

BOWEN FORUM 3rd AGM
SATURDAY 17 NOVEMBER 2007

LYDALLS HALL
40 – 42 LYDALLS ROAD
DIDCOT
OXFORD OX11 7HX

Opening Seminar

PRESENT: Bowen Forum Committee: Jenny Gordon (JG - Lay chair) Lynden Lane (Lay member) Zazia Pratt (Lay member) Angela Cannon (BAUK) Peter Briant (PB - BAUK) Janet Barry (JB - BTER)

Attendees: Ian Cambray-Smith (IC-S - PFIH), John Wilks, Fiona Williams, Cliff Jones, Christine Bowler, Brendan Quinn, Anneke Loode, John Francis, Jill Norfolk, Glosnie Williams, Beth Darrall, Bernard Elliot-Smith, Ken Hadley, Charlie Llewellyn-Smith, Jen Walker, Babs Firman.

Apologies: Nikke Ariff (BTER) Jean Nestor (PFIH) Brennan Barry, Jackie Brown, Lorraine Doherty, Maggie Miles, Liz Bridger, Liz Hopkins, Linda Meredith, Linda Rice, Joy West, John Peace, Jonathan Clogstoun-Willmott, Jihan, Jane Edwards, Jan Conran, Helen Philip, Heather Lamacraft, Fiona Lewis, Fiona Hayhoe, Emer Carr, Eileen Storey, Effie Raahs, David Howells, Jean Dafyad, Christine Whitemarsh, Margaret Cotton, Clare Grivot, Claire Emberton, Belinda Carr, Barrie Hanson, Anne Davidson, Alison Lavington, Alison clamp, Alice O'Brian, Margaret Marsh, Marita Flook, Valaerie Tler, Tricia Underwood, Tony Cremis, Ruth Dixon, Tina Taylor, Tina Reid, Terry Stokes, Sylvia Wilkinson, Su Hagan, Sunayana, Simone Guest, Shelagh Boughton, Sandra Adams, Sandie Lovell, Robert Ford, Rebecca Stule, Rachel Evans, Rosemary Lomas, Pauline Clarke, Linda Binnie, Pamela Stirling, Norman Ogden, Judith Watson, Nogah Wilson, Nisha Cooke, Niki Davis, Dena Hawkins, Mike Barlow, Mena Canning, Martin Hurrell, Lynda Domenech, Jeanne Dymond, Benedict Angot, Teresa Alkin, Ruth Parker, R Stobbart, Pam Worthington, Diane Evans, Chris Bunker, Sue Mason, Maria Miller, Lynn Reading, Lindsey Hanson, Kevin Jefferson, Jenni White, Deborah Catchatoor, Fran Stule, Caroling Lison, Caroline Kremer, Mandy Hermitage, Mary, Kathie Mabblerly, John Lynch, Jane Snell Fiona Webb, Claire Rice, Patricia Darling, Andy Wells, Jackie Knott, Abi Bestwick, Sue McGinley, Philomena Denton, Pam Luker, Michael Nixon Levy, Jodie Sherman, Jan Davies, Donal, Judith Johnson

Around 11am Jenny Gordon welcomed everyone to the third AGM of the Bowen Forum. The members of the committee introduced themselves. JG formally thanked the committee for all its hard work over the past year. She then gave a brief explanation of what the Federal Working Group had set out to do. She explained that Lynden Lane, as chair of the Education Sub-Group, had written to all the Bowen training providers in the UK, and had visited all those who responded. From this the Core Curriculum for Bowen

has been drafted. It is now available to all trainers. Currently the Bowen Forum is compiling Code of Conduct and Ethics, Complaints and Fitness to Practise documents.

These will be available via the Bowen Forum website once completed. JG highlighted that the role of the professional associations is to be of service to the practitioners and, although separate from the regulatory body, they will still have a vitally important part to play. An important area of work is the next step of determining grandparenting and APEL. This means helping people to meet the required standards even though they may have been trained by different UK training organisations or they may have trained abroad. This criteria has to be in place in order for Bowen to be regulated by the Federal Regulatory Council. This is a fairly complex area of work but we are hoping that it will not take too long to complete.

