



# JCCP Board of Trustees Meetings

Date of meeting: 19<sup>th</sup> March 2025- 13.00 – 15:00

## Minutes

Paul Burgess	✓
Claire Cherry	Apologies
Victoria Brownlie	✓
Andrew Rankin	Apologies
Joan Scott	✓
Clare Kiely	Apologies
Dawn Knight	✓
David Sines	✓
Eddie Hooker	✓
Mary Lovegrove	✓
Paul Charlson	Apologies
Sally Taber	✓
John Underwood	✓
Tracey Bell	✓
Mark Mikhail	Apologies
Victor Ktorakis	✓
Dr Elaine Sassoon	✓
Sharron Brown	✓
Dr Martyn King	✓
Mark Hope	Apologies
Wojciech Konczalik	Apologies
Cheryl Pitcher	Apologies
Gillian Kennedy	Apologies
Maria Christdou	Apologies
Dr John Elder	✓

Brenda McKibbin

Kimberley Cairns Brenda McKibbin	✓
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# 1. Welcome and Apologies

Apologies – see above.

# 2. Declarations of Interest

No additional declarations were noted.

# 3. Minutes of JCCP Board of Trustees – 19<sup>th</sup> March 2025.

The minutes were agreed.

# 4. Matters arising – DS

## **a. Finance Update - PB**

PB provided a summary of the latest JCCP finance position. Bank balances are currently around £129,000. Outstanding invoices are £20,000. Usual outgoings being met. With all incoming payments and outgoings in system then JCCP balances should not fall below £100,000.

PB indicated that there was a need to align the JCCP financial year which runs from December to January to April to March as is standard practice in public bodies and this would be implemented later in the year.

## **b. Oversight Committee**

MK provided a summary on the first meeting of the JCCP Oversight Committee and referred Trustees to the note of the meeting that had been circulated. MK indicated that the Committee had been established to:

- Deal with emergency matters in an agile and speedy manner.
- Ensure coordination of JCCP activities across committee.
- Address operational issues in detail when required.

MK indicated that at the first meeting the issue of JCCP's strategic management of complaints had been raised and agreed that this would be the subject of review at the next meeting. A number of Trustees raised issues in this area. DS reported that a project group headed up by Paul Burgess was addressing this issue and would report back to the Oversight Committee at its next meeting and then to the Trustee Board. It was also agreed that the Oversight Committee would lead on succession planning for the Council.

### **c. JCCP Annual Report**

DS referred members to the circulated Annual Report and asked for final comments. **Action: all Trustees.** DS then indicated that the JCCP annual Accounts would be added when ready and then the completed document would be submitted to the PSA and to the Charity Commission following approval at the forthcoming 2025 JCCP AGM.

### **d. PSA Review 2025**

DS reported that this is now a 'light touch' activity and that the JCCP's 2024 review was now in progress. All submissions/papers have been sent to the PSA.

## **5. Formal Business**

### **a. Updated Risk Registers**

Approved and noted.

### **b. Trustee Appointment of Brenda McKibbin – BAMAN**

DS proposed the appointment of the new representative from BAMAN and BM gave a brief description of her background. Brenda's appointment as a Trustee was unanimously approved.

### **c. Sharron Brown – Non-voting member**

DS welcomed SB back to the Trustee Board as a non-voting member of the Trustee Board.

### **d. Martyn King and John Underwood renewal of Term of Office as Voting JCCP Trustees**

DS proposed the reappointment of Martyn King and John Underwood for a further extended period of office. Both appointments were unanimously approved.

### **e. JCCP Budget 2025**

PB referred Trustees to the circulated budget summary and highlighted the key components:

- Basis of income projects.
- Minor changes to the expenditure columns
- An overall breakeven budget with a small surplus.

DS noted that this was a cautious budget but reflected requirements to deliver our Operating Plan for 2025/2026. PB noted that efforts will be made to increase income. **The budget was approved by all Trustees.**

#### f. JCCP Operational Plan 2025

PB reported that all Committee Chairs had been consulted and that the new Operational Plan for 2025 had been updated. Any new actions arising would be added throughout the year. **The Operating Plan was approved by all Trustees.**

#### g. Succession Planning

DS reported that this report will now be discussed in detail by the Oversight Committee. PB noted the range of actions agreed. **Action: Report back to Trustee Board at next meeting.**

#### h. Contracts

PB updated the Trustees on a range of meetings and discussions on the delivery of JCCP services currently being managed by HF and a new proposal to contract these out. PB reported that agreement had now been reached to 'Contract' out project management officer services with direct management by the JCCP. All Trustees agreed that this was a better arrangement and that the JCCP Project Officer be contract out after an outstanding year of delivery. **Agreed by all. Action: PB to finalise negotiations with relevant parties and implement the change from 1<sup>st</sup> April 2025.** DS thanked HF for the huge support provide to the JCCP and noted that HF would still be managing the JCCP practitioner Register (subject to contract).

