

Date of meeting:	Wednesday 28 October 2015	The Linnean Society Burlington House Piccadilly London W1J 0BF
Time of meeting:	16:00 – 17:00	
Next meeting:	Thursday 28 January 2016	

Minutes – Open Session

Present: Sheila Inglis (SI) (Acting Chair), Michael Watson (MW) (Vice Chair), Margaret Coats (MC) (Chief Executive), Nicola Bastin (NB), Lynne Gray (LG), John Lawrence (JL), George Lewith (GL), Patricia Mowll (PM), Laura Quartermain (LQ), Hazel Russo (HR) (Secretary)

1 Welcome to Open Session

SI opened the meeting and welcomed members.

2 Apologies for Absence

Apologies had been received from Shaun Brookhouse (SB), who had sent a signed Proxy Form to the Acting Chair.

3 Declaration of interests

SI 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 13 August 2015.

The Minutes were agreed as an accurate record.

5 Matters arising

None

6 Governance

6.1 Revised CNHC Core Curriculum template: for information

6.1.1 MC informed members of the important changes that have been made following Ofqual's consultation ('After the QCF') on a new Framework of Regulated Qualifications to replace the Qualifications and Credit Framework (QCF).

6.1.2 The outcome of this consultation was published in September and the key change is that there now needs to be an identified Total Qualification Time (TQT) for an award. This is the minimum time required for a qualification.

6.2.1 Ofqual has also redefined Guided Learning, which is helpful.

6.2.2 MC confirmed that in light of this CNHC has updated its core curriculum template and will be reviewing the CNHC core curricula with PSBs.

6.2.3 The reviews will begin with reflexology due to a copyright issue which prevents CNHC from making the existing core curriculum publicly available. MC has previously clarified to the Reflexology PSB that the existing document is a detailed training syllabus (which has a value in its own right) rather than being a core curriculum. The first step will be to agree with the PSB the timescale for the review and a consultation framework that includes all stakeholders.

- 6.2.4 MC confirmed that Maggy Wallace had originally been commissioned to carry out this work but is no longer available. MC will therefore take the lead in working with the PSBs.
- 6.2.5 As part of their role, all Verifying Organisations (VOs) are asked to confirm that they check qualifications against the relevant NOS and core curriculum. This means that when the exercise has been completed with all PSBs, CNHC will need to repeat this part of the Quality Assurance (QA) project. MC confirmed that this piece of work will inevitably take some considerable time.
- 6.2.6 MC informed members that work would commence on the next biggest groups once the reflexology document is completed. She also confirmed that there is a similar copyright issue with the Reiki and the Naturopathy core curricula.
- 6.2.7 Members welcomed this initiative but noted that it is a large piece of work for the office.
- 7 Correspondence**
Nothing to report
- 8 Professional Standards Issues**
Nothing to report
- 9 Complaints**
MC informed members that CNHC had received one complaint which will be considered by two Case Examiners before the end of November.
- 10 Professional Issues**
Nothing to report
- 11 Operational Activities**
Activities Report: for information
- 11.1 Members noted the contents of the Activities report and noted that this had once again been a busy period.
- 11.2 Two of the registrant members present expressed their thanks for the new initiative to provide a digital copy of Holistic Therapist Magazine to all CNHC registrants.
- 11.3 Members also noted that CNHC had been present at a wide range of activities during the period including:
- Exhibited at NHS England's Health and Care Innovation Expo in Manchester
 - Held a meeting of CNHC registrants in Manchester
 - Attended the Research Council for Complementary Medicine (RCCM) Conference on integrated healthcare
 - Exhibited at camexpo and held a Business Clinic
- Held a meeting of CNHC registrants at camexpo
- 12 Wider Regulatory Matters**
PSA Renewal of Accreditation: for information
- 12.1 MC informed members that CNHC's accreditation had been renewed without any learning points, instructions or conditions.
- 12.2 Members agreed this is very good news.

13 Any Other Business

13.1 Review of Standing Orders

13.1.1 SI confirmed that CNHC's Standing Orders are reviewed every year and are due for renewal at this meeting.

13.1.2 Having reviewed the documents members agreed that no changes were necessary.

13.2 Thanks to Sheila Inglis

13.2.1 It was noted that this was SI's final meeting as Acting Chair before MW takes on the role of Chair, and SI reverts to Vice Chair, on 1 January 2016.

13.2.2 MC expressed thanks to SI for her support and guidance during her time as Acting Chair.

14 Dates/Times of Future Meetings

January 28 2016, Wednesday 27 April, Wednesday 27 July and Wednesday 26 October