

Date of meeting:	25 July 2018	Tower Room 46-48 East Smithfield London E1W 1AW
Time of meeting:	13.30 to 17.00	

Minutes – Open Session

Present: Michael Watson (MW) (Chair), Sheila Inglis (SI) (Vice Chair), Sarah Grant (SG), Meghan Mari (MM), Patricia Mowll (PM), Bea Teuten (BT), Margaret Coats (MC) (Chief Executive), Carolyn Watson (CW) (Communications Manager)

1	Welcome MW welcomed everyone and opened the meeting.
2	Apologies for Absence Laura Quartermain, Lynne Gray
3	Declaration of interests MW invited members present at the meeting to declare any Interests in relation to any item on the agenda. None were declared.
4	Minutes of Open session held on 25 April 2018 The Minutes were agreed as an accurate record.
5	Matters arising
5.1	<u>Review of actions agreed at 25 April meeting</u> Members noted that all actions had been completed.
6	Governance
6.1	<u>Appraisal system</u> The Chair opened the discussion for any comments or queries about the proposed system of performance reviews for Board members. Members welcomed the paper and agreed it is beneficial for learning and ongoing professional development, so that they can make their best contribution to the work of the Board. The appraisal system was adopted. The appraisal process will begin in autumn 2018, to a timetable to be identified by the Chair. Members agreed to review the process after the first year of operation.
6.2	<u>General characteristics of members of Verifying Organisations</u> The Chair reminded members that at the April meeting the Board looked at the statistics about CNHC registrants in terms of sex, age and ethnicity, and agreed that consideration should be given to identifying whether they reflected the general characteristics of members of our 50 Verifying Organisations (VOs). 58% of the VOs responded to the survey conducted by the office it appears that the characteristics of our registrants are broadly representative of the membership of the VOs. Members agreed and welcomed the information on general characteristics. Members agreed there was nothing CNHC could do to influence the characteristics and demographics of the whole complementary therapy sector.
6.3	<u>CNHC compliance with GDPR</u> The Chair noted that the Chief Executive & Registrar had developed three documents to comply with the General Data Protection Regulations and had made the necessary amendments to the Code of Conduct, Ethics and Performance, all of which are on the CNHC website. This includes a Retention of Records Schedule, covering a very wide range of personal data, including health records, and our achievement of Cyber Security Plus certification is relevant to this.

	Members commended the work that has been completed.
6.4	<p><u>Random sampling of CPD logs and insurance certificates</u> Members welcomed the excellent examples from the CPD logs of how registrants had applied their learning to the benefit of their clients and the wider public.</p> <p>Members noted that any registrants who failed to provide their completed CPD log were contacted by telephone and in writing, to check whether any exceptional circumstances applied to them. Six practitioners have been removed from the Register for failure to respond. They can be restored if they provide their completed log.</p> <p>It was agreed that CNHC Verifying Organisations should be asked whether they wish to be notified if a practitioner they have verified has been removed from the Register for failure to provide their CPD log and/or insurance certificate.</p>
7	Registrations
7.1	<p><u>Registration figures to end June 2018 - for information</u> Members were pleased to note that registration numbers continue to increase, with a total of 6,085 on 30 June, compared with 5,755 on the same date last year.</p> <p>It was agreed that in future the report will include the comparative figures for the previous year for each category on the Register, rather than just the total.</p>
8	Complaints
8.1	<p><u>Update on complaints: for information</u> Members noted that CNHC has received six complaints since January. Of these, three have been referred for hearing by the Conduct and Competence Panel, Case Examiners issued two warnings, and one is at the investigation stage.</p> <p>Members regarded this information as demonstrating that the public are becoming more aware of CNHC.</p>
9	Professional Issues
9.1	<p><u>Review of core curricula</u> Members noted that progress continues with this important programme of work. Eight core curricula have been completed. Consultation has begun on the Aromatherapy draft and the relevant PSBs are working on the consultation drafts for Microsystems Acupuncture, Naturopathy and Sports Therapy.</p>
10	Operational Activities
10.1	<p><u>Activities Report: for information</u> Members noted that the last three months have been very busy for the team, and the activities report covered publications, use of social media and speaking or exhibiting at a wide range of events.</p> <p>They commended the large amount of work completed by CNHC's small team of staff.</p>
11	Wider regulatory matters
11.1	<p><u>Charity Commission consultation current position: for information</u> Members noted that the Charity Commission consultation on complementary and alternative therapies closed in mid-May last year and their website continues to state they are still analysing the 670 responses they received.</p>
11.2	<p><u>Department of Health consultation on statutory regulation</u> Members noted that the consultation on the proposals for wide ranging reform of statutory healthcare regulation closed on 23 January this year and that the outcome has not yet been published.</p>
12	Engagement with the wider health and care agenda
12.1	<u>NICE Shared Decision Making Collaborative</u>

	<p>The Board welcomed the fact that CNHC is one of the 28 organisations who are members of this important initiative, which includes, for example, NHS England and National Voices, which is the coalition of health and social care charities in England.</p> <p>They noted that the meeting held on 7 June provided an ideal opportunity for CNHC's Chief Executive & Registrar to raise awareness of the RSPH/PSA report and to distribute copies.</p>
13	Horizon scanning
	<p>Members noted that the gender pay gap is one of the issues identified at the April meeting. They discussed how many of CNHC's registrants and members of Verifying Organisations are female, the impact it has on the profession and how it relates to regulation. Views were expressed that women are more likely to practise part-time and may be more hesitant to charge the market rate for their services. Members requested regular articles in the newsletter focussing on 'You're a Professional'.</p> <p>No additions were made to the list of issues.</p>
14	Any other business (must be agreed with Chair in advance of meeting)
14.1	<p><u>Review of Board expenses policy</u></p> <p>Members noted that this policy was last reviewed two years ago. A request has been made that consideration be given to including reimbursement of the cost of a Senior Rail Card. And it would be helpful to consider the current £100 cap for overnight accommodation.</p> <p>Members agreed that proposed changes to the policy will be discussed at the next meeting of the Board.</p>
15	Further meeting dates for 2018; meeting dates for 2019
	<p>24 October 2018 6 February, 24 April, 24 July and 23 October 2019</p>