



**MINUTES OF THE GOVERNING COUNCIL MEETING OF THE FEDERATION OF HOLISTIC THERAPISTS HELD AT FHT, 18 SHAKESPEARE BUSINESS CENTRE, HATHAWAY CLOSE, EASTLEIGH ON THURSDAY 24<sup>th</sup> APRIL 2014**

**Present:**

Jennifer Wayte (JW) President and Chair  
Cheryl Cole (CC) Vice President  
Julie Tasker (JT) Vice President

**Session Attendees:**

Steve Ridout (SR) Registrar and Compliance Manager  
Annie Walling (AW) Minutes

**Apologies:**

Bharti Vyas (BV) Vice President, John Brazier (JB) Vice President, Gerri Moore (GM) Vice President, Helen Chambers (HC) Lay Representative

**The Meeting commenced at 10:20 with Jennifer Wayte, President in the Chair.**

**1. Welcome**

JW welcomed the attendees thanked them for attending the meeting. Apologies were given on behalf of BV, JB, GM and HC who were unable to attend the meeting.

**2. Declaration of Interest**

JW asked if any Council member has a conflict of interest to declare. Following discussion, all confirmed that there was nothing to declare.

**3. Minutes of the meeting held on 30<sup>th</sup> January 2014**

The Minutes of the meeting were approved as an accurate record proposed by JT and seconded by CC. JW signed off Minutes.

**4. Matters Arising**

CC to continue dialogue with Habia.



## 5. FHT Compliance Report

SR presented the Q1 FCA Compliance Report. There were no compliance risks or issues in Q1 and the GC approved the report. SR now holds Approved Person status with the FCA.

A meeting was held with an alternative insurance provider to ensure that the FHT have the best available product for our members and this was confirmed.

A meeting was also held with a 3<sup>rd</sup> party insurance broker regarding salon and homeworker provision suitability and options.

FCA updates and newsletters were actioned as required and the change of collateral from FSA to FCA completed.

No complaints were received concerning insurance during this last quarter.

## 6. FHT Registrar Report

### Complaints

There were no new complaints about FHT Registrants in Q1. An update was given on complaints outstanding.

### Register Management

SR is monitoring the use of the AVR logo as part of CPD portfolio checks. To date, none of those audited have misused the logo. The FHT has provided further clarification on the FHT Find a Therapist homepage on the difference between the Directory and Register.

### Quality Assurance

There were no quality assurance issues in Q1.

### Risk Register

A new risk was added 'A registrant may fail to perform specific safety checks that may increase the risk of injury to the client' as agreed by the GC at the January 2014 meeting. The processes in place to reduce the risk were agreed.

### Registrant Application

No applications were referred for review by the GC in Q1.

### Public and Service User Feedback

FHT Public and Service User feedback was reviewed and discussed. No remedial action required.

### New Therapy Applications

No new therapies have been added to the FHT Register in Q1.



SR will be working on including Sports Massage to the Register in Q2.

#### **7. Senior Management Team (SMT) Report**

JW presented the SMT report for Q2.

#### **8. President's Report**

JW presented the President's Report for Q2 and an update was given on FHT India.

#### **9. 2014-2015 Governing Council Elections**

All current Board members will be standing in the next elections.

#### **10. Any Other Business**

##### LE1 Approval

The LE1 was sent to the Board in advance of the meeting and has been approved.

##### Cut Throat Razor Acceptance

It was agreed that cut throat razor can be considered as a new therapy on receipt of further information.

##### Fellow Applications

3 applications were approved. The GC agreed that the current criteria required improving.

##### Skills for Health (SfH) Foot Care

JW gave an update.

##### FHT Alliance with CAM Organisations

JW and JT gave updates on possible alliances.

Melanie Prince presented the proposed 3-year strategy plan. The Board will return their ideas on what can and should be done to move FHT forward by mid-May.

CC informed everyone of the forthcoming meetings requiring her attendance:

BSI, CEN409 in Malta, Habia Forum and HEE. Approval was agreed for CC to attend the meetings as were necessary.

JW thanked everyone for attending the meeting and wished them a safe journey home.

There being no other business, the meeting was called to a close by the Chair at 4:10 p.m.



**The next meeting of the FHT Governing Council will be held on Thursday, 24<sup>th</sup> July 2014 at 11:00 a.m. following the AGM at 10:00 a.m.**

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