

## **Minutes of a Meeting to Discuss the Formation of the Scottish Hypnotherapy Foundation held at Mannerston Holdings on Saturday 31<sup>st</sup> October 2009**

### **Present:**

John Lawrence, Jo Goss, Rae Jenson, Liz McConnell, Susanne McMahon, Tam Munro, Kay Strang

### **Apologies:**

Tom Cottrell, Gordon Kerr, Lynnzie Stirling

The meeting commenced at 2.30pm.

### **Item 1. Minutes of Previous Meeting.**

The Minutes of the Meeting held on Saturday 29<sup>th</sup> August 2009 were accepted as a true record.

### **Item 2. Ongoing Actions.**

#### **a. Draft Constitution.**

Tam presented the 2<sup>nd</sup> draft of the Constitution for discussion. After lengthy and detailed discussion it was agreed that the following amendments and additions should be incorporated:

#### **Objects.**

4.2 (page 1). Add a reference to Education either here or elsewhere in the document. It would also be necessary to differentiate between 'education' and 'training'.

4.4 (page 1). 'Provide free sessions' to be amended to 'provide subsidised sessions'.

#### **Management Committee.**

6.1 (page 2). It was agreed that four members would be sufficient to constitute a quorum.

6.2. (page 2). It was agreed that the ability to co-opt members would provide a good degree of flexibility. It was necessary to differentiate between the two separate types of co-opted member as follows:

a) Those co-opted on a short-term basis to carry out a specific task, for example to arrange a conference.

b) Members co-opted to fill a position on the Management Committee following the departure of the previous post holder. In this instance the appointment would be subject to approval of all members at the next AGM/EGM (unless there was no other candidate, in which the position would be confirmed at this stage).

There was also a need to clarify the voting rights of co-opted members.

6.7 (page 2). To correspond with the amendment to 6.1, amend to read 'only if at least four Members remain in office.'

## **Proceedings of the Management Committee.**

8.1 (page 4). Delete 'establish' and replace with 'promote'.

### **Membership**

9.1 (page 5) and 9.6 (page 6). John advised that the Complementary and Natural Healthcare Council (CNHC) would be up and running in 2010 and that they would police hypnotherapy as well as other complementary therapies. Only therapists with bona fide qualifications and insurance would be accepted on the register, which would help to weed out the 'cowboys' from the profession. A further advantage is that it would ease the recruiting process for new SHF members as there would be no need for us to check qualifications. All that would be required was for any potential SHF recruit to be able to provide their CNHC Register number and this could be checked against the up and running CHNC or relevant HPC Register. It would also simplify, or even negate, the interview process. A further, reciprocal, benefit was that the inclusion of our members on the CNCH register would help to promote the CNCH. It was agreed that once the CNCH was established all those applying to join the SHF must be listed in the CNCH register.

It was further suggested that the register of the Health Professional Council (HPC), which includes psychotherapists and hypno-psychotherapists, would also be an appropriate place for SHF members to be included as this would help to broaden the field of members. This organisation is already up and running.

It was agreed that items 9.1 and 9.6 would be revised once the CNCH was up and running.

9.8 (page 6). It was agreed that this should be moved to the bottom of the Membership criteria.

John thanked Tam, Tom and Susanne for their excellent work in drawing up the Constitution.

**Action:** Tam to revise the Constitution and incorporate the agreed amendments.

### **b. Standards of Education and Training.**

Susanne reported that there had so far been no information from the SQA, but that she was still hopeful that they may take action in our favour in due course.

### **c. Web Site.**

**1. Logo.** All agreed that the logo was excellent, and that the symbolism (see Minutes of the meeting dated 29<sup>th</sup> August 2009) were most apt.

**2. Web page.** All agreed that the designs for the home page and second level page were also excellent although the wording and photographs required further consideration. The tag line 'Raising the Standard for Hypnotherapy in Scotland', with its double meaning, was particularly appropriate.

It was suggested that the current home page should be moved to page 2, and that a simpler Home page welcoming visitors to the site might be preferable.

The web site manager, who is based in Moray, would be able to maintain the site at a very reasonable cost of £180 p.a. He would also be able to incorporate the necessary links to ensure that the site was easy to find. It was also suggested that it might be worthwhile to allocate additional expenditure in order to ensure a place on the front page of Google. It was further noted that all members would have a link to the site, which would further increase its promotion and accessibility.

