

MINUTES OF THE OPEN MEETING OF THE GOVERNING BOARD

Held on Tuesday, October 24th 2017 at the British Acupuncture Council

63 Jeddo Road, London W12 9HQ

GB members present:	Anthony Lock (AL) (Lay)	Anthony Sigrist (AS)
	Cathy Chapman (CC)	Joanna Brown (JB) (Lay)
	Philip Rose-Neil (PRN) (Chair)	Professor Mary Lovegrove (ML) (Lay)
In attendance:	Paul Hitchcock (PH) (CEO)	Rob Strange (RS) (Treasurer)
	Teresa Williamson (TW) (Head of Professional Standards)	Anna de Oliveira (ADO) (Secretary to the Board)
Apologies:	Daniel Maxwell (DM)	Helen Smallwood (HS)
	Harriet Lansdown (HL)	Di Shimmel (DS)

1. Apologies and Welcome

- The Chair welcomed everyone, especially the newly appointed Board members, Professor Mary Lovegrove and Anthony Sigrist.
- Apologies were received from Daniel Maxwell (DM)(GB member), Helen Smallwood (HS) (GB member), Di Shimmel (DS) (Education Committee Chair) and Harriet Lansdown (HL) (BAAB Lead Accreditation Officer).
- All present at the meeting introduced themselves.
- There were no conflicts of interest declared for the meeting.

5. Treasurer's Report and 2018 Budget

- The Treasurer's Report, which focused on the Income and Expenditure YTD (January to September) was discussed. RS explained that overall, the out-turn for the nine months showed a Surplus of c£209k (c£182k better than budgeted). RS clarified that a good deal of this apparent surplus would disappear during the final quarter of the year, but that it was worth noting that at the same point last year, the BACC was reporting an apparent surplus £245k above Budget.
- There was some confusion over the Income and Expenditure table YTD presented, and as a result, RS agreed he would check the figures and resend the table within a week's time.
- A few Board members also requested a half day finance training session, which PH and RS agreed to organise.
- Finally, the Board looked at the first draft of the 2018 Budget which was presented by PH. PH put forward 4 different scenarios and asked the Board to agree on the scenario they preferred. A few Board members shared their preference for the least risk averse scenario, but a decision was taken to wait for a more detailed budget before committing to a decision.

9. Policy endorsement

- The Board were requested to approve the revised Codes of Disciplinary Procedures, which outline the process for dealing with complaints against those who are, or have recently been, on the membership register of the British Acupuncture Council.
- The need to revise the Codes was imposed by the Professional Standards Authority (PSA). The PSA approved the BACC's Accredited Register in July 2017, under two conditions:
 1. BACC must review its complaints handling practices and
 2. BACC must demonstrate to the Authority that these issues will be managed effectively to avoid repetition until formally addressed within the revised Code of Disciplinary Procedures. This assurance is to be provided within 4 weeks of the publication of this report.
- A few points of clarification were requested by Board members. For example, on the process of publicising the name of the Registrant on the BACC website, following a Suspension Order or Interim Order, to ensure the protection of the public and the public interest. A discussion around confidentiality ensued. The Board debated the negative and positive side of having such a process in place, i.e. that one can protect members against malicious complaints, for example. Questions were also raised about the basis on which members of the committees would be recruited.
- The need for further discussion was voiced by a number of Board members before a vote was taken.
- TW confirmed a vote would have to be taken immediately to comply with the PSA's requirements and timeline.
- The motion was passed with 4 Board members in favour of the new Codes of Disciplinary Procedures. There were 2 abstentions on the grounds that these Board members had not been given sufficient time to read the revised Codes.

6. Minutes

- Minutes approved (note to ADO to add Harriet Lansdown's apologies).
- All action points completed.

7. Political Lobbying document

- The Board considered the proposal for a political lobbying campaign developed by Robert Pettigrew, Director of Three Line Policy and Communications Ltd.
- JB requested confirmation that alternatives had been considered. This was confirmed. PH stated the recommendations were timely as they proposed an approach, alongside the development of the 2018-2021 strategy, which would place the BAcC in a strong position to deliver the required direction for political influencing on behalf of the membership and the profession.
- The Board agreed CC and AS would give direct support to this project and that PH would present a more detailed proposal and Project Initiation Document (PID) to the Board.

8. Organisation Report

- PH confirmed this would be the last organisational report the Board would see in this format. In line with the governance role for the GB, future reporting at GB meetings would be based on the project management system being adopted for all organisation activity and projects. This system would use Red-Amber-Green (RAG) methodology for reporting. Only projects that raised concerns and that were behind schedule would be discussed.
- CC asked who would fill the role of the Education Manager post, and if the job description would be re-written. PH agreed both the Education Manager and corresponding Supporting Role JDs would be rewritten and that the revised JDs would be reviewed for approval by CC.
- CC raised the issue of the BAcC's relationship with the BAAB, that they are fully funded by the BAcC but act as an independent body.
- AL raised a similar concern re EJOM.
- PRN gave a short summary of his trip to China. The trip was organised in collaboration with the ETCMA (European Traditional Chinese Medicine Association) and other international acupuncture organisations. It was primarily a fact finding and contact making visit. According to PRN, the trip successfully created useful links for developing the BAcC's future international strategy and influence.
- PRN furnished the Board with a few of his findings: Chinese medicine and acupuncture was a 120 billion dollar business in China; the ISO (International Organisation for Standardisation) has huge input from the WFAS (World Federation of Acupuncture and Moxibustion Society); hygiene standards are improving in China, but would still be considered lower than UK and European standards; there are over half a million registered acupuncturists in China, and the register now wish to include 'barefoot doctors' which would increase the register to over 10 million.
- With China playing such a prominent role within international organisations such as the WHO, the ISO and UNESCO, the BAcC must think seriously about developing its own international strategy, and develop some form of relationship with China.

- The Board discussed the possibility of joining the WFAS. The Secretariat is based in Beijing and membership costs \$2,000 annually. The Board agreed that at the next GB meeting, PRN would provide a draft outline of an international policy as well as a document on the pros and cons of membership to the WFAS.
- PRN and PH shared with the Board the possibility of the BAcC partnering with the ETCMA; the FNMTC and the CFMTC (the French TCM organisations); and UNESCO; for the World Acupuncture Day (WAD) in Paris, in November 2018. It was agreed a proposal regarding specific involvement would be supplied by PH & PRN, at the next meeting

11. Any Other Business

- The new Board members confirmed they were unable to make meetings on a Tuesday. It was therefore decided ADO would circulate a doodle poll to the Board. The 2018 GB dates would be confirmed and circulated as soon as the doodle poll was completed.

Next Board meeting scheduled for Monday 5 February at 10.30am, at 63 Jeddo Road.

The meeting was closed by **PRN** at 16:30 pm.



Signed Philip Rose-Neil (Board chair)

Date: February 5th 2018