registry mapping**

MM reported back on excellent progress in this area. **Action – MM/AMcN** to agree an implementation and dissemination plan - Report back at next meeting. DS reported on discussions with GMC about credentialing in the area of cosmetic surgery and non-surgical treatments.

## 10. Practitioner Register Committee Feedback

- **Sampling**

AR provided an update on progress in this area and advised that the PRC will be reviewing sample returns from selected registrants at the November meeting in accordance with the agreed procedure. Noted.

## 11. Marketing and Communications Plan – AS/PB

- **Action Plan – AS**

AS outlined key issues relating to the action plan and reported on progress on a number of new initiatives. AS highlighted the profiles now completed for JCCP KOL's and media representatives. **Action: AS** - Convene briefing meeting for all KOL's and seek assurance of their alignment with the JCCP mission/Register. AS to draw up options and graphics for new JCCP strapline. **Action - AS**

- **Research Project – Harley Academy/BMG – PB**

PB reported that preliminary findings were now available. **Action: PB** to provide to AMcN for comment and arrange to meet HA to discuss how to use and disseminate the survey results.

- **Website – AS**

AS reported the need to update the front end of the JCCP website and make it more friendly for the general public. **Action: AS** to present proposal for funding to Board.

- **MARCOM – AS**

Date to be set for next meeting – **Action – AS/PB**

## 12. CPSA Update – DS/MM

MM reported that the CPSA was seeking to update its standards in the next two months. **Action: MM/AR** to work together and report back to JCCP.

## 13. Risk Register – DS

No changes noted since the last meeting – current risk ratings were noted without further revision - Noted.

## 14. JCCP Trustee -Chair – Policy and Resources –

It was noted that an applicant for this vacant Trustee role would take place on the 3<sup>rd</sup> October.

## 15. JCCP Use of Social media Guidelines – DS/PB

The recently produced and disseminated policy statement was noted.

## 16. AOB

ST requested the JCCP work with the 'Hair Restoration' sector re complaints and advertng. **Agreed.**

## 17. Dates for future meetings:

4/12, 22/1/20, 1/4/2020