

MINUTES OF THE GOVERNING COUNCIL MEETING OF THE FEDERATION OF HOLISTIC THERAPISTS HELD AT FHT, 18 SHAKESPEARE BUSINESS CENTRE, HATHAWAY CLOSE, EASTLEIGH ON THURSDAY 24th OCTOBER 2013

Present:

Jennifer Wayte (JW) President & Chair
Cheryl Cole (CC) Vice President
John Brazier (JB) Vice President
Bharti Vyas (BV) Vice President
Julie Tasker (JT) Vice President
John French (JF) CEO & Company Secretary
Annie Walling (AW) Minutes

Session Attendees:

Steve Ridout (SR) Registrar and Compliance Manager

Apologies:

Gerri Moore (GM) Vice President

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

1. Welcome

JW welcomed the attendees to the meeting and thanked them for coming. Apologies were given for Gerri Moore who was unable to attend the meeting.

2. Declaration of Interest

JW asked if any Council member has a conflict of interest to declare. All confirmed that there was nothing to declare.

3. Minutes of the meeting held on 25th July 2013

Apologies were made to JT for being missed off the attendance list as being present at the meeting on the 25th July 2013. The Minutes were proposed by BV and seconded by JT. JW signed off Minutes.

4. Matters Arising

There were no matters arising from the Minutes.

5. Complaints

2 complaints were received from the public relating to professional practice during Q3. Both were taken to the panel and both were not upheld.

3 other open complaints were closed during Q3

- Allegation made from 2012, complaint not upheld regards to allegations; however other areas required recommendations to conduct. Registrant given written warning for one year.
- Complaint not about FHT member not upheld.
- Complaint upheld. Registrant removed from Register with details displayed on the website.

3 complaints about FHT services were received in Q3. None were upheld.

1 new complaint received being investigated, in interest of public safety, member suspended from Register.

6. Register Management

The revised online FHT Directory and Register has successfully been launched

There have been no changes to documentation or procedures during this quarter, however with PSA accreditation on-going, changes will be occurring in Q4. Details are provided separate to this document on the plans.

The Registrar is conducting QA on all work completed by the Membership and Insurance Team. Nothing to report.

7. Risk Register

No changes to the Risk Register in Q3

The review of Thermal Auricular Therapy/Ear Candling is on-going and recommendations by the Governing Council will be sent in Q4 for the appropriate Risk Register to be updated.

8. Registrant Applications

No applications required referral to the Governing Council for review in Q3.

9. Public and Service User Feedback

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

10. Regulatory Compliance

SR presented the Q3 FCA Compliance Report to the Governing Council. There were no compliance risks or issues in Q3 and the GC approved the report.

FCA audit completed. No actions required.

11. Chief Executive's Report

JF presented his report to the GC.

JF informed members that public affairs activities have been many during Q2 and were detailed in his report. JF gave an overview on the activities conducted by each member of the GC and thanked them for their support.

The Board approved the proposal to increase the membership fees in 2014.

12. Any Other Business

FHT Code of Conduct Review

The Board unanimously approved the revised Code of Conduct to made effective 1st January 2014.

PSA Accreditation Application

An update was given by SR on the PSA application.

Lay Representatives

Lay Representative applicant was discussed and GC agreed to probationary 6 month period. First meeting they will attend will be January 2014.

CPD Process Review

The Board approved the implementation of the new CPD policy effective 1st January 2014.

Professional Conduct Procedure

The Board approved the new Professional Conduct Procedure for immediate implementation.

New Members Verification of Identity

The proposal to ask new members for proof of identity was approved by the Board effective 1st January 2014.

President's Project

BV gave an update on the Presidents Project. The proposed new title of the project has been agreed as FHT W.E.L.L. Foundation (Women Empowered through Lifelong Learning).

Holistic Beauty Therapy Membership

BV requested that she be provided with information about the FHT's colleges and tutors so that she can visit and promote the FHT more.

Accreditation

Following discussion over short course accreditation requirements, JF and SR will review the procedures and report back to the Board at the January 2014 meeting.

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 3:30 p.m.

The next meeting of the FHT Governing Council will be held on Thursday, 30th January 2014 at 10:00 a.m.

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