John expressed his thanks to Rae on behalf of the group for her excellent work on both the logo and the web site.

**Action:** Rae to design a simple Home Page welcoming visitors to the site and move the current design to Page 2.

### **3. Personal Brain**

Gordon had submitted samples of the Personal Brain layout for the research area of the site, and also a video. John briefly described the process. However, unfortunately due to the extended discussions on the vital constitution it was not possible to give the topic the time it deserved, so it was decided that an in-depth discussion of this topic should be deferred until Gordon was able to present it personally. Nevertheless, John thanked Gordon for his fantastic in-depth research and his hard work on this project so far.

**Action:** Gordon to present his work on Personal Brain at the next meeting.

#### **d. Psychotropic Medicine.**

Discussion was deferred until the next meeting. Gordon is requested to circulate his paper on this topic prior to the next meeting.

**Action:** Gordon to circulate his paper on psychotropic medicine to the group prior to the next meeting.

#### **e. CORE.**

Susanne briefed the meeting on the concept of CORE Assessments. CORE provides a means of measuring therapeutic outcomes, and is currently used by the NHS and by many other therapists. The many advantages of the SHF adopting such a system are:

- It can be used by both individual practitioners and at an organisational level.
- It would allow us to speak to the NHS, psychotherapists etc. in the same language.
- It allows the measurement of therapeutic outcomes.
- It allows the generation of statistics for individual clients and for all participating members in organisations.
- It can be used to identify training needs.
- It provides evidence-based information on the efficacy of therapy, thus improving credibility. A useful tool for research.
- It can help to identify potential suicides.
- It can help to identify people who need counselling in the work place.

- CORE net (available on the main site at [www.coreims.co.uk](http://www.coreims.co.uk)) provides a networking facility.

It is possible to purchase a full CORE package for £172. This cost covers tools, the necessary computer software and training (via the web site at [www.coreims.co.uk](http://www.coreims.co.uk)). It is also possible to purchase a trial pack at a cost of £10. This provides 100 copies of the CORE forms. Although it is permitted to make photocopies of these forms it is not permitted to make any changes to the layout or contents.

As there is currently no ‘hypnotherapy’ category for CORE, we would be included among the ‘Others’ category.

Susanne advised that there was no evidence to suggest that the use of CORE would affect on our level of insurance cover.

It was considered that this would be an excellent system for the SHF to adopt once we are fully established.

John thanked Susanne for her excellent presentation.

#### **f. Intake Forms and Contracts.**

John is currently working on the new format for the intake forms and contract. The contents will include all the most relevant items from the forms submitted by all members of the group recently. A major advantage of such a form is that it allows for a standardisation of the process.

It was noted that, should the Police wish to see our notes, all that would be required would be to produce the cardboard file cover containing the basic client information under the data protection legislation. It would not be necessary to produce any therapist notes contained in the inserted documentation unless sought under warrant or Court order. This would also be applicable should clients ask to see their notes. This information came from a recent lecture from a former Towergate Insurance employee that John had attended. In summary informal approaches by clients or police for therapists’ notes entitles viewing of the basic client information held (induction process notes). Subsequent session notes are the therapist’s own and can be held back. This can only be superseded by a request under warrant or on court order.

#### **Item 3. Hypnotherapy Regulation Update.**

John reported that all was now progressing smoothly. However, one possible stumbling block was that the Working Group for Hypnotherapy Regulation wanted the mandatory number of classroom training hours to be reduced from 150 hours to 80 hours. This no doubt would be the subject of further debate in future.

#### **Item 4. Any Other Business**

**Supervisors’ Training.** It was suggested that the SHF should provide a Supervisors’ Training Course for interested members. It was agreed that this was an excellent idea, and we should consider this in more depth once we were fully up and running.

**Vote of Thanks.** Tam thanked John and Rae on behalf of the group for hosting the meeting once again at Mannerston Holdings.

**Item 5. Date of Next Meeting.**

The next meeting will be held at Mannerston Holdings from 2-4pm on Saturday 23<sup>rd</sup> January 2010.

The meeting closed at 5.10pm.