



**MINUTES OF THE GOVERNING COUNCIL MEETING OF THE FEDERATION OF HOLISTIC THERAPISTS HELD AT FHT, 18 SHAKESPEARE BUSINESS CENTRE, HATHAWAY CLOSE, EASTLEIGH ON THURSDAY 30<sup>th</sup> JANUARY 2014**

**Present:**

Jennifer Wayte (JW) President and Chair  
Cheryl Cole (CC) Vice President  
John Brazier (JB) Vice President  
Gerri Moore (GM) Vice President  
Julie Tasker (JT) Vice President  
Helen Chambers (HC) Lay Representative  
Annie Walling (AW) Minutes

**Session Attendees:**

Steve Ridout (SR) Registrar and Compliance Manager  
Jon Critoph (JC) Outreach Manager (for a 10 minute slot)  
Melanie Prince (MP) General Manager

**Apologies:**

Bharti Vyas (BV) Vice President

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

**1. Welcome**

JW welcomed the attendees wished a Happy New Year. JW thanked everyone for making the journey to attend the meeting. Apologies were given on behalf of Bharti Vyas who was unable to attend the meeting.

JW gave a special welcome to Helen Chambers who was recruited for the role of Lay Representative on the Board.

**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 24<sup>th</sup> October 2013**

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



#### **4. Matters Arising**

There were no matters arising from the Minutes.

#### **5. FHT Compliance Report**

SR presented the Q4 FCA Compliance Report to the Governing Council and informed the attendees that there were no issues in Q4.

#### **6. FHT Registrar Report**

SR presented his Registrar Report. SR informed everyone that PSA AVR Accreditation was achieved on the 9<sup>th</sup> January 2014 and announced on the 28<sup>th</sup> January. The FHT is currently the only multi-disciplinary complementary association to receive PSA AVR status.

##### Complaints

The FHT received 2 complaints about registrants. No action could be taken on one as it was not about an FHT registrant and the other is being investigated further before referral to the Complaints Panel

1 complaint received about FHT services in Q4 which was not upheld.

##### Register Management

SR advised the Governing council on the recommendations required by the PSA AVR Accreditation which will be implemented accordingly.

Discussion was held over process for inclusion of other modalities to the AVR.

SR said that the terms and conditions for use of the AVR logo must be agreed to before use.

There were no quality assurance issues in Q4.

##### Risk Register

There were no new risks in Q4. The review of thermal auricular/ear candling is on-going and an update will be provided to the Board.

CC would like to see the use of equipment in Stone Therapy added. SR is awaiting Board approval. JW asked that the Board revisit the discussion for a decision to be made.

##### Registrant Application

No applications were referred for review by the Board in Q4.

##### 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 considered for inclusion in the FHT Register in Q4.

SR proposed that sports massage be included in the FHT Complementary Healthcare Register. This was agreed by the Governing Council.

### **7. Fellow Applications**

The Board agreed that Fellow status would not be considered for award winners.

### **8. CEO Report**

JW presented the CEO Report to the GC.

JW recommended that the Financial Controller be present at the Board meetings to present the financial report. All agreed.

JW asked that a member of the Board attends Habia meetings to ensure that the FHT are involved.

JW asked that another member of the Board attend the CNHC PA meetings should she not be able to attend. JT agreed to attend these meetings.

- a. 2014 Budget Approval - 2014 Budget was approved by the Board.
- b. IT Systems Review – MP provided information on a proposal to review and update the IT systems which now require updating. The Board agreed to investigations with the current supplier.

### **9. Any Other Business**

#### Local Support Groups

Jon Critoph, Outreach Manager who works remotely, gave a brief report on the local support groups.

#### Alliances

JT suggested that FHT develop an alliance with organisations under the FHT umbrella.

#### Aesthetic Services Standards

CC gave a brief update on the progress with the review of the standards

#### Restructure

JW informed the Board that following the departure of the CEO, a Senior Management Team (SMT) would need to be set up as the CEO would not be replaced at this time.



**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 4:30 p.m.

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

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