

Date of meeting:	24 April 2019	Tower Room 46-48 East Smithfield London E1W 1AW
Time of meeting:	12.30 to 16.00	

Minutes – Open Session

Present: Michael Watson (MW) (Chair), Sheila Inglis (SI) (Vice Chair), Sarah Grant (SG), Tara Willmott (TW), Bea Teuten (BT), Lynne Gray (LG), Margaret Coats (MC) (Chief Executive), Carolyn Watson (CW) (Communications Manager), Evette Roberts (ER) (Head of Quality Assurance)

NOTE: Minutes subject to ratification at the next Board meeting

- 1 Welcome**
- 2 Apologies for Absence**

Apologies were received from Meghan Mari (MM), Jane Nodder (JN) and Denzil Johnson (DJ). The Chair held a proxy for JN.
- 3.1 Declaration of interests**

BT is now the acting chair of the Society for Yoga Practitioners (TSYP) until the election is held for their new Chair in October 2019. TSYP is a CNHC Verifying Organisation.
- 3.2 Notice of forthcoming resignation**

Members noted that SI will be resigning from the Board, and her role as Vice Chair with effect from 31 May 2019.
- 4 Minutes of Open session held on 6 February 2019**

The Minutes were agreed as an accurate record.
- 5 Matters arising**
 - 5.1 Review of actions agreed at 6 February meeting**

Members agreed that the appraisal for the Chair will be completed before the end of May 2019 and noted that all other actions were completed in February.
- 6 Governance**
 - 6.1 Craniosacral Therapy Profession Specific Board**

Members agreed it is pleasing to see the breadth of experience of the two practitioners who have expressed an interest in being appointed as PSB members and agreed to appoint Emma Dalton and Howard Evans for an initial term of three years.
 - 6.2 Review of Business Ethics and Anti-Bribery Policy**

Members discussed the policy, which was published more than 5 years ago and agreed to following changes

 - to specify that the policy will be reviewed every 5 years and by whom
 - to make it clear that the document pertains to the Board members as well and include who they would report to
 - to make it mandatory to declare if staff/members have accepted a gift or hospitality worth more than £25 and keep a log of this activity, to be reviewed each year.

- 6.3 Review of Corporate Social Media Policy
Members noted that when this policy was agreed in February 2015, CNHC was making fairly limited use of social media, so the review is very timely. Members agreed the proposed revised policy, subject to some amendments for clarity.
- 6.4 Sanctions Guidance
Members noted that the document incorporates all the guidance that is common to the documents published by the statutory healthcare regulators and agreed some detailed changes for accuracy/clarity. Members suggested it would be helpful to have a flow chart to outline the process covered in the document.
- 7 Complaints**
- 7.1 Members noted that to date this year, five complaints have been received, one of which was suitable for informal resolution.
- 8 Professional Issues**
- 8.1 Update on core curricula timetable
Members noted that the timeframe had been agreed for completion of consultation drafts for three of the remaining core curricula: Alexander Technique teaching; Massage Therapy and Yoga Therapy.
- 9 Operational Activities**
- 9.1 Activities Report
Members noted the volume and range of activities undertaken over the last three months and commended the work of the CNHC staff. They were pleased to see the continuing flow of fascinating blogs about CNHC registrants.
- 10 Horizon scanning**
Members agreed that Personal Health Budgets should be added to the section on Healthcare Sector-specific issues, including the relevant wording for Scotland.
- 11 Any other business**
There was no other business.
- 12 Further meeting dates for 2019**
24 July and 23 October 2019