

MINUTES OF THE OPEN MEETING OF THE GOVERNING BOARD

Held on Friday, September 28th 2018 at the British Acupuncture Council

63 Jeddo Road, London W12 9HQ

GB directors present:

Philip Rose-Neil (PRN) – Chair

Joanna Brown (JB) - Lay

Cathy Chapman (CC)

Anthony Lock (AL) - Lay

Professor Mary Lovegrove OBE (ML) – Lay (arrived at 10:52 AM at the beginning of item 3 on the agenda)

Rosemary Grandage (RG) (left during the lunch break)

Pia Huber (PH)

Helen Smallwood (HS)

Apologies:

Naresh Rao (NR) - Lay

In attendance:

Maria Safi (MS)

Professional Conduct Assistant (minute taker)

Rob Strange OBE (RS)

CEO

Teresa Williamson (TW)

Chief Operating Officer

Observers present:

Harriet Lansdown (HL)

BAAB

1 Introduction and apologies

- The Chair welcomed RG and PH, the two members who had been elected to join the governing board (GB). The GB unanimously ratified the appointments of RG and PH as GB members and directors. The Chair explained that the new lay member of the Governing Board, Naresh Rao, was on holiday so the GB unanimously ratified his appointment as a GB member and director in his absence.

- RS had already registered RG, PH and NR as directors.
- **Action 1 – RS to finalise the Governance Handbook and arrange the Induction Day for the new directors (RS and PRN will deliver the Induction Day.)**
- There was one apology, from NR.
- ML had notified the Chair that she would be late.
- RG indicated that she would need to leave early.
- All present at the meeting briefly introduced themselves
- There were no conflicts of interest declared for the open part of the meeting.

2 Confirmation of Chair for coming year

- RS explained that the under the Memorandum and Articles of the BAcC the GB appoint the Chair.
- RS further explained that under the Regulations that sit under the Memorandum and Articles of the BAcC, the GB are required to confirm the Chair each year at the first GB meeting after the AGM.
- **Action 2 – TW to provide RG, PH and NR with the Memorandum and Articles of the BAcC and the Regulations.**
- The GB thanked the Chair for all his hard work as Chair during the previous year.
- By a majority of 4 (ML had not yet arrived) with 2 abstentions (RG and PH), PRN was appointed Chair for the forthcoming year.
- CC agreed to be vice-chair (no vote was required).
- AL confirmed his willingness to continue into his second three-year term of office and he was confirmed as the senior lay member on the GB.

3 Financial

- RS presented his Treasurer's Report, the Income and Expenditure Account as at 31 August 2018 and the draft 2019 Budgets (papers 3 a – c).

- The GB discussed the possible reasons for the gradual decline in membership numbers including the cost of membership and recent graduates ceasing to be members at the three year mark when they start having to pay the full fee if their business is not going well.
- The GB discussed whether there should be a business support programme run in conjunction with the teaching institutions (the TIs) targeted at recent graduates in their first three years of practice.
- It was suggested that the facilities and the expertise of some of the TIs, which are universities running business schools, could be used for this purpose.
- **Action 3 – RS/TW to find out: (a) What the Business Support Programme item 4406 on the Draft Budget 2019 used to be? (b) What is the BAcC doing already in relation to Business Support? (c) Whether there is any money in the budget for 2019 that could be used for Business Support? (d) Which committee will Business Support fall under?**
- **Action 4 – JZ to explain why item 7502 Electricity is nil? RS/JZ to build into the 2019 Budget a provision for a half year’s support person for the PSC.**
- **Action 5 - RS to take away the queries raised in Action 3 and 4 and to make adjustments to the draft budget as necessary. RS to bring back the revised draft budget to the December GB meeting by which time the BAcC should have a new lay Treasurer and the Finance Risk and Audit Committee (FRAC) will be about to meet.**
- **Action 6 – RS to advise the GB of the current reserves figure and to bring the reserves figure, using a dashboard system, to every GB meeting in future.**

