

Date of meeting:	Wednesday 28 January 2015	Albert Buildings 49 Queen Victoria Street London EC4N 4SA
Time of meeting:	16:00 – 17:00	
Next meeting:	Wednesday 29 April 2015	

Minutes – Open Session

Present: George Lewith (GL) (Meeting Chair), Margaret Coats (MC) (CNHC Chief Executive),
Lynne Gray (LG), Wendy Harris (WH), Sheila Inglis (SI) (Vice Chair), Megan Mari (MM), Patricia Mowll (PM), Lisa Walters (LW) (Secretary)

1 Welcome to Closed Session

GL welcomed members.

2 Apologies for Absence

Apologies had been received from John Lant (JL)

3 Declaration of interests

GL 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 29 October 2015.

The Minutes were agreed as an accurate record.

5 Matters arising

None

6 Governance

6.1 Board recruitment update

6.1.1 MC informed members that the advert for two new Board member vacancies had been placed in the Guardian online. It was noted that the closing date is 27 February 2015 and the interviews will be held on the morning of 29 April 2015.

6.1.3 It was agreed that MC will send all the applications to the relevant Board members with the short listing framework after the closing date.

6.1.4 Members noted that registrant Board member Joyce West (JoW) had resigned due to health issues.
It was agreed that the vacancy will be advertised by Monday 2 February 2015 which will involve sending an email to all CNHC registrants. It was agreed that the closing date will be 27 February 2015 and the interviews will be held on the morning of 29 April 2015.

7 Correspondence

Nothing to report

8 Professional Standards Issues

Nothing to report

9 Complaints

9.1 Members noted that

- a complaint from a service user had been received in December

2014 and it was resolved informally

- a complaint from a service user received on 27 January 2015 is being dealt with through the formal procedures
- five complaints about advertising are in the process of informal resolution

10 Professional Issues

Nothing to report

11 Operational Activities

11.1 Activities Report

Members noted the contents of the Activities report which included amendments made to improve the website, activities undertaken to raise awareness of the register, as well as a wide range of meetings with relevant organisations across the sector. Members thanked staff for their hard work during the previous quarter.

12 Wider Regulatory Matters

Nothing to report

13 Any Other Business

Nothing to report.

14 Dates/Times of Future Meetings

April 29 2015, July 29 2015, October 28 2015