

Date of meeting:	<b>24 July 2019</b>	<b>Tower Room 46-48 East Smithfield London E1W 1AW</b>
Time of meeting:	<b>12.30 to 16.00</b>	
Apologies to Bhavna Bhanderi <a href="mailto:Bhavna.bhanderi@cnhc.org.uk">Bhavna.bhanderi@cnhc.org.uk</a> Tel: 020 3668 0406		

## Minutes – Open Session

Present: Michael Watson (MW) (Chair), Denzil Johnson (DJ), Jane Nodder (JN), Lynne Gray (LG), Meghan Mari (MM), Bea Teuten (BT)  
Margaret Coats (MC) (Chief Executive), Carolyn Watson (CW) (Head of Marketing and Communications), Evette Roberts (ER) (Head of Quality Assurance)

1 **Welcome**

2 **Apologies for Absence**

Tara Willmott (TW) and Sarah Grant (SG)

3 **Declaration of interests**

MW invited members present at the meeting to declare any interests in relation to any item on the agenda. No interests were declared.

4 **Minutes of Open session held on 24 April 2019**

The Minutes were approved subject to the addition of 'Bowen Therapy' after Alexander Training Technique on the 3<sup>rd</sup> line of 8.1

5 **Matters arising**

5.1 Review of actions agreed at 24 April meeting

Members noted that all actions had been completed, including the changes to the Sanctions Guidance that were agreed on 11 June.

6 **Governance**

6.1 Review of Standing Orders (re Vice Chair)

Members agreed to the change proposed to the Standing Orders to make provision in 4.1 for the Vice Chair to be a lay or a registrant member.

Members also agreed to add the following wording to 4.1: 'The appointed member will serve as Vice Chair until the end of the three-year period of their appointment as a member of the Board.'

6.2 Timescale and process for recruiting 1 lay and 1 registrant Board member

Members noted that by the closing date of 19 July, CNHC received 11 applications for the lay vacancy and 19 for the registrant vacancy. Shortlisted applicants will be invited for interview on 10 September.

7 **Complaints**

7.1 Members noted the details of progress made in respect of 10 complaints received so far this year.

8 **Professional Issues**

8.1 Update on core curricula timetable

Members noted the progress being made with the final tranche of core curricula.

9 **Operational Activities**

9.1 Activities Report

Members noted the volume of activity spanning communications and participation in events.

It was suggested it would be helpful to publish some case studies and two members of the Board agreed to provide examples.

10 **Horizon scanning**

Members noted that as agreed at the April meeting, Personal Health Budgets and Self-Directed Support had been added.

11 **Meeting dates for 2020**

Members agreed the following dates for 2020: 12 February; 29 April; 22 July; 21 October.

12 **Any other business (must be agreed with Chair in advance of meeting)**

Members agreed the Lone Working Policy, on which all staff members had been consulted.

13 **Further meeting dates for 2019**

23 October 2019