

## **Minutes of a Meeting to Discuss the Formation of the Scottish Hypnotherapy Foundation held at Mannerston Holdings on Saturday 20<sup>th</sup> November 2010**

### **Present:**

John Lawrence, Mandy Gahan, Jo Goss, Rae Jenson, Dr Hetty MacKinnon, Susanne McMahon, Liz McConnell, Kay Strang.

### **Apologies:**

Tom Cottrell, Tam Munro, Lynnzie Stirling.

The meeting commenced at 2.15pm.

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

It was proposed by Susanne McMahon that the Minutes of the Meeting held on Saturday 28<sup>th</sup> August 2010 should be accepted as a true record. The proposal was seconded by Rae Jenson, and was agreed unanimously.

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

#### **a. Draft constitution**

Owing to prior commitments Tam was unable to attend the meeting. However, he had e-mailed Board Members in advance with a progress report. He reported that he had been in touch with the Edinburgh Voluntary Organisations Council (EVOC) for advice concerning the draft Constitution, and that his contact, Josie Isles, had provided several recommended amendments to be incorporated prior to submitting the draft to the Office of the Scottish Charity Regulator (OSCR) for approval. However, EVOC had also suggested that it might be preferable to register as a limited company, and Ms Isles had also provided a number of suggested amendments to the draft Constitution should we decide to follow this course.

It was agreed that, although the preferred option was still to be a charity organisation limited by guarantee, we should reconsider other alternatives in addition to that of registering as a limited company. Options could include registering as a social enterprise or a co-operative. A further option, suggested by Dr Mackinnon, could be to register initially as a limited company and then apply for charity status once we were up and running. Liz offered to investigate other similar professional organisations to determine what type of organisation they were registered as.

It was agreed that we needed further information about EVOC's recommendations before any decisions could be made. John agreed to contact Tam to request a copy of the recommendations, and also to notify him of the proposed dates for the next meeting to ensure that there was no conflict with his other commitments. John would also discuss the most recent draft of the Constitution with Maggy Wallace, the CNHC's Executive Chair, to determine whether it was acceptable to the CNHC in principal and to discuss the position specifically for Scotland.

### **Actions:**

1. Liz to investigate similar professional organisations to determine how they were registered.

2. John to contact Tam for full details of the EVOC recommendations and to confirm a date for the next meeting that would fit in with Tam's other commitments.
3. John to discuss the current version of the Constitution with Maggy Wallace, the CNHC's Executive Chair, to determine whether or not it was acceptable to the CNHC in principal.

**b. Bank account – accounting procedures.**

Jo presented a proposed amendment to Para 4.b.2 to the Draft Financial Procedures Manual for further discussion as follows:

*'ii. All financial transactions (other than small claims by individual members to cover expenses as detailed at Sub-para 4.b.iii) must be agreed by the Board. Approval must be documented in a minute of a Board Meeting or, in the event of unforeseen urgent expenditure, between Board Meetings, by emails from each Board Member to all Board Members indicating their agreement. Additionally each invoice must be signed by the appropriate person and forwarded to the Treasurer for payment. Prior to entering any financial agreements the Treasurer must be consulted to ensure that sufficient funds are available for the transaction.'*

It was unanimously agreed that the proposed amendment should be accepted and incorporated into the Manual.

It was noted that should we ultimately choose to register the SHF as something other than a charity limited by guarantee the Manual would require further revision in order to comply with the appropriate accounting regulations. However, this would not necessitate any revision to the above paragraph.

**Item 3. Voluntary Self-Regulation (VSR).**

John provided a brief on current developments in progressing towards VSR. The Department of Health in England and Wales has selected the Complementary and Natural Healthcare Council (CNHC) as the regulatory organization for hypnotherapy. This organisation has in turn appointed a Profession Specific Board (PSB) populated by representatives from the hypnotherapy profession who will be responsible for overseeing such aspects as training, supervision and CPD, and who will also sit in on disciplinary cases. The first PSB includes two representatives from UKCHO and two from the Working Group (from the GHR and the Hypnotherapy Society respectively).