JG then introduced Ian Cambray-Smith from the Prince's Foundation for Integrated Health. Ian is responsible for regulation, education and training for all healthcare providers, and not just for the complementary sector.

Ian began his presentation by explaining the structure of the proposed Federal Regulatory Council. He said that there had been some misinformation spread by some dissenting bodies, but he would be giving the FACTS only. He wished to dispel any myths about PFIH having a master plan to impose their own model. He explained that the FWG had one requirement only and that was to find a FEDERAL model for Voluntary Self Regulation (the Health Professional Council (HPC) exists for statutory regulation).

The FRC is to be the single point of contact for the public. The model that has been adopted will provide a robust system, (possibly even more so than for statutory regulation), even though this is voluntary regulation.

- The economies of scale arising from having a federal structure have the potential to keep the costs down for practitioners.
- There will be a rationalisation of standards but allowances for a range of approaches.
- It can accommodate Multi Disciplined Practitioners.
- It will carry more weight when negotiating with other bodies.

The regulator is made up of 4 components – together they all form the whole:

1. Federal Regulatory Council FRC
2. Functional Boards FRC boards
3. Profession Specific Boards PSB
4. Practice Advisory Panel PAP

Federal Regulatory Council – 9 Lay members. The FWG agreed it must be all lay. Lay members will be appointed by an independent appointments process. Training will be provided. There will be a 3 year term of office. The chair will be selected by the members from among themselves.

Cliff Jones asked where the lay people would be sourced. IC-S explained that 6 of the initial members would be from the existing lay members that have been working with PFIH. Other organisations, such as REACH, may be able to provide potential members.

John Wilks asked if the FRC criteria were already available. JB explained that it was in existence although minor alterations were still being worked on.

Jill Norfolk was concerned about the costs of advertisements for positions escalating. IC-S explained that costs for this had been factored into the business plan and was a legitimate business cost.

Functional Boards:

The chair for each of the 4 functional boards will come from the FRC members. There will be an additional 6 lay people, and practitioner advice may be co-opted. There will be a 3 year term of office with no more than 2 terms of office.

The 4 Boards;

1. Education Training Quality and Standards board. This board is expected to run all the time.

2. Complaints board
needed

These 3 will only meet as and when

3. Registration and validation of evidence

4. Finance

A fee will be paid to attend meetings; there will be no retainers. The work that these boards do may change with time.

John Wilks asked if the Quality and Standards board only applied to education and IC-S answered that it applied to everything.

Profession Specific Boards (PSBs):

There will be one board for each profession regulated. The lay Chair will come from the Education and Training board and may chair more than 1 PSB, as the work load is not anticipated to be too great.

Initially the Professional Associations (PAs) for each therapy will nominate four registrants to be selected for their PSB. Three must be PA members and one can come from outside the PAs, provided that they meet the criteria and that they are themselves a registrant. Once on the PSB, these members are representing the therapy, and not the professional association that nominated them. There will be a 3 year term of office, with no more than two terms, and the PSB will have the power to co-opt. The PSB can set up stakeholder groups. The regulator is not able to change anything profession specific that requires change of practice without liaising with the profession itself.

John Wilks asked if trainers could be on the PSB and PB answered that the Bowen Forum had suggested that they could, but they should not form a majority on the PSB.

Jill Norfolk asked if this had been resolved with the dissenting groups. IC-S explained that this had been a major issue for some of the dissenters. It also turned out that mis-information regarding where the PSB members were to come from was already circulating. Some people had heard that all were to come from outside the Professional Associations, but IC-S stressed that this was never an option.

PB explained that the PSB was not expected to have a heavy workload, and that it will mainly be involved with assisting with complaints processes. This is because the core curriculum and National Occupational Standards are already in place, and will not need to be updated for some time.

