

Date of meeting:	24 October 2018	Tower Room 46-48 East Smithfield London E1W 1AW
Time of meeting:	13.30 to 17.00	

Minutes – Open Session

NOTE: Minutes subject to ratification at the next Board meeting

Present: Michael Watson (MW) (Chair), Sheila Inglis (SI) (Vice Chair), Sarah Grant (SG), Bea Teuten (BT), Tara Willmott (TW), Lynne Gray (LG), Denzil Johnson (GJ), Jane Nodder (JN), Margaret Coats (MC) (Chief Executive), Carolyn Watson (CW) (Communications Manager), Hazel Russo (Communications Consultant)

1 Welcome

2 Apologies for Absence

Meghan Mari

3 Declaration of interests

No interests were declared.

4 Minutes of Open session held on 25 July 2018

The Minutes were agreed, subject to minor typographical errors.

5 Matters arising

5.1 Review of actions agreed at 25 July meeting

The timetable for appraisal of Board members was discussed under agenda item 6.4, all other actions having been completed.

6 Governance

6.1 Re-appointment of current Board members

Prior to the meeting, by correspondence members had agreed as follows.

- MW to be re-appointed for a second term of three years, ending 30 April 2021. He did not wish to serve a third term.
- SI to be re-appointed for a third term of three years, ending 30 November 2021.
- LG to be re-appointed for a third term on one year only, ending 30 November 2019. She did not wish to serve a full third term.

Members agreed that because the Chair and Vice Chair would be leaving within 6 months of each other in 2021, a succession plan for both roles should be agreed at the meeting scheduled for 24 July 2019. This would set out the timescale and process to be followed.

6.2 Appointment of new Board members

Members formally Resolved to appoint Denzil Johnson, Jane Nodder and Tara Willmott as directors for an initial term of three years.

6.3 Renewal of PSA Accreditation

Members were pleased to note that CNHC's accreditation by the Professional Standards Authority for Health and Social Care (PSA) has been renewed without any conditions or recommendations.

Members commended MC for her prompt and very detailed responses to the queries from PSA.

6.4 Timetable for Board Appraisal system

Members were handed a letter from the Chair and documents relevant to the appraisal process. The Chair confirmed he would contact each member in the next few weeks to agree a date for individual discussions.

SI welcomed the appraisal process as a step forward for CNHC. She confirmed that in her capacity as Vice Chair she will appraise the Chair, based on feedback received from all other Board members.

It is anticipated that the appraisal discussions will be completed before the meeting of the Board scheduled for 6 February 2019.

6.5 Verifying Organisations: notification of removals following random sampling of CPD logs and insurance certificates

As agreed at the July meeting of the Board, the 50 current Verifying Organisations (VOs) were surveyed to ask whether they wished to be notified if a practitioner they had verified has been removed from the CNHC Register for failure to provide their CPD log and Professional Indemnity Insurance certificate. Members noted that of the 34 (68%) who responded, 33 said 'Yes' and 1 said 'No'.

Members agreed

- (i) that in light of the view of the majority of VOs, and the importance for the robustness of the professions, such removals from the Register will be notified to the relevant VO.
- (ii) This decision of the Board will be communicated to all VOs.
- (iii) The CNHC Random Sampling Policy should be updated to include a new paragraph 5, stating "Such decisions by the CNHC Registrar will be notified to the professional association that verified the practitioner's initial application for CNHC registration."

6.6 Review of Board expenses policy

Following discussion, members agreed the following changes to the Expenses Claims Policy for Board Members.

- (i) On production of a receipt, the cost of any Rail Card will be reimbursed if it is used to reduce the amount claimed for CNHC travel expenses.
- (ii) All rail tickets for planned meetings should be purchased in advance, where possible, to secure the cheapest available fares.

It was also agreed to raise the cap for overnight hotel accommodation from £100 to £150.

7 **Registrations**

7.1 Registration figures to end September 2018

As requested at the July meeting, this paper included the registration figures as at the end of September 2017, as well as 2018.

Members were pleased to note that the number of registrants continues to increase on an annual basis, though they were concerned to see that numbers had reduced in some of the smallest categories on the Register.

8 **Complaints**

8.1 Update on complaints

Members noted the following summary in respect of the 10 complaints received to date this year.

- One could not be accepted because the practitioner is not currently registered with CNHC.
- One was resolved informally.
- Three were referred for hearing by the Conduct and Competence Panel.
- Three warnings were issued by the independent Case Examiners and they decided there was 'no case to answer' for the other two.

9 Professional Issues

9.1 Review of core curricula

Members welcomed the progress of this important and time-consuming programme of work, with nine core curricula having been finalised and the consultation on the draft for Microsystems Acupuncture having commenced since the circulation of the Board papers.

The proposed timetable for commencing the development of the remaining six core curricula will be included in the papers for the next Board meeting on 6 February 2019.

10 Operational Activities

10.1 Activities Report: for information

SI said how much she enjoys seeing this Report. As usual it highlights the tremendous amount of work that goes into communications and awareness raising by the small group of staff.

Members noted that exhibiting at the three-day 'Love Natural Love You' consumer event, for example, was certainly worthwhile. Staff handed out over 1,000 CNHC leaflets to members of the public who stopped to talk to them.

Members were pleased to see that an increasing number of registrants are working with us as Local Champions to raise awareness and spread our key messages.

Members agreed the suggestion from SI that future Reports should include a section on activities undertaken by Board members, to link to the Board appraisal process. As much notice as possible of dates of relevant events and meetings will be given to members.

11 Wider regulatory matters

11.1 Charity Commission consultation current position

The outcome of the consultation on complementary and alternative therapies, which closed in mid-May 2017, has still not been published.

Two days ago (22 October), CNHC received an email from the Charity Commission. The message was that in reviewing its approach to the registration of organisations which use or promote complementary and alternative medicine (CAM) therapies, the Charity Commission was mindful of the need to consider whether any potential equality impact may arise in respect of the use of complementary and alternative therapies. By "equality impact" they mean any impact on people who share particular protected characteristics under equality law. The protected characteristics are:

- age;
- disability;

- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex; and
- sexual orientation.

They wished to know whether CNHC can provide any specific information in this regard.

Members noted that MC had responded that CNHC is not able to provide any specific information about the use of complementary therapies relevant to the protected characteristics.

11.2 Department of Health consultation on statutory regulation

The consultation on proposals for wide-ranging reform of statutory regulation closed on 23 January 2018. Members noted that the outcome has not yet been published.

12 Horizon scanning

Members were advised that of the Health Sector specific issues identified in section 4 of this paper, it has been confirmed that the Department of Health and Social Care (DHSC) will continue to provide financial support for the system of Accredited Registers for the next few years. They were asked whether 'Financial viability of the system of Accredited Registers' should be removed as an issue.

Members decided that it should remain as a listed issue because there is no long-term financial commitment from DHSC.

No additions were agreed to the listed issues.

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

There was no other business.

14 Meeting dates for 2019

6 February, 24 April, 24 July and 23 October 2019.

It was agreed that all future Board meetings will start at 12.30 and finish by 16.00.

BT gave her apologies for the February meeting