

Date of meeting:	Tuesday 2 May 2017	Lenta Business Centre 46 – 48 East Smithfield London E1W 1AW
Time of meeting:	16:00 – 17:00	
Next meeting:	Thursday 27 July 2017	

## Minutes – Open Session

### NOTE: Minutes subject to ratification at the next Board meeting

Present: Michael Watson (MW) (Chair), Margaret Coats (MC) (Chief Executive), Nicola Bastin (NB), Patricia Mowll (PM), Hazel Russo (HR) (Secretary)

#### 1 Welcome to Open Session

MW opened the meeting and welcomed members.

#### 2 Celebration of the life of Professor George Lewith

MW informed members that CNHC was represented by MW and MC at the celebration of the life of Professor Lewith, who died on 17 March. Several hundred people were there, sharing their shock at his sudden death as well as their memories of all that George had contributed to their professional and personal lives.

#### 3 Apologies for Absence

Apologies and proxy forms were received from Laura Quartermain (LQ) and Lynne Gray (LG). Apologies had also been received on the day of the Board from Sheila Inglis (SI) (Vice Chair) and John Lawrence (JL), because of unavoidable last minute circumstances.

#### 4 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.

#### 5 Minutes of CNHCB – Open session held on 26 January 2017

The minutes were approved as an accurate record.

#### 6 Matters arising

Nothing to report

#### 7 Governance

##### 7.1 Review of core curricula

7.1.1 MC informed members that work is progressing on reviews of the core curricula for: Hypnotherapy; Nutritional Therapy; Reiki and Shiatsu, and that she will update about these at future meetings.

7.1.2 MC also informed members that the core curriculum for healing has been completed and that CNHC will be corresponding with the relevant verifying organisations about the timescale required for them to check that all courses accredited or recognised by them meet the new core curriculum.

**7.2** Revised Part 3 of the Detailed Procedures for Dealing with Complaints against Registrants

7.2.1 MW informed members that following a review of CNHC's procedures, CNHC had sought legal advice in order to ensure the wording of Parts 1 and 3 of the Detailed Procedures makes clear that Case Examiners can take account of all information available to them (including client records), irrespective of whether specific reference to all such information had been made by the complainant.

7.2.2 MW informed members that paper CNHCB 2017-19 sets out the legal advice commissioned by MC and invited members to adopt the legal advice received.

**7.2.3 Decision**

Members agreed to adopt the legal advice.

**8 Staffing**

Nothing to report

**9 Complaints****9.1** Update on complaints

9.1.2 MW informed members that CNHC is currently dealing with three complaints, one of which is being heard by the Conduct and Competence Panel the day following this Board meeting on 3 May 2017. The other two complaints have not yet been considered by Case Examiners.

9.1.2 MW also informed members that CNHC has received information about three potential complaints and that she will provide an update at future meetings.

**10 Professional Issues**

Nothing to report

**11 Operational Activities****11.1** Activities Report

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

**12 Wider regulatory matters****12.1** Charity Commission consultation on complementary therapies

MC informed members that CNHC had drafted its response to the Charity Commission consultation and confirmed that CNHC will publish its response, once submitted, on CNHC's website and social media sites.

**13 Engagement with the wider health and care agenda****13.1** Royal Society of Public Health (RSPH) / PSA project

MC updated members that following a request from PSA for registrants' experience of trying to engage with GPs and the NHS, CNHC had carried out a survey of all CNHC registrants and had forwarded the substantial number of responses to PSA. She informed members that CNHC was the only holder of an accredited register to respond to PSA's request and so hopes that complementary therapies will be mentioned in the report.

**14 Any other business**

14.1 Vacancy for lay Board member.

MC highlighted to members that it would be necessary to agree how to fill the vacancy left by the death of George Lewith. She confirmed that the new Board member would need to be someone with corporate governance skills and an understanding of healthcare regulation.

14.2 MC also confirmed that CNHC registrant Meghan Mari would be returning to the Board in November 2017, to fill the vacancy left by the resignation of Shaun Brookhouse.

**15 Dates/Times of Future Meetings**

15.1 Thursday 27 July 2016, Thursday 26 October 2016