Practice Advisory Panel (PAP)

This has been proposed in order to provide a check on the FRC. The PAP will be made up of one registrant from each profession (the same as we currently have for the FWG). Three members from the PAP will attend all FRC meetings. These three attendees will also rotate amongst the panel members. This board is to support the FRC in its understanding of therapy requirements. The FRC will be required to take account of the PAP, but the PAP will have no voting rights.

All actions of the FRC will be subject to independent external audit. It is possible that the CHRE will do this. The regulator must not only be independent but must be seen to be independent. The regulator must be transparent, accountable, ethical, dispassionate and just.

JG explained that the majority of the action will happen at PSB or PA level. The regulator will be there for the rare major issues, so it definitely will be light touch. There will not be any mark against a registrant's name if a complaint is lodged (unlike for the HPC).

John Wilks wanted to know who would deal with complaints amongst peers. JG replied that this was still being worked on.

IC-S then highlighted what is still to be done:

The Regulatory Working Groups (i.e. Bowen Forum) need to set entry requirements for the register.

There needs to be agreement on Grand parenting and APEL (Assessment of Prior Experiential Learning).

Finalise complaints and Fitness to Practise.

Finalise code of conduct and ethics.

Develop standing orders and working practises.

Agree transitional arrangements.

Things are definitely moving along, and the shadow FRC council will start at the end of 2007. Registrants will be admitted from April 2008, for those therapies that are ready to be regulated from that date. The chair of the FWG is meeting with the Department of Health on the 10 December 2007 to discuss start up funding for the regulator.

The work of the Bowen Forum is funded for the next 12 months and that will give it time to set in place the remainder of the outstanding issues.

JG explained that the Bowen Forum has met its requirements for funding and has had to account for how its grant is being used.

Regulation – the benefits:

- The public will have access to safe, competent practitioners with a single point of contact for information or complaints.
- For practitioners it will be an independent benchmark of professional competence.
- For the profession, the willingness to sign up to a robust system of VSR demonstrates maturity. There has been criticism in the past that Complementary and Alternative Medicine is fragmented. This process proves that CAM is taking things seriously.
- For the professional bodies it leaves them free to nurture their members. They can focus on their members and on developing the profession. The PAs will also be responsible for research, as that is not a function of the FRC.
- The professional associations within each therapy will be encouraged to set up Profession Specific forums (such as the Bowen Forum). This will build on what has already been done and encourage continued good relations between PAs. The forums will provide a vehicle for dialogue between the PAs, and will enable them to speak with a unified voice. The PSBs can also liaise with the professional forums if any changes are required to the profession specific standards. Regulation must be professionally informed but transparently independent.
- There will also be an interaction between the individual professions registered with the FRC.

John Francis enquired as to whether full details of a registrant will be available from the FRC. JB replied that the register would only show a person's name, postcode and possibly area, but not their full address or their telephone number. These will still need to be obtained through the professional associations.

Fiona Williams explained that is how it is for Physiotherapists on the HPC. All the register shows is that you are bona fide. She also said that many complaints can be dealt with at professional body or professional forum level. This can then be fed back to the practitioners for future good practice.

Cliff Jones was concerned about the levels of communication between the Professional Forums and the PSB, but it was explained that the PSB would have to consult with the profession if any changes to the standards were to be agreed.

IC-S concluded that Complementary healthcare will be enhanced by having a robust regulator. There has been positive response to the work that has been done to date from Department of Health, CHRE, Witness and the HPC. There will be a partnership between the regulator and the practising bodies.

There was a break for lunch at 1pm.

The afternoon started with a small exercise in role play. JG had prepared simple display material (*very nice drawings of stick people!*) to illustrate the different parts of the FRC structure. People joined in to show how the different structures related to one and other. This was a useful process to check that the structure was fully understood. It did raise some queries that JG was able to clarify.

