

## **Minutes of a Meeting to Discuss the Formation of the Scottish Hypnotherapy Foundation held at Mannerston Holdings on Saturday 28<sup>th</sup> March 2009**

### **Present:**

John Lawrence, Jo Goss, Rae Jenson, Gordon Kerr, Susanne McMahon, Tam Munro, Kay Strang

### **Apologies:**

Tom Cottrell, Lynnzie Stirling

The meeting commenced at 2.pm.

### **Item 1. Purpose and Objectives**

The aim of the SHF is to provide a first point of reference for hypnotherapy in Scotland.

### **Item 2. Structure**

The group discussed the various options available for the formation of the SHF, including becoming a company, a charity or a voluntary organisation. Members considered that the least attractive option was to form a company. However, there could be advantages in either of the other options. John outlined some of the advantages of becoming a charity organisation. These include:

- Tax benefits
- Funds obtained through donations
- Opens therapy up to more people, as the charity could subsidise cost of sessions/fund initial session
- Local Government and NHS more likely to make referrals

It was agreed that the pros and cons of both these options required further investigation before a final decision was made. Kay and Susanne kindly volunteered to investigate these, and how applications should be made, prior to the next meeting.

**Action:** Kay and Susanne to investigate and circulate to all before the next meeting.

### **Item 3. Governance**

Decisions concerning governance were deferred until the next meeting, as charities and other forms of organisation have different regulations concerning the makeup of office holders, the requirement for trustees, etc. However, Tam volunteered to draw up a draft constitution that could be adapted as appropriate once a final decision had been reached.

No matter what form the SHF takes, it will need a Treasurer. It was agreed by all that Tom Cottrell would make an excellent treasurer if he would be willing to accept the post.

### **Actions:**

1. Tam to draw up draft constitution for discussion at the next meeting.
2. John to invite Tom to take on the role of Treasurer.

#### **Item 4. Standards of Education and Training**

The current HPD is a Level 4 qualification, although it was noted that moves were being made to upgrade it to Level 5. The aim of the SHF is to develop a training system that would lead to a level 6 qualification. This would include a module on Conflict Management.

It was suggested that each CPD module should be structured as a Level 2 qualification, and that members could aggregate these to achieve Level 6. Modules may be undertaken in any order.

It was noted that some people might need to complete more modules than others depending on existing qualifications and on the individual's level of experience.

**Action:** Susanne is currently exploring the feasibility of forming an SQA structure for hypnotherapy, and will keep us updated at each meeting as developments occur.

#### **Item 5. Membership**

##### a. Levels of Membership.

It was agreed that there should be two levels of membership, awarded according to experience:

- Associate member
- Full member

It was also agreed that a separate category of membership (e.g. Affiliated) should be made available to hypnotherapists who were not Scottish residents.

Student membership would not be offered as students would not meet many of the essential criteria listed at Item 5b.

##### b. Criteria for Acceptance.

It was agreed that all members of the SHF should meet the following criteria:

- Hold the HPD or equivalent.
- Agree to life-long supervised practice (peer support supervision would be acceptable for experienced therapists). This would require auditing.
- Have been trained by a recognised school.
- Minimum hours of practice (to be discussed).
- Meet an annual CPD requirement (hours to be decided). Copies of certificates must be submitted as evidence.
- Attend an interview, to be conducted by at least two members of the committee, prior to acceptance.
- Provide references.
- Have enhanced disclosure certification.
- Be included in the National Complementary Health Care Register.

All members must, by default, be listed in the National Register of Hypnotherapists.

c. Standards of Conduct, Ethics and Practice.

It will be necessary to draw up a Code of Ethics and Practice. This will be discussed at a future meeting. However, it was agreed that this should include a stringent complaints procedure. It was further agreed that members would be removed for breaching the Code.

Additionally it was agreed that applicants for SHF membership should give blanket agreement for the SHF to approach other organisations of which they are a member to ensure that they have not been the subject of investigations or disciplinary action within those organisations.

## **Item 6. Resources**

The following resources are required:

- a. A steering group.
- b. Finances.

Funds are required to cover the costs of administration, marketing and web site design and registration. In addition, if a charity, it is normal for those involved to be compensated for their time.

How finances are raised will in part be dependent on the type of organisation the SHF becomes. For example, if it is a charity organisation we can approach the Government for funding, and can also apply for Lottery funding.

Other methods of obtaining funds to be considered, depending on the type of organisation we decide to be, might include:

- Membership fees
- Charging for listings on the web site
- Offering advertising space on the web site

c. Web site.

Rae has already produced an excellent Home Page for the SHF. She has kindly agreed to continue in the role of web designer, and she will now develop this further and investigate available domain names.

Further pages will be developed when appropriate. It was agreed that we would eventually need both an area for the general public and a members' area.

It was agreed that a useful facility would be a Research data base. An extensive data base could be included in the members' area, plus a less specialised page for members of the public. Gordon and Jo agreed to work on this together, pooling their various resources.

It was also agreed that a page should be dedicated to psychotropic medicine, which would include a summary of the effects of certain medications such as anti-depressants. Gordon and Kay agreed to work together on this.

**Actions:**

- a. Rae to further develop the web site Home Page and investigate domain names in time for the next meeting.
- b. Jo and Gordon to work together to set up research data bases for both the members' and general areas of the site. Development will be a continuous process.
- c. Kay and Gordon to prepare a page for psychotropic medicine and a summary of the effects of medications such as anti-depressants.

**Item 7. Dates of Next Meetings**

The next meeting will be held at Mannerston Holdings from 7-9pm on Wednesday 6<sup>th</sup> May.  
A further meeting will be held at Mannerston Holdings from 2-4pm on Saturday 29<sup>th</sup> August 2009.

**Vote of Thanks.**

Tam expressed his thanks on behalf of all to Rae and John for generously hosting meetings at Mannerston Holdings.

The Meeting closed at 3.55pm.