One of the main aims of VSR is to raise the standards of the profession, and this includes the requirement for hypnotherapy schools to provide a minimum of 120 hours of classroom training and a total of 450 hours overall (including students' private study, practical work, and the completion of portfolios). Supervision will also be required, of a standard to be agreed by the profession.

There has been some disagreement from some professional organisations (PAs) and hypnotherapy schools over the number of training hours required as some schools currently offer only 80 hours of classroom training. Furthermore, not all practicing hypnotherapists will have suitably accredited qualifications such as the HPD. However, under-qualified therapists will be allowed three years in which to achieve the required standard. Should they fail to do so within this time scale they will not be allowed to remain on the CNHC register.

PAs currently include organisations such as the NCH and the HA. Once the SHF is established this organisation will also qualify as a PA, the devolved status of the Scottish Health Department notwithstanding. Concern was expressed that we might be regarded as a rival by other PAs. However, it was noted that this was far from the case as individuals may belong to as many different PAs as they wish.

Dr MacKinnon thanked John on behalf of all present for his excellent presentation.

#### **Item 4. Record Keeping.**

John drew attention to an article by Mrs Jo Mountain of Howden Professional, that had been published in the September 2010 edition of 'The Hypnotherapist' (the official journal of the Hypnotherapy Association). This article provided much useful information on regulations governing note-taking and record keeping, including information on whether or not an individual should register with the Information Commissioner's Office (ICO). Whilst anybody who wishes to keep client notes on their computer must register with ICO the regulations concerning paper records are less clear cut. It appears that if an individual follows a 'disorganised filing system', i.e. one where records are filed without any numeric or alphabetic reference, there is no requirement to register. However, if the filing system is organised, e.g. in alphabetic or serial number order, then there is a requirement to do so. It was noted that the current registration fee is £35, and that it could be advisable to register even if there is no specific requirement to do so.

*Secretary's note: For those interested in obtaining a copy of the full article, back copies of 'The Hypnotherapist' may be purchased from the Hypnotherapy Association, 14 Crown Street, Chorley, Lancs, PR7 1DX. The price is £4 per issue.*

#### **Item 5. CORE – System for Compiling Scores.**

At the Meeting of Saturday 31<sup>st</sup> October 2009 Susanne had provided an excellent brief on CORE Assessments (Item 2d of the Minutes of that Meeting refers). Dr Geoff Ibbotson, a GP and Hypnotherapist based in Manchester, has generously offered us the use of an automated system he has devised that provides a quick and easy method for compiling CORE scores. Any SHF member who uses CORE is welcome to use Dr Ibbotson's system with the proviso that it is attributed to him whenever appropriate. Jo provided a brief explanation of its use to the Meeting.

**Action:** Jo would write to Dr Ibbotson to thank him for his generosity in sharing his system with the SHF.

#### **Item 6. Any Other Business.**

No further items were raised under Any Other Business.

#### **Item 7. Presentation by Dr Hetty MacKinnon.**

Following the Meeting Dr MacKinnon gave a demonstration of autogenic breathing. This received very positive feedback from all those attending, and led on to the suggestion that the SHF could co-ordinate 'sharing groups' at which each person attending could demonstrate some technique that worked well for them either personally or for their clients. It was noted that due to distance it would not always be practical for some members to meet face to face. It was therefore suggested that in order

to cater for all needs some sessions could be carried out via Skype whilst others would be run on a face to face basis.

John expressed his thanks to Dr MacKinnon on behalf of all those attending for sharing this very useful technique with us.

**Item8. Date of Next Meeting.**

The next meeting will be held at Mannerston Holdings from 1-3pm on Saturday 8<sup>th</sup> January 2011.

The meeting closed at 5.15 pm.