

Activities Report – July - October 2009

Introduction

- 1 This report summarises the activities carried out by the Executive Chair, Chief Executive and CNHC team members between 9 July and 4 October 2009.

Governance

- 2 The following committee meetings took place:
 - The Profession Specific Boards (PSBs) for Shiatsu and Reflexology met for the first time on 21 July and 7 August respectively. The PSB for Yoga met for a second time on 16 July to consider issues concerning verification of registration, which are more complex for Yoga since it does not have Professional Associations (PAs) able to verify registration as is the case for other disciplines.
 - The Conduct and Competence Committee (CCC) held its third meeting on 15 September. This was followed by a training session on conduct and competence procedures for CCC members and members of the PSBs for Nutritional Therapy, Massage Therapy, Aromatherapy, Yoga, Shiatsu and Reflexology.
 - The Professional Standards Committee met for a second time on 22 September.
 - The Finance Committee met for a fourth time on 6 October.
- 3 A number of items arising from the Board meeting on 23 July were progressed in late July/early August, including finalising a statement on professional fora (see [How does the CNHC work with Professional Associations](#) for further information) and uploading the full minutes of the open session of the Board meeting onto the website.
- 4 Each committee was consulted on draft objectives for 2010 in order to prepare a Business Plan for 2010 for the consideration of the Board at its October meeting.
- 5 A draft Table of Contents for CNHC's first Annual Report was prepared for the consideration of the Board in October.
- 6 Reports for July, August and September were sent to the Department of Health. The Executive Chair and Chief Executive are due to meet with Department of Health representatives on 26 October.
- 7 Proposed arrangements for the appointment of new Board members were discussed by the Board in July and further developed in light of comments made at the meeting. A ballot of Board members will take place at the October meeting to identify which members will stand down, which members will be confirmed in post for a further year and which members will be confirmed for two further years. The Board vacancies will be advertised in November and interviews will take place in December in order for new Board members to take up their appointment from January onwards.
- 8 One member resigned from the PSC in late September 2009 due to competing work pressures. It has not yet been agreed whether this member will need to be replaced,

as the PSC already has more members than other committees due to the fact that it was formed as the result of a merger of the Registration and Education and Standards Committees.

Finance

- 9 The management accounts were produced for July and August and circulated to Finance Committee members. A copy of the accounts to end August will be available to members of the Board at its meeting in October.
- 10 The revised budget for 2009 and 2010 was considered by the Finance Committee in October. The figures presented to the committee included the original budget for both years agreed in September 2008, together with information on why changes which had been made to the budget in April and September 2009.
- 11 Additional guidance for the Financial Standing Orders on fee setting and income recognition were prepared for the consideration of the Finance Committee and Board at their meetings in October.
- 12 The Board agreed the appointment of an auditor at its meeting in July. Work will be commencing shortly to undertake a full audit and prepare the statutory accounts for the initial 18 months of CNHC's operations to end December 2009.

Register

- 13 A quarterly report on registration numbers, the schedule for opening up the register to new disciplines, registration numbers and fee income projections has been prepared for the consideration of the Finance Committee and Board in October 2009. This includes a detailed analysis of the issues and events which have impacted on numbers and the timescale for opening up the register to new disciplines.
- 14 The assumptions underlying the projected registration numbers and fee income were revised in August 2009 and updated figures were incorporated into the quarterly report on registration numbers (see paragraph 10 above). These figures will continue to be revisited and revised in the light of ongoing experience.
- 15 An agreement was reached with the Nutritional Therapy Council (NTC) on different routes for verifying applications for registration by nutritional therapists. These have now been publicised on CNHC's website and have resulted in a high number of enquiries being received by CNHC, NTC and PAs for nutritional therapy.
- 16 Meetings between CNHC's officers and the company providing CNHC's register services were held on 29 July and 14 and 26 August to discuss ongoing modifications and new developments to the register.

Website

- 17 Meetings between CNHC's officers and the company providing CNHC's website services were held on 29 July and 14 and 26 August. Council's officers also met to agree changes to the structure of the website to make it easier to navigate, and some changes to the design of the website are also under review.
- 18 Regular news updates and/or website updates were sent out in July, August and September, including a press release to mark the opening of the register to Reflexology on 24 August. Work is continuing on developing a detailed contacts list and exploratory meetings are planned with companies which can help with the regular mailings to ensure that news updates are not categorised as SPAM emails. The reporting facility on the register is also being further developed in order to send news updates to registrants on a regular basis, and a less frequent newsletter is planned for those registrants who do not have email addresses.

PR and Marketing

- 19 PR reports summarising press and media coverage were prepared for July, August and September.
- 20 A media briefing document was published in September and work is currently being undertaken to develop profiles of the different disciplines registered with CNHC. These will be available on CNHC's website in due course.
- 21 The following meetings have been held with PAs and other therapy-related organisations:
- The Chief Executive gave a presentation on CNHC's work at the Association of Reflexologists' Annual General Meeting in London on 11 July
 - Meetings with Bowen representatives were held on 18 August and 11 September
 - Representatives from the Yoga PAs met with the Chief Executive on 17 September. The Chief Executive also met with NTC representatives on 28 August and with members of the Aromatherapy Council on 10 September
- 22 The Executive Chair and Chief Executive visited complementary therapists providing services in the NHS at University College London Hospital on 12 August. This provided an excellent opportunity to see integrated healthcare in action.
- 23 The following meetings were held with wider health service organisations/individuals: The Executive Chair attended a working lunch at the House of Commons on 13 July, chaired by David Tredinnick MP
- 24 The Executive Chair and Chief Executive began a schedule of meetings with other regulatory bodies, with meetings with representatives from the General Chiropractic Council on 13 July, the Nursing and Midwifery Council (NMC) on 11 September and the Health Professions Council on 9 October. As a result of the meeting with NMC, and in recognition of the fact that a significant number of nurses and midwives practice complementary healthcare, it has been agreed that a Memorandum of Understanding will be drawn up between NMC and CNHC.



Staffing

- 25 A new part-time Administrative Officer started working for CNHC in late July. The postholder was appointed on a temporary basis, and the position will be reviewed in February when medium to long-term staffing requirements have been clarified.

IT facilities

- 26 A meeting was held with CNHC's new IT support provider on 4 August.

Other issues

- 27 Systems for logging calls have now been set up and an analysis of the number and type of calls received will be available for the Board meeting in February 2010.
- 28 The CNHC's offices have been reorganised to create a 'separate' working and meeting area for the Executive Chair and Chief Executive.