A discussion followed that talked about how to, and who would, check the details to make sure a practitioner is fully qualified. This has yet to be finally agreed but it is hoped that the Professional Associations will adopt the same entry requirements as for the regulator, so that if someone meets their PA's requirements, they will automatically be transferred onto the FRC (once the fee has been paid). There was discussion about the CPD requirements, and that there will be generic CPD requirements and other ways of doing CPD rather than just doing Bowen courses. There needs to be a balance between making you a better practitioner and hands on practice.

Cliff Jones asked about what would be done about the difference between what BAUK and BTER accept as CPD. PB answered that this was something that needed to be addressed and was being worked on by the Education Sub-Group.

It was highlighted that there is a big role for the PAs to advise trainers about what will be approved for CPD. The Bowen Forum would like to receive feedback on what people believe CPD should be.

John Wilks said that CPD must be safe, as some practise Bowen without 2 minute breaks and other anomalies etc. He feels that CPD can make or break Bowen.

Additionally there must be professional respect for what others are doing with no back stabbing.

JG explained that was the reason for the core curriculum being used to produce training standards. She also raised the issue of whether all Bowen trainers should have a teaching qualification. ZP said that there is a 12 week course that can be done that would be adequate for Bowen courses. She also said that the City and Guilds training was particularly suited to Bowen training because of its practical element. There was general agreement that instructors should hold a teaching qualification.

John Wilks also feels that efficacy should be brought into training. JG talked about MYMOP (measure yourself medical outcome profile), which is a simple validating outcome measurement tool used to record such things as; what was the problem? What will indicate the treatment is a success? What has happened? It was suggested that Charlotte Patterson who devised MYMOP could be invited to speak at the next Bowen Forum AGM.

John Francis said that there had been a presentation at the BTER AGM on the use of SOAP which is a method of standardising record keeping.

There was talk on whether Anatomy and Physiology should be taught at the same time as Bowen. Bowtech will not accept someone on a training course until an A & P qualification has been achieved. ECBS do give a certificate on completion of training, but practitioners may not practise on the public without the A & P qualification. BTER would like to see A& P as part of the Bowen training.

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PB thanked and welcomed everyone to the AGM.

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Attendees: John Wilks, Fiona Williams, Cliff Jones, Christine Bowler, Anneke Loode, John Francis, Jill Norfolk, Glosnie Williams, Bernard Elliot-Smith,.

Apologies:

Lynden Lane (Lay member), Nikke Ariff (BTER) Jean Nestor (PFIH) Brendan Quinn, Beth Darrall, Ken Hadley, Charlie Llewellyn-Smith, Jen Walker, Babs Firman, Brennan Barry, Jackie Brown, Lorraine Doherty, Maggie Miles, Liz Bridger, Liz Hopkins, Linda Meredith, Linda Rice, Joy West, John Peace, Jonathan Clogstoun-Willmott, Jihan, Jane Edwards, Jan Conran, Helen Philip, Heather Lamacraft, Fiona Lewis, Fiona Hayhoe, Emer Carr, Eileen Storey, Effie RaHS, David Howells, Jean Dafyad, Christine Whitemarsh, Margaret Cotton, Clare Grivot, Claire Emberton, Belinda Carr, Barrie Hanson, Anne Davidson, Alison Lavington, Alison Clamp, Alice O'Brian, Margaret Marsh, Marita Flook, Valerie Tler, Tricia Underwood, Tony Cremis, Ruth Dixon, Tina Taylor, Tina Reid, Terry Stokes, Sylvia Wilkinson, Su Hagan, Sunayana, Simone Guest, Shelagh Boughton, Sandra Adams, Sandie Lovell, Robert Ford, Rebecca Stule, Rachel Evans, Rosemary Lomas, Pauline Clarke, Linda Binnie, Pamela Stirling, Norman Ogden, Judith Watson, Nogah Wilson, Nisha Cooke, Niki Davis, Dena Hawkins, Mike Barlow, Mena Canning, Martin Hurrell, Lynda Domenech, Jeanne Dymond, Benedict Angot, Teresa Alkin, Ruth Parker, R Stobbart, Pam Worthington, Diane Evans, Chris Bunker, Sue Mason, Maria Miller, Lynn Reading, Lindsey Hanson, Kevin Jefferson, Jenni White, Deborah Catchatoor, Fran Stule, Caroling Lison, Caroline Kremer, Mandy Hermitage, Mary, Kathie Maberly, John Lynch, Jane Snell Fiona Webb, Claire Rice, Patricia Darling, Andy Wells, Jackie Knott, Abi Bestwick, Sue McGinley, Philomena Denton, Pam Luker, Michael Nixon Levy, Jodie Sherman, Jan Davies, Donal, Judith Johnson, Pauline Baker, Angela Morris.