4 BAAB update

- HL/TW gave a verbal update of the successful joint BAcC/BAAB meeting on Thursday 27 September 2018 between (RS/TW/HL/Rita Lewis (BAAB Chair)/Petra Nannes (secretary to the BAAB Board).
- The GB discussed the Modes of Delivery paper which proposes a reduced clinical training requirement for students studying on a pre-qualifying MSC programme. HL explained that this is a level 7 postgraduate course and that there is already one such course at Middlesex University (with the full clinical training requirement).
- HL confirmed that no institutions are currently interested in setting up a pre-qualifying MSc programme with reduced clinical training requirement.
- **Action 7 - HL to conduct another round of consultation with all the fully accredited course providers about the reduced clinical training requirement proposed in the Modes of Delivery paper.**

- **Action 8 – the new PSC to review the Modes of Delivery paper early next year.**
- The GB discussed whether and how the BAcC and BAAB engaged with the AACP, BMAS and ATCM on issues that the three organisations shared in common.
- HL confirmed that the Chair of BMAS sits on the BAAB board.
- ML suggested that the BAcC should engage with the Council of Deans for Health and offered to make an introduction.
- **Action 9 – the PSC to consider adding a reference in its Terms of Reference (ToR) about engaging with other organisations such as the ATCM, BMAS and AACP on professional standards issues including safety.**
- The GB confirmed that the issue of recognition by insurance companies came under the ToR of the new MSC.
- HL reported back on the BAAB's successful Education Day.
- HL reported that the BAAB had a slight financial deficit this year.
- HL reported that the three remaining university TIs were facing closure and that if they all close there will be no universities running fully accredited acupuncture courses.
- HL confirmed that the degrees awarded by most of the remaining TIs were validated by universities.
- HL reported that two colleges were in the process of trying to become universities and one is about to be made a university.
- There was a discussion about the difference between TIs with Teaching Degree Awarding Powers (TDAP) and universities.
- The GB noted that from the perspective of external organisations looking into the acupuncture profession it was detrimental that there may no longer be a single university supporting the profession. This may mean that the status and standing of acupuncture would diminish. It was further noted that the requirements of teaching an acupuncture programme (especially the clinical hours' requirement) pushes universities to their limits in relation to the financial viability of courses.

5 NOMCOM AND REMCOM ToR and minutes

- RS stated that the GB had previously ratified the ToR for NomCom and RemCom. The ToR have now been further revised as per papers 5(a) and 5(b).
- There was a discussion whether the NomCom ToR should include succession planning for the CEO and Chair of the GB as a key responsibility. It was noted that this was a GB key responsibility rather than a NomCom one.

- The GB unanimously agreed that 4.1.1 of the NomCom ToR should be revised to provide: “4.1.1 BAcC Governing Board member Directors (encourage members to stand for election) and process for appointing Chair of the Governing Board”.
- **Action 9A – RS to amend the NomCom ToR, section 4.1.1**
- The minutes of the NomCom and RemCom meetings (papers 5(c) and 5(d) were noted.
- The GB unanimously agreed the Proposed Changes to Allowances and Expenses Rates, which are an extract from the Finance Handbook, (Paper 5(e)).
- **Action 9B – RS to amend and reissue the Finance Handbook, showing the agreed changes.**

6 Governance update

- TW gave a verbal update concerning the applications received for the FRAC, MSC and PSC committees and the Lay Treasurer position.
- The GB discussed what to do about the low level of applications.
- The GB agreed unanimously to postpone the interviews on 15, 17 and 21 October 2018 and to re-advertise the positions for members on the FRAC, MSC and PSC committees and the Lay Treasurer position.
- **Action 10 – TW to email applicants to thank them for applying, to reassure them that they are still in the application system, to state that we have had some good interest but we are still looking for practitioner applicants for all three committees, to ask them if they can suggest anyone who may wish to apply but was originally unable to because of the timing**
- **Action 11 – TW to extend the deadline for applications for the Lay Treasurer position on the PARN website and the BAcC website. TW to advertise the Lay Treasurer position on LinkedIn and to investigate the cost of advertising this position on NED Works.**
- **Action 12 – TW to extend the deadline for the committee positions for members on the three committees on the BAcC members’ website. TW to advertise the committee positions on LinkedIn.**
- **Action 13 – CC to write a short piece for enews as “a call to arms” for members to apply for the committee positions including the link for the advert and papers on the members’ website.**
- **Action 14 – TW to ask regional co-ordinators to advertise the committee positions to their local groups.**

- If Actions 10, 12, 13 and 14 are unsuccessful, the GB suggested co-opting members from previous equivalent BAcC committees onto the new committees for a transitional period e.g. one year fixed term periods.

