

Date of meeting:	Wednesday 7 February 2018	Lenta Business Centre 46 – 48 East Smithfield London E1W 1AW
Time of meeting:	13:30 – 17:00	
Next meeting:	25 April 2018	

Minutes – Open Session

NOTE: Minutes subject to ratification at the next Board meeting

Present: Michael Watson (MW) (Chair), Sheila Inglis (SI) (Vice Chair), Sarah Grant (SG), Meghan Mari (MM), Patricia Mowll (PM), Laura Quartermain (LQ) Bea Teuten (BT) Margaret Coats (MC) (Chief Executive), Deleshia Clarke (DC) (Executive Officer), Hazel Russo (HR) (Communications Consultant), Carolyn Watson (CW) (Communications Manager),

1 Welcome to Open Session

MW opened the meeting and welcomed members.

2 Apologies for Absence

Apologies were received from Nicola Bastin (NB) and Lynne Gray (LG)

3 Declaration of interests

3.1 MW invited members present at the start of the meeting to declare any Interests in relation to any item on the agenda. None were declared.

4 Minutes of CNHCB – Open session held on 07th February 2018

The minutes were approved as an accurate record.

5 Matters arising

5.1 Nothing to report

6 Governance

6.1 Procedure for dealing with complaints against CNHC

Members welcomed the Plain English version of the revised procedure for dealing with complaints against members of the Board and the 15 Profession Specific Boards, subject to the following amendments, for completeness

- (i) Paragraph 13 to read “A member of CNHC staff may be a witness”
- (ii) Paragraph 26 to read “A member of CNHC staff who is not a witness will give the panel administrative support.”

6.2 Whistleblowing Policy

Members discussed whether the current whistle blowing policy for staff should be expanded to be applicable to all members of the Board and the Profession Specific Boards although they are not CNHC employees.

6.2.1 **Decision**

Members agreed that the policy should be expanded, subject to the following amendments.

- (i) New section 1, to provide an opening statement about the process.
- (ii) Second sentence of paragraph 3.2 last paragraph to be removed.
- (iii) Paragraph 6.1 to include reference to investigation.
- (iv) The word ‘internally’ to be removed from paragraph 7.1.

7 Complaints7.1 Update on complaints

Members noted that since the October meeting of the Board, one complaint has been received about a hypnotherapy registrant. As the first step in the process, the registrant has been invited to submit any written representations that he wishes to make.

8 Professional Issues8.1 Update on review of core curricula

Members welcomed the news that the Nutritional Therapy core curriculum will be published this week and a copy will be sent to the relevant professional associations.

9 Operational Activities9.1 Activities Report

Members noted that the office has been as busy as ever and welcomed the range of information contained in the report.

10 Wider regulatory matters10.1 Charity Commission Consultation: current position

Members noted that the Charity Commission has not yet published the outcome of the consultation and were interested to see the summary of the 670 responses, which the Commission has provided to stakeholders.

11 Engagement with the wider health and care agenda11.1 CNHC registrants as part of the wider public health workforce

Members were pleased to note that the office is continuing the widespread distribution of the joint report by the Royal Society for Public Health and Professional Standards Authority, which highlights the contribution that CNHC registrants make to health and wellbeing of the UK public. When CNHC exhibited at the Long-Term Conditions Summit, the event went well, with a steady stream of visitors to the CNHC stand, the majority of whom took away a copy of the Report. And as reported in the CNHC February Newsletter, MC seized the opportunity to raised awareness of the Report at the end of the Keynote Address.

12 AOB

12.1 Members agreed that the Annual Report will include an analysis of complaints received, the relevant disciplines, constitution of Panels, outcomes and any lessons to be communicated to registrants.

12.2 Members agreed MW's suggestion that a system of appraisal of Board members should be implemented.

12.3 Members agreed that a start time of 13.30 for Board meetings suits everyone and that dates for 2019 should be discussed at the next meeting.

**13 Future meeting dates for 2018
25 April, 25 July and 24 October.**