Minutes of 2nd AGM approved by John Francis seconded by Anneke Loode

Matters arising – there were none

Structure of the Forum

This is still the same, with lay representatives and representatives from BA(UK) and BTER. Only the Professional Associations can vote, and 2 votes are given per 20

members. The forum is going to set up affiliate membership for trainers and training establishments, but these will not have any voting rights.

Membership at 1 January 2007:

BTER - 501 full members (2006: 446),

BAUK - 333 full members (2006: 292),

BPA (estimated 50 members, but PB is trying to check whether they are still in existence.)

A 2/3 majority is required, which requires cooperation between the Associations.

Representatives are:

BTER: Janet Barry & Nikke Ariff

BAUK: Peter Briant & Angela Cannon

BPA: Angela Power

Chairs Report – JG had nothing to add from the morning's session.

Treasurer's Report.

The accounts for the twelve months ended 31 December 2006 are attached to this report, and are prepared on the accruals basis.

The income for the period comprised membership subscriptions of £3,027, together with £5,891 of grants from the Prince's Foundation for Integrated Health (PFIH). £1,135 of grant is included in the balance sheet as deferred income, since it relates to the first quarter of 2007. The membership subscriptions are charged to the three professional associations who are full members of the Bowen Forum, the Bowen Therapists' European Register (BTER), the Bowen Association (UK) (BAUK), and the Bowen Practitioners' Association (BPA). In 2006, the associations were charged £3 for each full member and each associate member, and in 2007, we have charged £3.50, though only for the full members of each professional association. The budgeted figure is £4 per member for 2008, although whether we can achieve this figure depends on whether we receive any grant income after 31 March 2008.

Three grants were received from PFIH during 2006:

1. The main one was for the regulatory programme, and was for £4,540, covering the year to 31 March 2007. This grant is unrestricted in its use, and covers the honorarium of £3,000 that we pay to our lay Chair, and much of our remaining expenditure.
2. The second grant was for £850, and was specifically to fund the additional costs arising from the consultation that was held between May and July 2006. This grant was spent in full.
3. Finally, there was a grant for £500 towards the travel costs of the lay members on the Bowen Forum committee. £66 of expenditure was incurred in the period, and the remaining £434 has been carried forward to 2007.

The last two grants are disclosed separately in the accounts, since they are restricted in their use.

In August 2006 we recruited our second lay committee member, Lynden Lane, who has been chairing the Education Sub-Group, and working with John Wilks and Alastair Rattray. She has also been joined by Zazia Pratt in 2007, who brings a wealth of education experience to the sub-group.

After the honorarium, the main items of expenditure are travel expenses, of which we incurred £1,357. Of this figure, £496 related to the expenses for the working party that was working on National Occupational Standards (NOS) for Bowen. The NOS project was managed by Skills for Health, and the project completed in 2006. We are very grateful to all the Bowen therapists who gave up their time to produce the final documents, which are available through the Bowen Forum website.

Other notable items of expenditure are professional fees of £418, website costs of £177, room hire of £116, and AGM costs of £100. The professional fees comprised the accountant's fee of £118, and £300 for two CPD courses that were offered as an incentive to respondents to the consultation. The website required several updates during the year, as a result of the consultation, and our thanks go once again to BTER member Richard Baverstock for the excellent service that he provides.