Item 8 CEO/Chair Report (in open session)

- RS presented his CEO's report (paper 8).
- The relationship between BAcC and ACMAC was discussed. ACMAC is the organisation for community and multi-bed clinics. Katy Bradshaw (KB) of ACMAC is writing a report for the MSC to explain what ACMAC would do with any money the BAcC would give their organisation and what benefits ACMAC would offer all BAcC members, including those who are not ACMAC members. It was noted that Peter Deadman sits on the ACMAC board.
- The GB noted that no money had been included in the draft Budget for 2019 to be given to ACMAC and that the MSC would filter applications such as this. RS suggested that the MSC may wish to design a simple filter form to help decide which organisations to give money to and when.
- The GB discussed the benefits of supporting ACMAC with a financial contribution. These include: helping to promote acupuncture to the wider population who cannot afford one-to-one private acupuncture treatments; helping to train students and recent graduates; an opportunity for acupuncturists to work and learn together; and part-meeting an expectation created by the previous CEO.
- The GB also discussed the disadvantages of supporting ACMAC with a financial contribution. These include: the BAcC has many requests from members to contribute to different causes and not all requests can be satisfied; and members are calling for reduced fees but with reduced fees come cuts.
- ML asked for it to be noted that she does not support the position of the BAcC paying ACMAC any money.
- **Action 15 – RS/TW to update the acronym explanation spreadsheet and to include it in the GB induction pack and to bring it to every meeting.**
- PRN presented his Chair's report.
- The GB discussed political lobbying and how the BAcC needed to know what its strategic direction was before it engaged with politicians. In the meantime members could still try to raise their profile locally by inviting MPs to their clinics.
- ML suggested that the organisation engaged with Jackie Doyle-Price, the under-Secretary of State for Mental Health and Inequalities who has an interest/remit concerning cosmetic practices including cosmetic acupuncture. ML can provide TW with Jackie Doyle-Price's details. Jackie Doyle-Price has not been in post long.

- The GB discussed when it would be most appropriate to discuss the scope for reducing membership fees. The GB decided to adjourn this discussion until after the new strategy had been finalised.

ITEM 9 – strategy update

This item began in open session and concluded in closed session.

- AL delivered his report that he had intended to deliver at the AGM but had been unable to do so. AL stated that the views of our membership are polarised.
- The proposed actions are that: AL is to analyse the top 2 to 3 items raised by members of the strategy focus group for each issue e.g. strengths, weaknesses, opportunities and threats; a meeting is to be arranged for all those who provided written exercises for late October/November for half a day (10:00 AM – 4:00 PM) in the Midlands with a buffet lunch (the BAcC will provide travel expenses); AL hopes that after exercises as groups, reporting back to all members of the strategy focus group, the group will identify a statement of who we are, a mission statement and direction of travel; and AL will revert to the GB after the meeting. HS, Danny Maxwell (DM) and TW will assist AL to facilitate the meeting.
- The GB agreed that the timeline for the meeting and drafting the strategy was not critical.
- **Action 16 – the strategy sub-committee to email all members of the strategy focus group who have submitted a written exercise to: thank them for getting involved; to confirm that they are part of the strategy focus group; to explain where we are in the process; and to invite them to complete a Doodle Poll to set up the meeting.**
- The GB asked for its thanks to be extended to AL/HS/DM/TW and all those who had applied to join the strategy focus group.

The meeting then became closed to discuss the names of individuals who had applied to join the strategy focus group and had submitted written exercises and for the remaining closed items on the Agenda.

Next Board meeting scheduled for Thursday December 6th at 10.30am, at 63 Jeddo Road.

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



Signed Philip Rose-Neil (Board chair)

Date: December 6th 2018