

Date of meeting:	Thursday 13 August 2015	The Space Centre 94 Judd Street London WC1H 9NT
Time of meeting:	16:00 – 17:00	
Next meeting:	Wednesday 28 October 2015	

Minutes – Open Session

Present: Sheila Inglis (SI) (Acting Chair), Margaret Coats (MC) (Chief Executive), Nicola Bastin (NB), Shaun Brookhouse (SB), Lynne Gray (LG), John Lawrence (JL), Patricia Mowl (PM), Laura Quartermain (LQ), Michael Watson (MW), Hazel Russo (HR) (Secretary)

1 Welcome to Open Session

SI opened the meeting and welcomed LQ who was attending for the first time as a new Board member.

2 Apologies for Absence

Apologies had been received from George Lewith (GL) who had sent a signed Proxy Form to the Acting Chair.

3 Declaration of interests

SI invited members to declare any interests in relation to any item on the agenda. None were declared.

4 Minutes of CNHCB – Open session held on 21 May 2015.

The Minutes were agreed as an accurate record.

5 Matters arising

None

6 Governance

6.1 Reappointment of Board members

6.1.1 MC informed members that in advance of the meeting LG, SI, GL and PM had all stated they were willing to serve a second term as Board members with effect from 1 December 2015.

6.1.2 The newly appointed Board members, namely NB, SB, JL, LQ and MW, agreed to reappoint the existing members.

6.2 a) Process for appointment of Chair

6.2.1 Members agreed the proposed process for the appointment of Chair.

6.2.2 SI confirmed that she is happy to continue as Acting Chair until the end of December 2015, when she will be happy to revert to Vice Chair with effect from 1 January 2016.

6.2.3 MW expressed interest in the role of Chair.

6.2.4 MC informed members that of the remaining lay members, GL had previously stated that he did not wish to take on the role of Chair and had sent no expression of interest.

6.2.5 There were no other expressions of interest.

6.2.6 In line with the agreed process, members agreed that MW was duly appointed as Chair with effect from 1 January 2016..

6.2.7 Members also agreed with MW's suggestion that he provide a personal statement for the next meeting, although this was not necessary under the process agreed.

6.2.8 It was agreed that the appointment of MW as Chair be

announced in CNHC's September 2015 newsletter.

6.2b) Process for appointment of Vice Chair

- 6.2.9 Members agreed to implement the proposals to appoint the Vice Chair namely that:
- 6.2.10 the current Acting Chair should revert to the role of Vice Chair with effect from 1 January 2016
- 6.2.11 following the expression of interest by MW in the role of Acting Vice Chair that he be appointed to the role from 14 August to 31 December 2015.

7 Correspondence

Nothing to report

8 Professional Standards Issues

Nothing to report

9 Complaints

Nothing to report

10 Professional Issues

Nothing to report

11 Operational Activities

Activities Report: for information

- 11.1 Members noted the contents of the Activities report and noted that this had been a busy period with a great deal of activity. It was noted that spikes in website activity appeared to relate to specific communication messages.
- 11.2 It was noted that CNHC's current number of Facebook likes had risen to 5,070.
- 11.3 MC reported that CNHC had attended a number of interesting events which included:
- Accredited Registers round table event (highlighted at item 5 of the Activities Report). This had involved a wide range of stakeholders including the Royal College of General Practitioners, Department of Health, NHS England, Health Foundation, Macmillan Cancer Support and others. MC reported that it had been extremely well attended and resulted in a good recognition of what the Accredited Registers Programme meant for patients, employers and commissioners.
 - PSA conference on right touch regulation.
 - Accredited Registers Communications webinars.
 - Health Foundation workshop on NHS targets in primary care. MC reported that the Health Foundation has been commissioned by the Secretary of State for Health to review NHS target-setting and it had been extremely useful for CNHC to be able to provide input into the target-setting agenda, bringing a focus on wellbeing and person-focused care.
- 11.4 Members acknowledged that it is good for CNHC as voluntary regulator to be embedded into mainstream healthcare agenda discussions.
- 11.5 Staff were thanked for their hard work during the previous quarter.

12 Wider Regulatory Matters

- 12.1 Change to investigation process: to note

Members noted the good news that the Professional Standards Authority for Health and Social Care (PSA) had agreed to the amendment of the investigation process which means that:

- CNHC will use case examiners in complaints procedures;
- The period for which an Interim Suspension Order can be imposed by CNHC's Registrar has increased from 28 to 56 days.

12.2 PSA Renewal of Accreditation: for information

12.2.1 MC informed members that CNHC's application for renewal of accreditation with PSA had been submitted in June 2015 and to date there had been no indication of when any response will be received.

12.2.2 MC informed members the application was submitted early in order to gain clarity as soon as possible on which complaints would be accepted by CNHC.

13 Any Other Business

Nothing to report.

14 Dates/Times of Future Meetings

October 28 2015, January 28 2016.