

Date of meeting:	27 July 2017	Lenta Business Centre 46 – 48 East Smithfield London E1W 1AW
Time of meeting:	16.00 – 17:00	

Minutes – Open Session

NOTE: Minutes subject to ratification at the next Board meeting

1 Welcome

2 Apologies for Absence

NB had apologised that she was unable to due to illness and had submitted a signed proxy form.

3 Declaration of interests

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 Open session held on 26 January 2017

The minutes were approved as an accurate record.

5 Matters arising

Nothing to report

6 Governance

6.1 Review of role description and person specification for Board members

6.1.1 MW advised that, in preparation for the recruitment of new Board members, this paper sets out a revised role description and person specification. MW proposed that, when the arrangements for shortlisting and interviews have been agreed, adverts would be placed with the Guardian On-Line, Diversity Jobs UK and The Voice. MW also proposed that the person specification should include, as desirable, someone with a background in educational assessment processes. SI thanked NB for preparing the paper and suggested that the advert should also be placed in Third Force News. MC informed members that she hoped to procure a reduced rate for the adverts on the basis that they were for unremunerated roles.

6.1.2 **Decision**

Members agreed that

- the advert would include the dates of the Board meetings
- applications would be accepted for a period of 28 days from the publication of the adverts
- shortlisting would be carried out by MW and LQ, to be completed by 4 September
- MW and LQ would interview shortlisted applicants on 20 September, with MC in attendance.

6.2 Notice of Change re Colon Hydrotherapy

MW reminded members that the PSA requires a formal submission to be made in respect of any significant proposed change to the Accredited Register. A request for the opening of a discrete category for Colon Hydrotherapy, which is currently subsumed within the general category of Naturopathy, has been submitted though MW advised members that it is likely to be several months before CNHC receives a decision from PSA.

6.3 PSA consultation on changes to renewal process

MW drew members' attention to MC's response to this PSA consultation, which includes requests for clarification or further information regarding the proposed changes to the renewal process for PSA accreditation. MW advised members that the results of the consultation won't be known until later this year.

7 Staffing

7.1 Nothing to report

8 Complaints**8.1 Update on complaints**

8.1.1 MC confirmed that, since the May meeting of the Board, three complaints have been refused, following receipt of legal advice. MC confirmed that one referred case has been found proved, with a Caution imposed. MC confirmed that another referred case, scheduled to be heard in August, has been deferred until 31 January 2018. MC confirmed that since these papers were circulated, a second complaint has been placed on file because the practitioner chose not to renew his registration.

8.1.2 MC provided an update on the registrant who has had a Caution imposed, where he has since informed us that he has been removed from the Hypnotherapy Directory as a result of CNHC's sanction and that this was adversely affecting his business.

9 Professional Issues**9.1 Update on review of core curricula**

Members considered the proposed final versions of the Reiki and Hypnotherapy core curricula and agreed them for publication.

10 Operational Activities**10.1 Activities Report**

Members noted the extensive contents of the Activities Report and thanked staff for their hard work during the last quarter.

11 Wider regulatory matters**11.1 Charity Commission consultation**

Members noted that the outcome hasn't been published yet.

12 Engagement with the wider health and care agenda**12.1 Royal College of Public Health/PSA project**

Members noted that there has been no news yet on when this report will be published. SI queried whether, once the report is published, it would be a good time to go back to the Scottish Government Health Quality and Strategy Directorate, to seek further amendments to HDL(2016)6. Members agreed this suggestion.

13 Any other business

There were no items of other business.

14 Meeting dates for 2018

7 February; 25 April; 25 July; 24 October

15 Dates of further meetings in 2017

26 October