#### i. Social media – Adverse Messaging

DS reported on a particularly 'dark' phase of social media attacks on nurses in Scotland and England, on journalists, JCCP members and others and the JCCP by a particular individuals and their associates. All Trustees deplored this action and expressed support for those being targeted. DS asked the Trustees to note this situation. **Action: DS to report back to Trustees if any similar action reoccurs.** DS noted the role of DK in removing such unpleasant/inappropriate posts from the JCCP social media platform and asked that this now be done centrally by the JCCP. **Action: PB to discuss with ZC.**

## 6. Items for Discussion

#### a. Complaints Update – ST/DK

DS noted the previous discussion by Trustees and the strategic review that would be taking place. DK and ST both indicated that that this had become a 'huge' workload and that the current arrangements could not continue. DS thanked DK and ST for their major contribution in this area and asked them to contribute to the review. **Action: PB to involve DK and ST in the agreed review.**

## 7. Items for Information

### Safety in Beauty

VB reported that the group had not met recently and was awaiting announcements from the UK government.

### Political Activity and Regulation Update

DS gave an update on the situation in Scotland and England. In summary:

- Scotland was progressing quickly with its consultation and proposals to introduce a licensing system via HIS and local authorities. DS hoped for a statement before the summer recess.
- DS then updated on the situation in England and indicated that progress had been made at Ministerial level but there was still no timeframe for announcements. Various MP's and members of the House of Lords had pressed the Minister for action and this had been noted. As action was beginning to take place DS recommended that the JCCP continue its positive approach to Government subject to change over the next few months. **Agreed by all.**

## 8. Committee Updates

### Education & Training Committee

MJL indicated the following:

- The Committee had completed its review of the processes involved in approving new training providers and courses.
- There were still issues around 'Conflicts of Interest' on the Committee but that these were being managed.
- Completed reports on CPD guidelines and insurance had been sent to the DHSC.

DS reported that as from March 2025 the JCCP would be no longer supporting 'Fast Track Centres'.

### Marketing & Communications Committee

JU apologised for the late completion of the monitoring form as the Committee had only met two days ago. JU took Trustees through the report. JU then indicated that a review was taking place of the 'JCCP Communication Strategy and Plan' led by PB. **Action: PB report back at next meeting.**

JU then informed the Trustees of the amazing achievement of the JCCP at the prestigious 'Aesthetic Awards' winning 'Best Strategic Initiative' for its work on complaints management. All parties were congratulated with special thanks to DK, ST and ZC.

## **Practitioner Register Committee**

DS reported that AR had sent apologies for this meeting but that all activities were under control and progressing well. The JCCP now has 1081 members on its 'Practitioner Register'. BM asked for the number who were nurses. DS indicated that it was around 550.

## **Corporate Membership Committee**

This Committee met in February 2025 and PB gave an update report. PB noted that the Committee was looking at the following areas:

- Pharma companies and Internet pharmacies involvement in training and CPD for customers.
- Product information for patients.

**Action: PB report back at next meeting.**

## **CAG Update**

DS reported that CAG was still being well attended and was now focussing on:

- Defining PRP issues and status re regulation.
- Working with the CPSA on an update of the JCCP/CPSA standards framework.
- Providing education and training for Environmental Health Professionals.

**Action: AR to report back to the next meeting on progress.**

## **Oversight Committee**

See previous minute.

### **9. CPSA Update**

No update but DS noted the willingness to lead and to become actively involved in the standards review.

# 10. Any Other Business.

Joint CIEH/JCCP training event for EHO's to be delivered on Monday 24<sup>th</sup> March 2025. Over 400 attendees signed up.

## **Dates of next meetings**

May 22nd 2025 -1300 - 1600

July 24th 2025 -1300 - 1600

September 18th 2025 -1300 - 1600

November 27th 2025 -1300 - 1600

January 22nd 2026 -1300 - 1600

March 19th 2026 -1300 - 1600