

JCCP Board of Trustees Meeting: Minutes

Date of meeting: 13/03/2019 1.00 – 4.00 pm

Location: Harley Academy London

1. Welcome and Apologies

In Attendance

- Professor David Sines CBE – Chair - Trustee
- Associate Professor Anne McNall – Chair Education and Training Committee - Trustee
- Sally Taber – Trustee
- Caroline Larissey – Trustee
- Dawn Knight – Trustee – Patient Representative
- Andrew Rankin – Trustee
- Victor Ktorakis - Trustee
- Alex Armstrong -CPSA Trustee
- Dr Navin Chonan– Trustee Representative for Produce Manufacturers
- Mary Lovegrove -Trustee
- Paul Burgess – Executive Support
- Paul Charlson - Trustee
- Eddie Hookeř – Trustee

Apologies

- Andrew Valance – Owen – Trustee
- Lorna Kidd – Trustee – Patient Representative
- Tracey Bell - Trustee
- Andy Masheter -Trustee

DS reminded all Trustees of the strict confidentiality rules of the JCCP as there are a number of items on the agenda where sensitive subjects will be discussed.

2. Minutes of JCCP Board of Trustees 16th January 2019 – see attached

The minutes of the last meeting were agreed without amendment

3. Declarations of Interest

C.L. indicated that she was now a member of the Alliance of non-medical aesthetic practitioners (ANMAS)

A.A. indicated that he was now a Member of a BAPRAS Committee

4. Matters arising

a. Meeting with CQC – DS/AR/ST/CL

DS reported on a very successful meeting with the CQC, regulators and the MHRA. Agreed a list of key items to review in relation to regulation and the non-surgical sector, including prescribing. ST asked that the Nuffield Review be considered as it mentioned many of the matters referred to at the meeting. Victor advised of the importance of engaging with EHOs in all these processes and the need for clarification and guidance. DS agreed to feedback to the CQC – **Action** - DS

b. Department of Health and Social Care/Engagement Activity – Update

DS provided a detailed report on developments with the DHSC at Ministerial and officer level. Positive engagement with and reference to the JCCP was noted. DS indicated that DHSC were at the moment focussing on a new public awareness campaign and were interested in the JCCP approach in this area. A detailed discussion took place on issues around the key messages for the JCCP's forthcoming public awareness campaign. **Action** – PB to talk to AM and the JCCP Marketing and PR Sub Committee following the Stakeholder Council event on the 4/4.

c. Private Clinic Chains Update – DS

DS reported that the JCCP were close to signing an MoU with its first chain. Press release to be issued in next two weeks.

d. JCCP Beauty Special Interest Group Update – CL

CL stressed the continuing importance of the beauty sector in aesthetics and gave an update on BASIC and a new body called the Alliance of non-medical aesthetic practitioners. DS

restated the position of the JCCP that beauticians could join Part B of the register in all areas except L7 fillers and injectables. DS also reminded the Board that BASIC was a 'Special Interest Group' and would report regularly to the JCCP Trustee Board. Trustees discussed a recent press release from a Beauty Sector Training Company that had advertised that training would be provided for the administration of injectable Hyalase. Members requested that practitioners should be reminded of the fact that Hyalase is a Prescription only Medicine.

e. JCCP Premises Standards – ST/Victor

Dr Navin confirmed that Galderma had now agreed to use the JCCP premises Standards for Educational Presentations. ST thanked him for this and indicated that she was still working to encourage similar adoption with the other major manufacturers in this area.

5. Professional Standards Authority – Update – DS/PB

a. Review process

DS reported that the Annual Review Process has been completed and that the JCCP is awaiting feedback from the PSA. DS asked that the Board's thanks and appreciation be extended to HRF for their excellent engagement with the PSA audit visit to the Register.

b. Fees

DS noted that once the PSA renewal is agreed a fee of around £10,100 will be payable.

6. PR and Marketing – Update – AM

a. Marketing Strategy – AM Presentation

Deferred until the next meeting as due to AM's apologies.

b. Formation of new Marketing and PR Sub Committee – AM

Date to be agreed immediately after the Stakeholder Council on the 4th April. Amy Senior to be invited to join.

c. Press/Media activity – PB/ST

PB reported extensive activity in this area with the JCCP now up to Press Release 26. All social media and website statistics are showing significant increases.

Dawn Knight emphasized the need to use all media channels to convey key messages to the public/consumers.

7. JCCP Business Continuity and Financial Sustainability– DS/PB – Update

a. Strategy Discussion – DS

DS provided an update on finance at the JCCP. DS indicated that the JCCP remained solvent.

DS indicated that the JCCP annual accounts will be presented for consideration at the next meeting. **Action:** DS/PB.

DS reported that approaches by way of charitable donations have also been made to a number of companies and JCCP supporters – **Action** – PB

DS noted his appreciation for the substantial financial and personnel support provided by Hamilton Fraser (and similarly from Bevan Brittan and Northgate).

A substantial debate took place about the role, function and effectiveness of voluntary registers and it was agreed that this subject would be reviewed again at the next meeting.

8. JCCP Practitioner Register Committee Update – MJL/AR

MJL/AR provided an update on the latest PR Committee meetings. These were noted. AR also indicated that detailed work had now been completed on the JCCP Practitioner Renewal Process. AR asked for approval for the annual renewal process from the Board. Agreed.

9. JCCP Stakeholder Council – Update – AVO

- a. Date of next meeting – 4/4/2018

Confirmed

- b. Format – Public Awareness Debate/Seminar – AVO/PB

DS confirmed that this would form the main item at the next Stakeholder Council event. The debate will be led by an expert panel and will be used to inform the JCCP's Public Media Awareness Campaign for 2019.

10. JCCP Education and Training Committee Update – AMcN

- a. Dates of meetings 2019 – AMcN

Next meeting set for 15/4

- b. Fast Track Assessment Process – Consultation – AMcN

AMcN updated the Board on the proposed process for fast track assessment centres and drew Board members' attention to this important paper and consultation survey which was now live on the JCCVP website. AMcN requested that the link and report be sent out to all Professional Associations – **Action** – JCCP Admin. Press release also required. **Action:** PB

11. JCCP Appointments DS

- a. Board of Trustees – DS

DS stressed importance of identifying a finance person for appointment as a 'Finance' focussed Trustee to join the Board. – **Action** - All

12. CPSA Update – DS/AW

a. Strategy Advisory Group

Dates for the Strategy Advisory Board (SAG) to be set – **Action** – AA.

AA advised that the SAG will shortly commence review of 'orphan treatments'. VK sought an invitation to attend this review - Agreed. Action - AA

13. Risk Register –

The Revised Risk Registers were reviewed and approved

14. Dates for future meetings

22nd May 2019 - 1300 - 1600
24th July 2019 - 1300 - 1600
18th September 2019 - 1300 - 1600
4th December 2019 - 1300 - 1600
22nd January 2020 - 1300 - 1600
1st April 2020 - 1300 - 1600