The Forum has not incurred much other expenditure, because the newsletter and associated updates are either sent electronically, or they are posted out by the professional associations. However, with the increasing number of meetings, and the work performed by the Education Sub-Group, expenses have increased in 2007. During 2007, the Sub-Group has met with the various training establishments, and has been working hard to produce a core curriculum for Bowen. The Forum plans to recoup most of the costs of the Education Sub-Group from the training establishments, who will become associate (non-voting) members of the Bowen Forum. It is intended that the trainers will now be charged for affiliate membership at £30 per trainer capped at £200. This is because a great deal of the work done by the Forum is for the benefit of the training establishments.

We are very grateful to the Prince's Foundation for their continued financial support. In 2007, PFIH has renewed its grant to the Bowen Forum, and we will receive a further £4,500 for the year to 31 March 2008. The main conditions for the grant are that it is used for achieving the objectives of the regulatory programme, that we appoint lay members to the committee, that we consult with practitioners and stakeholders, and that our accounts are reviewed by an accountant. 31 March 2008 is the end of the three regulatory programme for which PFIH received funding from the Department of Health, and it is still uncertain what funds, if any, will be available to the Bowen Forum after that date.

In September last year, I announced at the AGM that the levy to be paid by the associations was expected to be £4 per head in 2007, but again I am pleased to say that we have managed to keep within this budget. We have been helped in this by the additional grants from PFIH, and also by the fact that postage costs, website costs and AGM costs have been considerably less than budgeted. However, if there is to be no

further grant income after March 2008, the Forum will have to review its expenditure, and we may need to raise the subscriptions charged to member organisations.

At the end of 2006, the net assets of the Bowen Forum were £6,065, and at the end of 2007 I expect this to have increased to about £7,800. I believe that it is an appropriate level of reserves to carry forward – especially given the uncertainty over future funding - since it represents only about 15 months of expenditure. As I have mentioned previously, although the Forum aims to make a small surplus every year, we do not intend to increase our reserves by much in succeeding years. At the end of the VSR process, if there is no further need to keep the Bowen Forum going, any surplus funds can be returned to the member associations.

Matters arising from the Treasurer's report

Anneke Loode wanted to know why the charge for the larger training establishments would be capped at £200. Peter Briant explained that for the organisations where there were several trainers, they were all operating under the same system so there would be less duplication of what the Forum had to do. Anneke was also concerned that only BTUK and ECBS had been invited to sit on the Education Sub Group (ESG), and said that she would have been happy to be involved if she had been invited. It was stressed that the views of all training establishments were important, which is why all had been contacted, and were being invited to be Associate members of the Forum.

JB explained that the ESG had started with John Wilks and Joss Tennent but when Lynden Lane joined the Forum it was decided to re structure the ESG and was done purely on who was had offered their help at the time. There was no intention to exclude people. Trainer input is always valued.

PB stated that PFIH had given good support to the Forum and he formally thanked them for that. It is hoped that funding will continue through 2008..

The accounts for 2006 were approved by Angela Cannon, seconded by Janet Barry.

Agreement of annual subscriptions

These will be payable on 1 July 2008, based on 1 Jan 2008 membership numbers for the Full Member associations. The proposed 2008 subscriptions are £4 for each Full member of the professional associations, and an amount for each Affiliate member (to be decided following discussions with PFIH).

Proposed: John Francis

Seconded: Angela Cannon

Election of Honorary Officers

These have to be drawn from the appointed representatives of the member associations for 2007/8. The representatives standing are:

Janet Barry as Secretary:

Proposed: Peter Briant
Seconded: Angela Cannon

Peter Briant as Treasurer:

Proposed: Janet Barry
Seconded: Angela Cannon

Any Other Business

John Francis thanked the Forum on behalf of BTER for all their work that was much appreciated.

A further cheque for £25 was required for Didcot church hall, for the hire of the projector and the use of the hall for an extra hour. Peter Briant approved the payment, seconded by Angela Cannon.

JB thanked the lay members of the Forum in particular for their dedication to the process of regulation and for being so enthusiastic about Bowen even though not therapists themselves.

The AGM closed at 3.45 PM